

7a Notifications and Requests for the SPO

The Notifications and Requests section is a part of the Research Administration module of FastLane. This section of FastLane has many functions and features, which will be explained in detail later. Chapter 7a is to be used for guidance in the Research Administration module only. PIs should use the Notifications and Requests for the PI User Guide located in the Proposals, Awards and Status section of the FastLane Help page for all notifications and requests guidance.

To gain access to the Notifications and Requests section the SPO needs to complete the following steps:

1. Login to FastLane and select *Research Administration*.
2. The *Research Administration Home Screen* (Figure 1) appears.



Figure 1. Research Administration Home Screen

3. Select *Notifications and Requests* (circled in Figure 1).
4. The Forwarded by PI tab will appear (Figure 2).

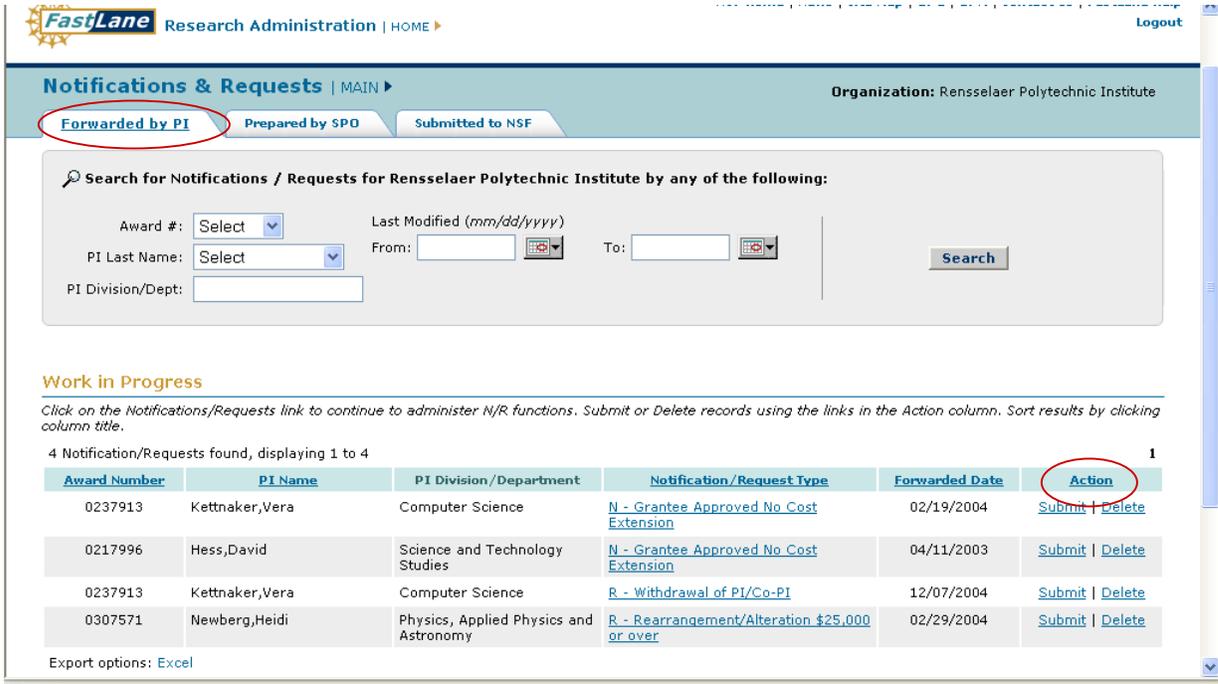


Figure 2. Forwarded by PI Tab Screen

5. You are ready to begin using the Notifications and Requests section. Three tabs found in the Notifications and Requests section are:
 - Forwarded by PI
 - Prepared by SPO
 - Submitted to NSF

Each tab has its own functionality/features and is explained in the succeeding sections of Chapter 7a.

Forwarded by PI

The *Forwarded by PI Tab* Screen (Figure 2) appears when the Notifications and Requests link is clicked on from the Research Administration Main Screen. It displays the work in progress notifications and requests that are for review. Documents are listed by the following column title criteria:

- Award Number
- PI Name
- Division/Department
- Notification/Request Type
- Forwarded Date.

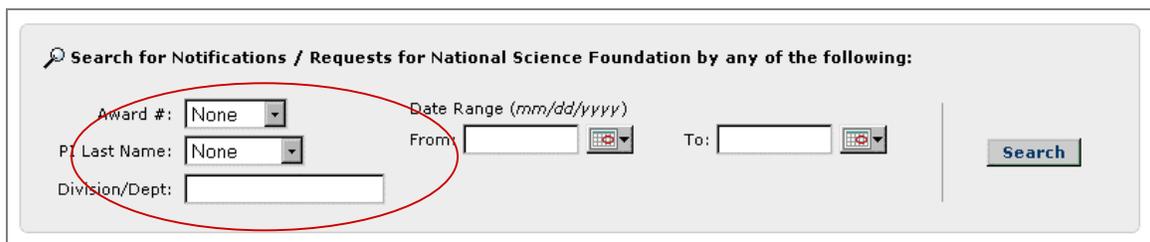
Click on the column title to sort the documents by criteria.

Each work in progress in the Notification/Request Type column will begin with an N or R meaning whether the document is a Notification or a Request.

Search for Notifications and Requests

The search function in Figure 2 (highlighted in Figure 3) provides users with the capability to search a date range and other information. Options in this search function include:

- **Award #.** Drop down menu containing award numbers.
- **PI Last Name.** Drop down menu containing all PI awards in the work in progress list.
- **Division/Department.** Enter a department or division name.
- **Date Range.** Use the calendar function to select an appropriate range of dates or enter the data in mm/dd/yyyy format. Dates are based on the modification made to a Notification or Request.



Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Date Range (mm/dd/yyyy) From: To:

PI Last Name:

Division/Dept:

Figure 3. Search function

Once you are satisfied with your criteria, click **Search**. An updated list will appear (Figure 2). To view on a particular document, click on the corresponding Notification/Request Type for each work in progress. The *View Notification/Request Screen* will appear (Figure 4). Any Notification and Request view action will display a Screen similar to the Screen found in Figure 4 with the exception of Change PI and Add/Change Co-PI, PI Transfer, and Addition to SubAward. SPO actions for these requests are found in this chapter and in Chapter 7d PI Transfer for the SPO.

Actions to Notifications/Requests

For each document forwarded by a PI, the SPO can perform the following actions:

- Modify
- Return to PI
- Submit to NSF
- Delete. Click on Cancel to return to the Forwarded by PI Tab (Figure 1).

Action (list column heading circled in Figure 2) allows the SPO to submit and delete each work forwarded by the PI directly from this Screen.

Modify. Any Notification and Request Modify action will display a Screen similar to the Screen found in Figure 4. The following generic steps are used when you wish to modify:

1. Click **Modify** (circled in Figure 4) to alter displayed information.
2. A *Modify Notification/Request Screen* (Figure 5) will appear showing all data that can be modified.
3. Modify the text boxes or fields by deletion or addition of data.
4. Click **Save**. Click **Cancel** to go back to the *View Notification/Request Screen* (Figure 4).

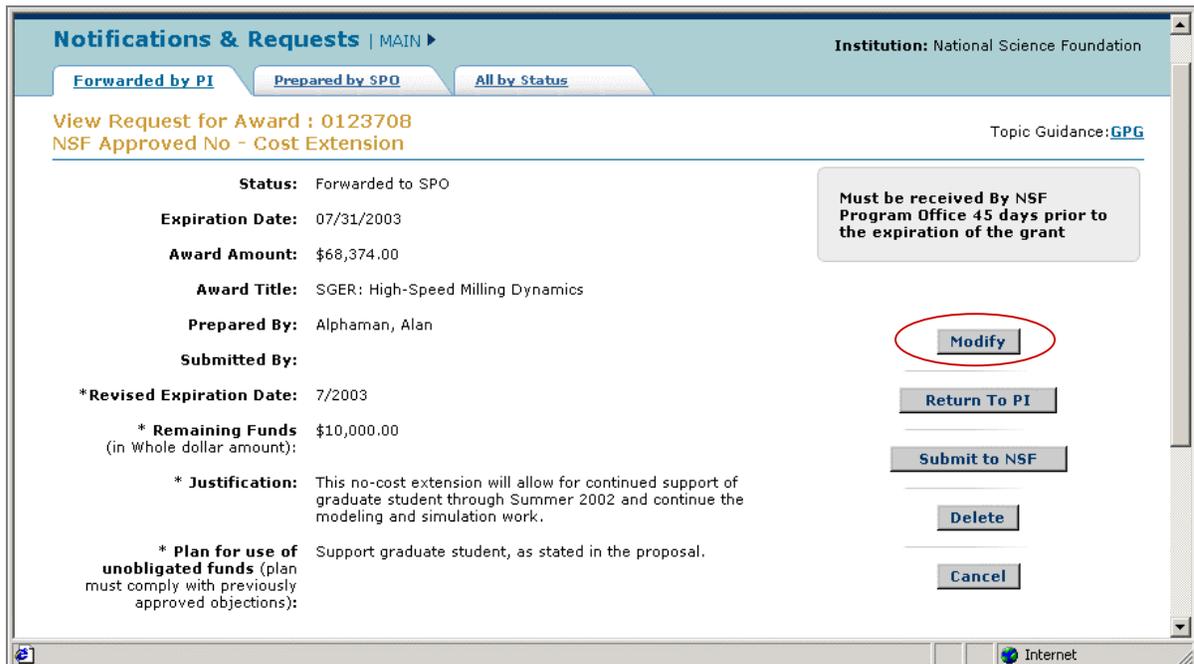


Figure 4. View Notification/Request Screen (Modify)

Notifications & Requests | MAIN ▶ Institution: National Science Foundation

[Forwarded by PI](#) | [Prepared by SPO](#) | [All by Status](#)

Modify Request for Award # : 0123708
NSF Approved No - Cost Extension Topic Guidance: [GPG](#)

Status: Forwarded to SPO

Expiration Date: 07/31/2003

Award Amount: \$68,374.00

Award Title: SGER: High-Speed Milling Dynamics

Prepared By: Alphaman, Alan

Submitted By:

*** Revised Expiration Date:** (MM/YYYY - always expires on the last day of the month)

*** Remaining Funds** (in Whole dollar amount):

*** Justification**

*** Plan for use of unobligated funds** (plan

Must be received By NSF Program Office 45 days prior to the expiration of the grant

Figure 5. Modify Notification/Request

Return to PI. Any Notification and Request Return to PI action will display a Screen similar to the Screen found in Figure 6. The following generic steps are used when you wish to Return to PI:

1. Click **Return to PI** (circled in Figure 6) to send the current forwarded document back to the PI for alterations.
2. A *Return Notification/Request Screen* (Figure 7) will appear.
3. Enter the reason why the request was returned in the provided text box. Click **Return to PI**.
4. Click **Cancel** to go back to the *View Notification/Request Screen* (Figure 6).

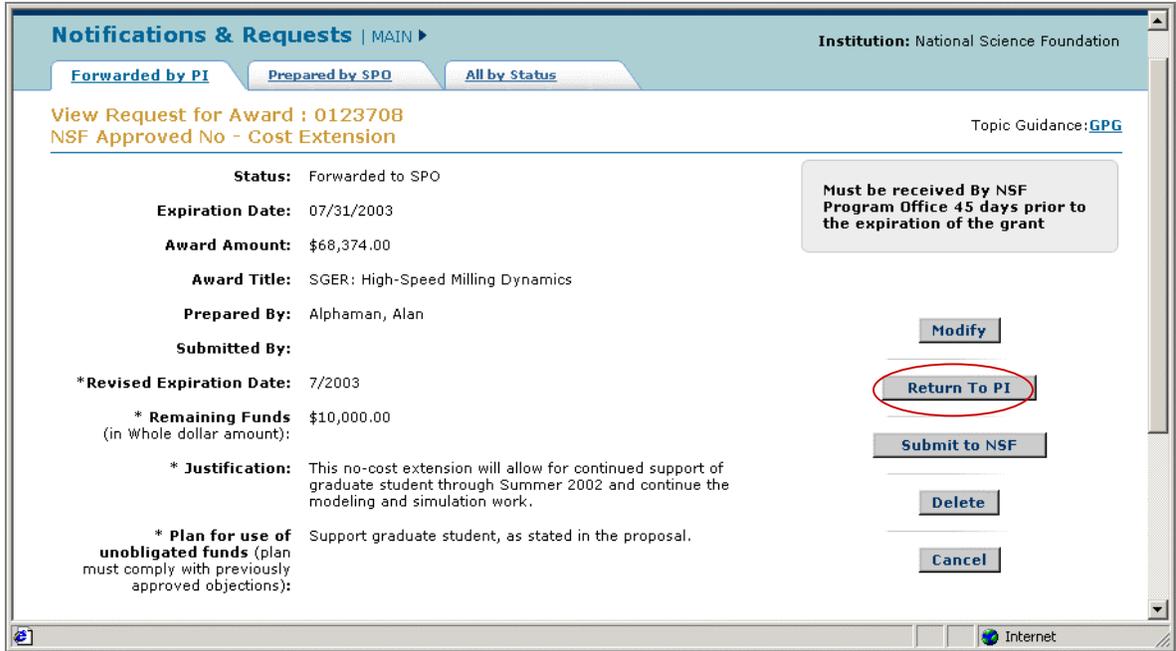


Figure 6. View Notification/Request Screen (Return to PI)

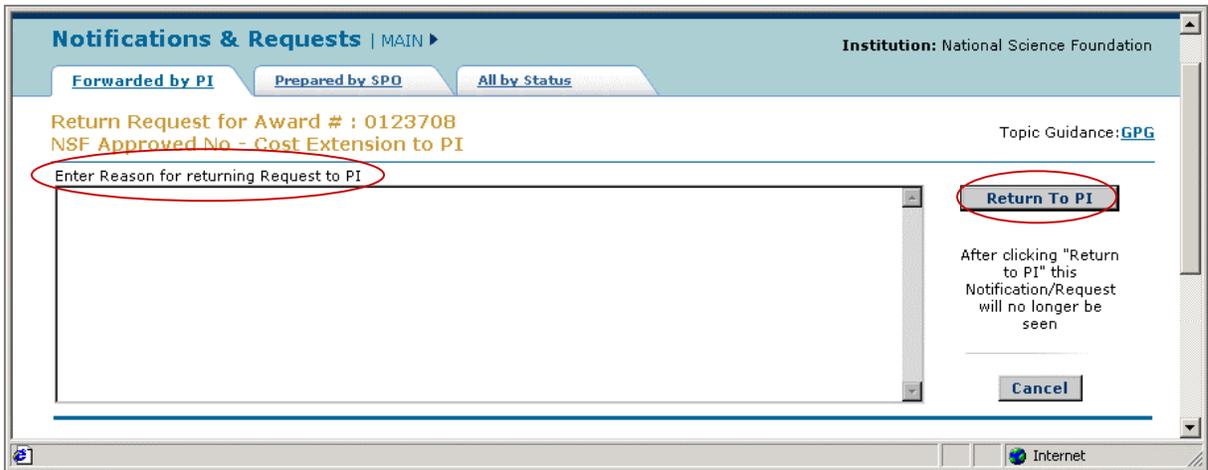


Figure 7. Return Notification/Request

Submit to NSF. Any Notification and Request Submit to NSF action will display a Screen similar to the Screen found in Figure 8. The following generic steps are used when you wish to Submit to NSF:

1. Click **Submit to NSF** (circled in Figure 8) to change the status of the document from Work in Progress to Submitted to NSF.
2. A *Submit Notification/Request Screen* (Figure 9) will appear and ask if you are sure about your action. Click **Submit to NSF** to continue with the action.
3. Click **Cancel** to go back to the *View Notification/Request Screen* (Figure 8).

A Notification/Request can be submitted to the NSF without viewing the View Notification Request Screen (Figure 8). Click **Submit** on the *Forwarded by PI Screen* (Figure 2) to go directly to the *Submit Notification/Request Screen* (Figure 9).



Figure 8. View Notification/Request Screen (Return to PI)

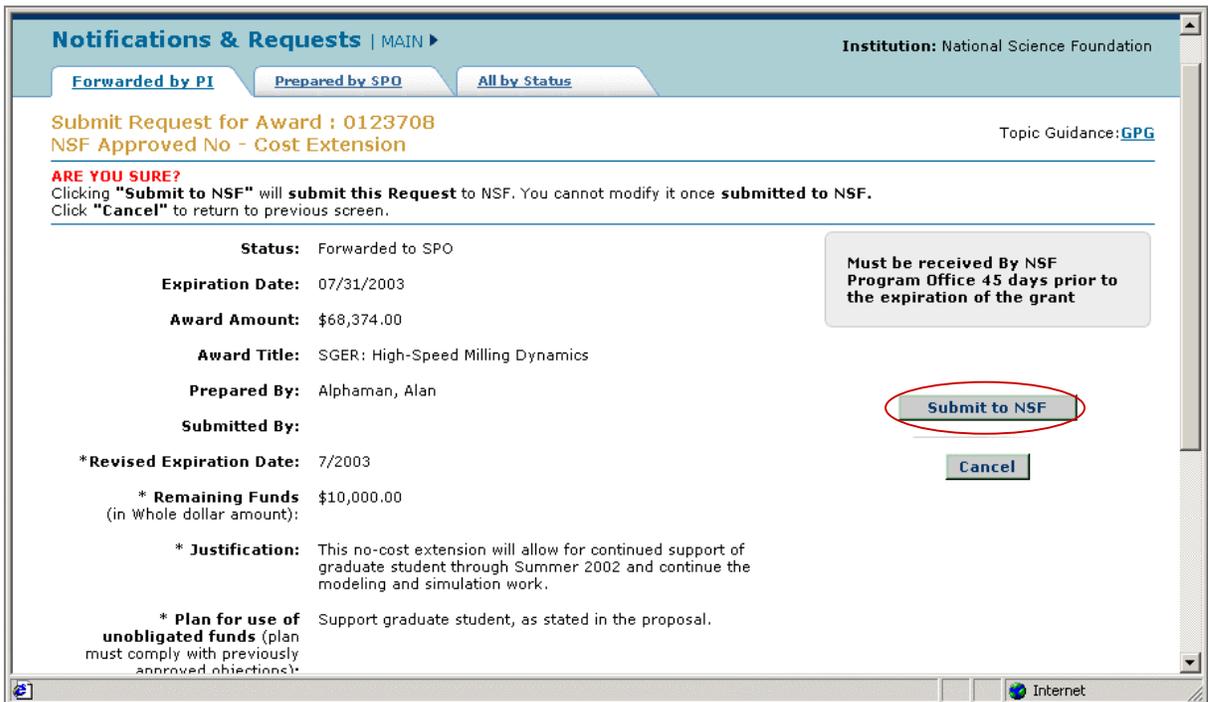


Figure 9. Submit Notification/Request

Delete. Any Notification and Request Delete action will display a Screen similar to the Screen found in Figure 10. The following generic steps are used when you wish to delete:

1. Click **Delete** (circled in Figure 10) to remove the Notification/Request document from the Work in Progress section.
2. A *Delete Notification/Request Screen* (Figure 11) will appear and ask if you are sure about your action. Click **Delete** to continue with the action.
3. Click **Cancel** to go back to the *View Notification/Request Screen* (Figure 10).

A Notification/Request can be deleted without viewing the View Notification Request Screen (Figure 10). Click **Delete** on the *Forwarded by PI Screen* (Figure 2) to go directly to the *Delete Notification/Request Screen* (Figure 11).

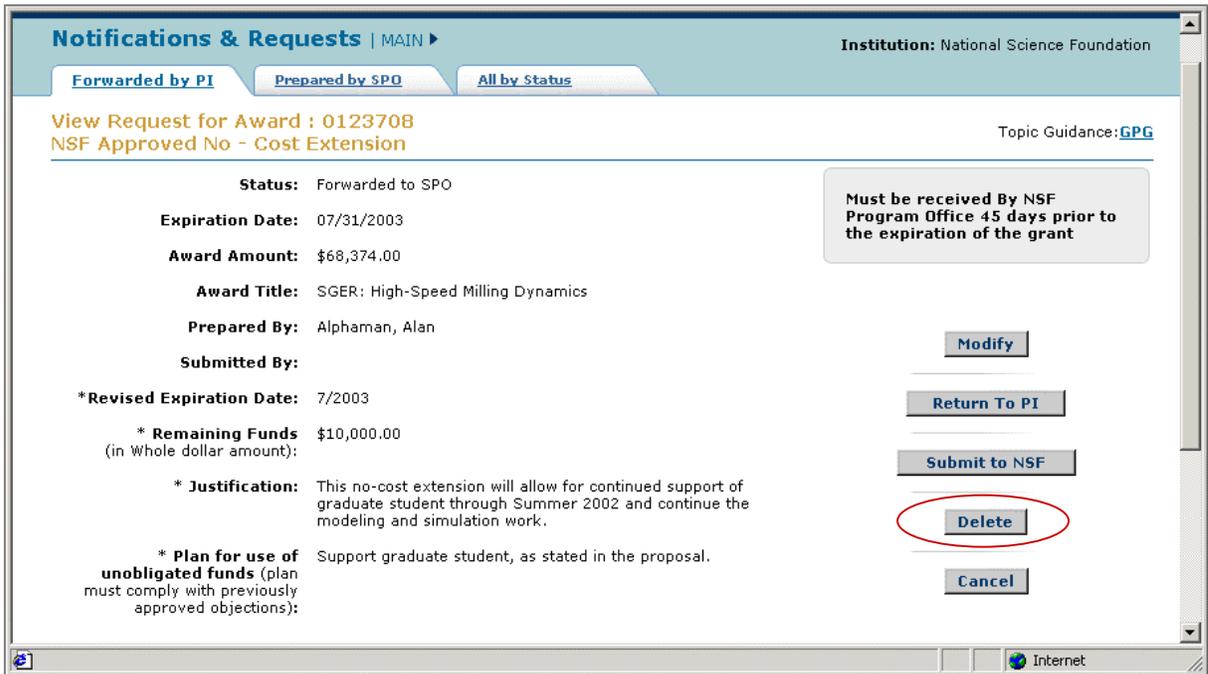


Figure 10. View Notification/Request Screen (Delete)

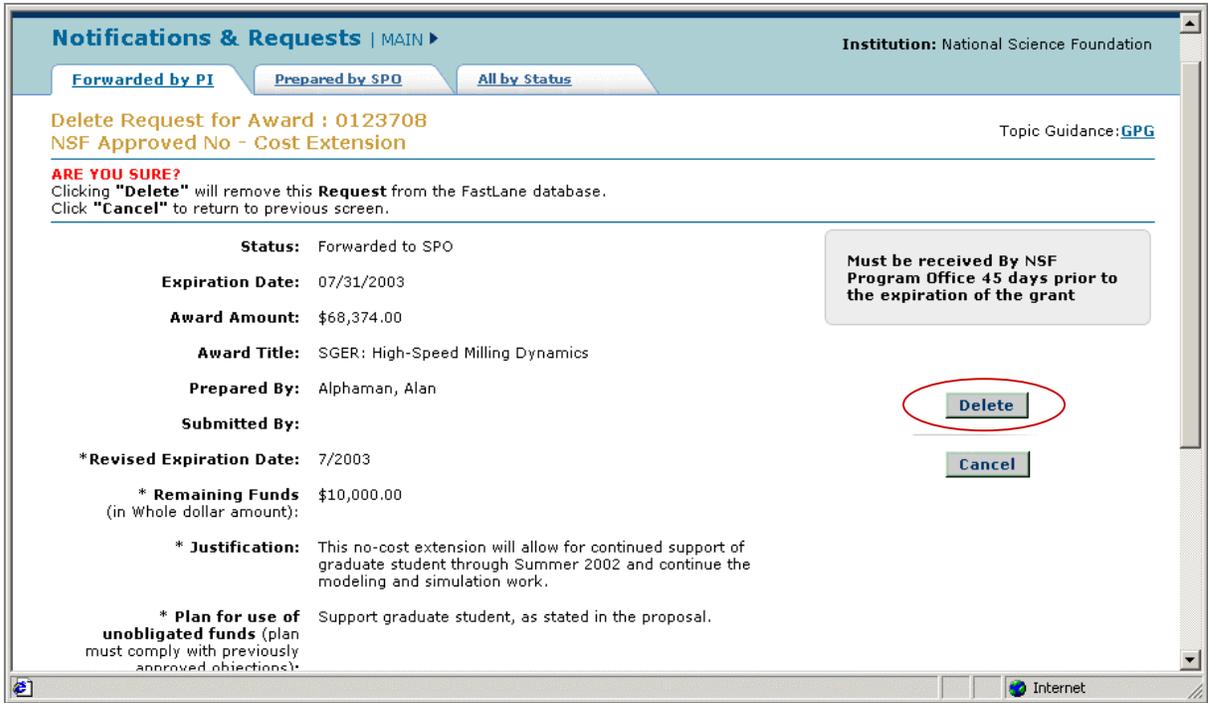


Figure 11. Delete Notification Request

NOTE: For all actions listed in the previous tabs, the Action Confirmation Screen (Figure 12) will appear with a message that your transaction was completed. Figure 12 is an example of one Confirmation Screen.



Figure 12. Action Confirmation Screen

Actions for Addition of SubAward. These actions differ from most SPO notification and request actions. Moreover, your Screens will differ from the previous Screens shown in this chapter. An Addition of SubAward request from a PI allows the SPO to complete the following actions:

- Reject
- Sign and Submit
- Delete

1. Click on the Addition of SubAward link found in *Forwarded by PI Screen* (Figure 2).

Or

Delete or **Submit** on the *Forwarded by PI Screen* (Figure 2)

2. The *Addition of SubAward Screen* (Figure 13) will appear. Note: This Screen shows that of an SPO with AOR permissions.

Addition of SubAward

Award Number: 0700000
Title: Rules

Form Preparation

To prepare a form, click on the appropriate button below.
You must complete the forms with the * (required), in order to Submit the request.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed *	07/27/03	<input type="button" value="GO"/> Justification for Subawardee selection *	12/23/03
<input type="button" value="GO"/> Budgets (Including Justification) *	07/27/03	<input type="button" value="GO"/> Supplementary Docs	N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PTCO-PI)	N/A		

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230, USA

Tel: 703-292-5111
FIRS: 800-877-8339
TDD: 703-292-5090

Internet

Figure 13. Addition of SubAward Screen

3. Click **Sign** (for SPOs with AOR permissions) or **Sign and Submit** (for SPOs with AOR permissions (shown in Figure 13)). Continue to Step 4.

Or

View individual forms by clicking **GO** the corresponding form.

Or

Delete this Request (returns you to *Forwarded by PI Screen* (Figure 2)). Do not continue to Step 4.

Or

Reject (returns the request to the PI or SPO, depending on the request originator). A *Rejection Screen* (Figure 14) will appear. Click **Go Back** to return to the *Forwarded by PI Screen* (Figure 2). Do not continue to Step 4.



Figure 14. Rejection Screen

Or

Go Back (returns you to *Forwarded by PI Screen* (Figure 2)). Do not continue to Step 4.

4. A *Confirmation Screen* (Figure 15) will appear.



Figure 15. Confirmation Screen

5. Click **Go Back** to return to the *Forwarded by PI Screen* (Figure 2).

Actions for Change PI and Add/Change Co-PI. These actions differ from other SPO notification and request actions. Moreover, your Screens will differ from the previous Screens shown in this chapter. A Change PI and Add/Change Co-PI request from a PI allows the SPO to complete the following actions:

- Return to PI
- Modify Request
- Delete Request
- Cancel
- Submit to NSF

1. Click on a Change PI and Add/Change Co-PI link found in *Forwarded by PI* Screen (Figure 2).

Or

Delete or **Submit** on the *Forwarded by PI* Screen (Figure 2)

The *Change PI and Add/Change Co-PI* Screen (Figure 16) will appear.

Documents

etch [GPG](#) and Current and Pending Support [GPG](#) information are required to be submitted for any individual identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
(Two page limit)

*Current and Pending Support Document: [View Uploaded Document](#)

*Justification for Beta Pibeta : test

Return to PI Modify Request Delete Request Cancel Submit to NSF

Figure 16. Change PI and Add/Change Co-PI Screen

2. Click **Submit to NSF**. Continue to Step 3.

Or

Modify Request. Please refer to Page 7a-67 on directions to modify.

Or

Delete Request (returns you to *Forwarded by PI* Screen (Figure 2)). Do not continue to Step 3.

Or

Cancel (returns you to *Forwarded by PI* Screen (Figure 2)). Do not continue to Step 3.

Or

Return to PI (returns the request to the PI or SPO, depending on the request originator). A form is displayed that allows the PI or SPO to enter a reason for returning the request without submittal. A *Confirmation Screen* (Figure 17) will appear.

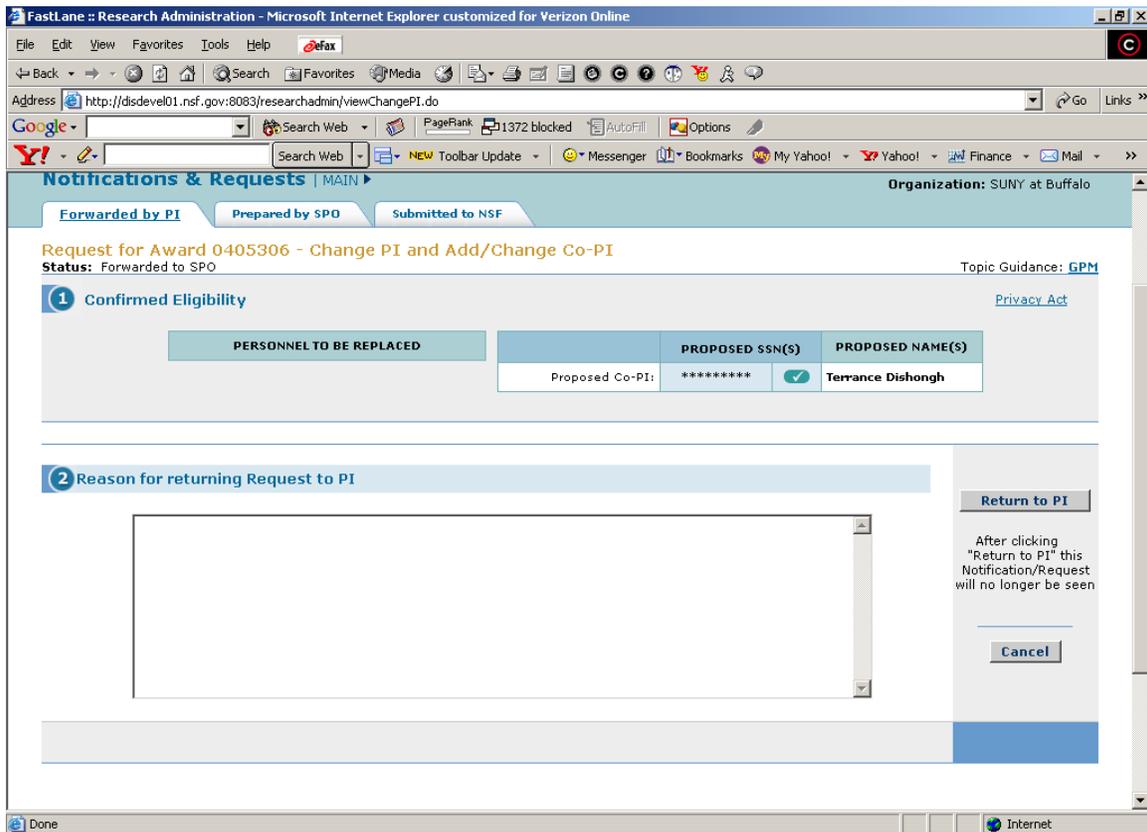


Figure 17. Confirmation Screen

Click **Return to PI**. A *Final Confirmation* Screen (Figure 18) will appear. Click **Search Forwarded by PI List** to return to *Forwarded by PI* Screen (Figure 2). Do not go to Step 3.

Or

Click **Cancel**. (returns you to *Forwarded by PI* Screen (Figure 2)) Do not go to Step 3.

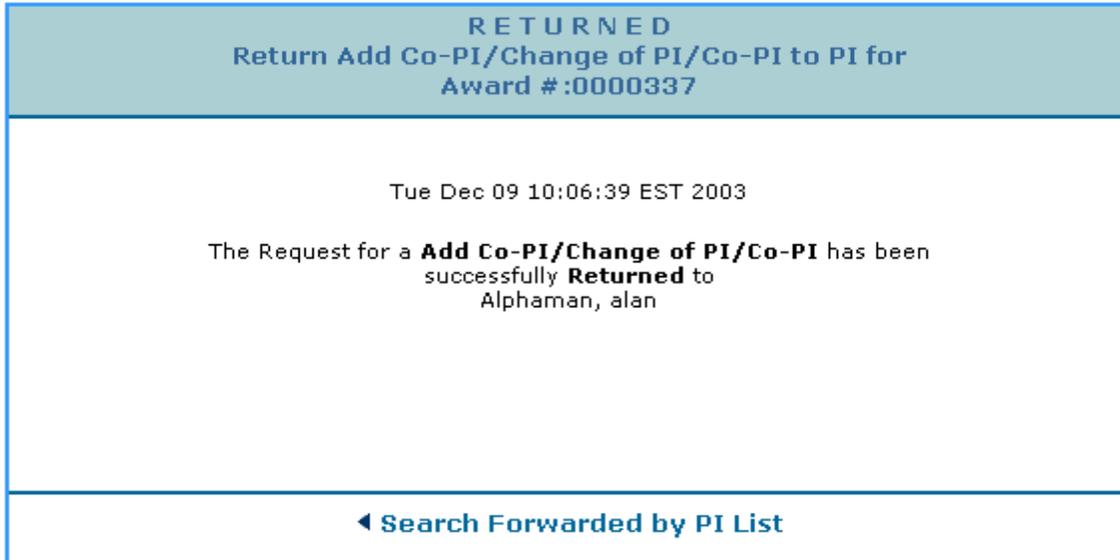


Figure 18. Final Confirmation Screen

3. A *Submit Confirmation* Screen (Figure 19) will appear and ask if you are sure about your action.

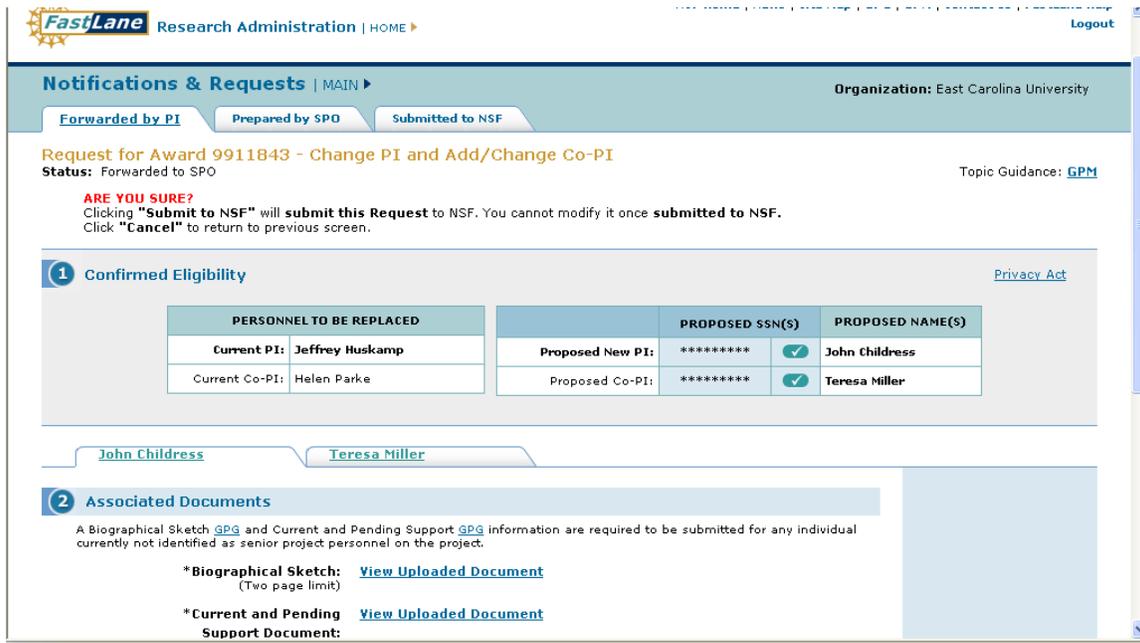


Figure 19. Submit Confirmation Screen

4. Click **Submit to NSF**. A *Final Confirmation* Screen (Figure 20) will appear.
Or
Click **Cancel**. (Returns you to *Forwarded by PI* Screen (Figure 2) Do not go to Step 5.

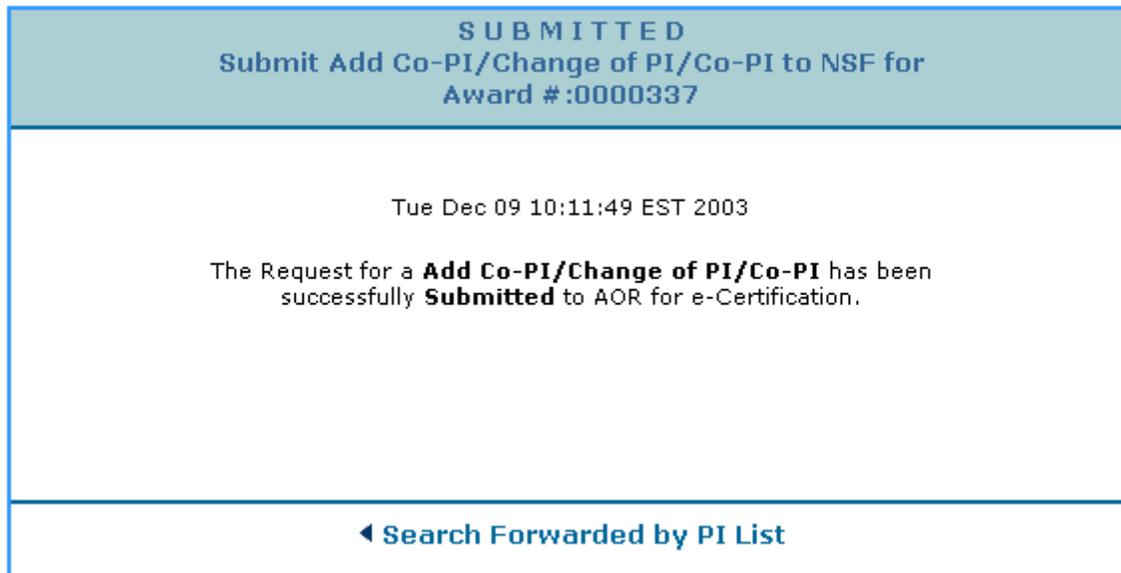


Figure 20. Submit Final Confirmation Screen

5. Click **Search Forwarded by PI List** to return to *Forwarded by PI* Screen (Figure 2).

Prepared by SPO

The *Prepared by SPO Tab* Screen appears when it is clicked on from the *Forwarded by PI Tab* Screen (Figure 2). It lists the notifications and requests in progress that can be created or have already been created by the SPO. Documents are listed by the following column title criteria:

- Award Number
- PI Name
- Division/Department
- Notification/Request Type
- Award Date.

Click on the column title to sort the documents by criteria.

Each work in progress in the Notification/Request Type column will begin with an N or R meaning whether the document is a Notification or a Request. *Action* (function circled in Figure 21) allows the SPO to submit and delete each work directly from this Screen.

The screenshot displays the 'Prepared by SPO' tab in the Research Administration system. The page header includes the 'FastLane' logo and the text 'Research Administration | HOME'. The main navigation bar shows three tabs: 'Forwarded by PI', 'Prepared by SPO' (which is selected and circled in red), and 'Submitted to NSF'. The organization is identified as 'East Carolina University'. Below the navigation bar, there is a search section with the heading 'Search for Notifications / Requests for East Carolina University by any of the following:'. This section includes input fields for 'Award #', 'PI Last Name', 'PI Division/Dept', and 'Last Modified (mm/dd/yyyy)', along with 'From' and 'To' date pickers and a 'Search' button. To the left of the search section is a 'Prepare New' button. Below the search section, there is a 'Work in Progress' section with a link to 'Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.' Below this link, it states '1 Notification/Request found.' and shows a table with one row of data. The table has columns for 'Award Number', 'SPO Name', 'PI Division/Department', 'Notification /Request Type', 'Award Date', and 'Action'. The 'Action' column is circled in red. Below the table, there is an 'Export options: Excel' link and a 'Download Adobe Acrobat Reader for viewing PDF files' link.

Award Number	SPO Name	PI Division/Department	Notification /Request Type	Award Date	Action
0421063	Workman, Florence	Department of Chemistry	N - Short-Term Absence of the PI/PD (Up to Three Months)	09/01/2004	Submit Delete

Figure 21. Prepared by SPO Tab

Search for and Actions to Notifications and Requests

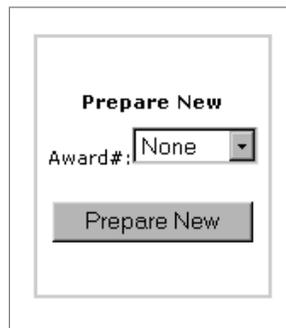


The user completes the same directions found in the *Forwarded by PI* section under *Search for Notification and Requests* as well as Actions to Notifications and Requests (Refer to Page 7a-3) with the exception of *Change PI and Add/Change Co-PI, PI Transfer, and Addition to SubAward. SPO actions for these requests are found in this chapter and in Chapter 7d PI Transfer for the SPO.* Regardless of the View Notification/Request Screen (Figure 22) seen by the SPO, he/she has the similar action choices except for **Return to PI**. This action is not applicable to an SPO who creates a Notification or Request.

Figure 22. Section of the View Notification/Request Screen

Prepare New Notification and Request

An SPO can prepare a new Notification and Request. To create a new notification or request, complete the following steps:



1. The **Prepare New** action (Figure 23), found in Figure 21, allows the SPO to create a new notification or request based on a specific award number.
2. Select an applicable award number from the drop down menu. Awards that belong to the user are shown here.

Figure 23. Prepare New Action

3. Click **Prepare New**.
4. The *Select the Notification or Request Type* Screen (Figure 24) will appear.
5. Click on the desired Notification or Request Type radio button and click **Prepare**. Go to Step 6.

Or

Click **Cancel** to return to the *Prepared by SPO Tab* (Figure 21). Do not go to Step 6.

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	GPM	<input type="radio"/> Addition of SubAward	GPM
<input type="radio"/> Grantee Approved No Cost Extension	GPG	<input type="radio"/> Withdrawal of PI/Co-PI	GPM
<input type="radio"/> Cost Sharing Equal To or Greater Than \$500,000	GPM	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	GPM
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	GPM	<input type="radio"/> NSF Approved No-Cost Extension	GPG
<input type="radio"/> Conflicts of Interests	GPM	<input type="radio"/> PI Transfer	GPM
<input type="radio"/> Significant Changes in Methods/Procedures	GPM	<input type="radio"/> Pre-award Costs in Excess of 90 Days	GPM
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	GPM	<input type="radio"/> Rearrangement/Alteration \$25,000 or over	GPM
		<input type="radio"/> Change PI and Add/Change Co-PI	GPM
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	GPM
		<input type="radio"/> Changes in Objective or Scope	GPM
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	GPM

*Topic Guidance is provided through Grant Proposal Guide (GPG) and Grant Proposal Manual (GPM) references

Figure 24. Select the Notification or Request Type

6. Click on **GPM** or **GPG** to view detailed information on each notification or request type from the Grant Policy Manual (GPM) or Grant Proposal Guide (GPG).

Detailed directions for completing each of these various actions are found in *Notification/Request Input Screens* (beginning on Page 7a-20).

Notification and Request Input Screens

Grantee Notification Types

Anticipated Residual Funds in excess of \$5,000 or 5%

Whenever the amount of Federal funds authorized by an NSF grant is expected to exceed the requirements of the project, as outlined in the approved proposal, by more than \$5,000 or 5 percent of the grant amount, whichever is greater, the grantee will promptly notify the NSF Program Officer. Create this notification by completing the following steps:

1. Click on *Anticipated Residual Funds in excess of \$5,000 or 5%* radio button from the *Select Notification or Request Type Screen* (Figure 24) and click **Prepare**.
2. The *Anticipated Residual Funds in Excess of \$5,000 or 5% Grantee Notification Screen* (Figure 25) will appear.
3. Enter the Excess Funds into the required field using the greater number concerning \$5,000 or 5%.
4. Enter in the Justification for the Anticipated of Residual Funds.
5. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-3) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 24).

Notifications & Requests | MAIN ▶ Institution: National Science Foundation

Forwarded by PI Prepared by SPO All by Status

Modify Notification for Award # : 9996340
Anticipated Residual Funds in excess of \$5,000 or 5% (Whichever is greater) Topic Guidance: [GPM](#)

Status: New

Expiration Date: 12/31/2002

Award Amount: \$200,000.00

Award Title: CAREER: Transcending the Limits to ILP Processing

***Excess Funds:** (in whole dollar amount)

***Justification for Anticipated Residual Funds:**

Figure 25. Anticipated Residual Funds in Excess of \$5,000 or 5% Grantee Notification

Grantee Approved No Cost Extension

The Grantee Approved No Cost Extension is a one-time extension of the expiration date of the grant of up to 12 months if additional time beyond the established expiration date is required to assure adequate completion of the original scope of work within the funds already made available. The following conditions apply:

1. The one time extension may not be exercised merely for the purpose of using unliquidated balances.
2. The grantee shall notify NSF, providing supporting reasons for the extension and the revised expiration date, at least ten days prior to the expiration date specified in the grant to ensure accuracy of NSF's grant data.
3. All grantee-approved extension notifications must be submitted via the FastLane system and no amendment will be issued.

The following actions are made to complete this notification:

1. Click on *Grantee Approved No Cost Extension* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Grantee Approved No Cost Extension Screen* (Figure 26) will appear.
3. Enter in the Revised Expiration Date.
4. Enter the Justification for Grantee Approved No-Cost Extension.
5. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web application window titled "Notifications & Requests | MAIN". The institution is identified as "Rensselaer Polytechnic Institute". There are three tabs: "Forwarded by PI", "Prepared by SPO", and "All by Status". The main content area displays a notification for "Award # :9984478" with the title "Grantee Approved No-Cost Extension". A link for "Topic Guidance:GPG" is provided. The form includes the following fields and controls:

- Status:** New
- Expiration Date:** 12/31/2003
- Award Title:** CAREER: Microstructure Evolution and Interfacial Reaction Paths in Cu Alloy Thin Films
- * Revised Expiration Date:** A text input field with a tooltip "(MM/YYYY - Always expires on the last day of the month)".
- * Justification for Grantee Approved No-Cost Extension:** A large text area with a note: "(Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation):".
- Buttons:** "Save" and "Cancel".

The window's taskbar at the bottom shows an "Internet" browser icon.

Figure 26. Grantee Approved No Cost Extension Grantee Notification

Cost Sharing Equal To or Greater Than \$500,000

NSF expects grantees to provide the cost sharing information and complete annual certifications for awards with cost sharing requirements of \$500,000 or more. The Cost Sharing Notification provides SPOs with a mechanism to submit an annual Cost Sharing Amount for their projects. An SPO with AOR permissions can sign and submit this notification. An SPO without AOR permissions can only forward this notification to the AOR.

When preparing a Cost Sharing Equal To or Greater Than \$500,000 Notification, the following conditions apply:

1. The Notification is needed when the cumulative Line M budget amount is greater than or equal to \$500,000.
2. Cost sharing notifications cannot be prepared with overlapping periods.
3. All fields with a * are mandatory.

There are four methods in which a Cost Sharing Equal To or Greater Than \$500,000 Notification is prepared. Please select the appropriate situation depending on your situation:

Method One: Complete a Cost Sharing Equal To or Greater Than \$500,000 Notification for a first year Line M budget amount that is greater than or equal to \$500,000.

1. Click on *Cost Sharing Equal To or Greater Than \$500,000* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Cost Sharing Equal To or Greater Than \$500,000 Grantee Notification Screen* (Figure 27) will appear.
3. Enter in the *Start* and *End* Dates.
 - a. Entries must be submitted beginning with the Start and End Date for the reporting period.
 - b. The Start and End Date text boxes cannot be left blank.
 - c. The Start Date cannot be greater than the End Date.
 - d. The Start Date and end dates should not be greater than today's date.
 - e. The Start Date and End Date are defaulted based on the Award Effective Date. However, the dates can always be changed.
 - f. For the first year (i.e. preparing the Cost Sharing of Equal To or Greater Than \$500,000 Notification for the first time through Research Administration), the period range should be less than or equal to a year.

Figure 27. Cost Sharing Equal To or Greater Than \$500,000 Grantee Notification

4. Enter in Amount for *Cost Sharing Amount for the Reporting Period*.
5. Enter in Amount for *Cumulative Cost Sharing Amount Reported to Date*.
 - a. The Cost-sharing amount needs to be entered into the next field along with the cumulative cost-sharing amount reported to this date.
 - b. When a cost sharing notification is being prepared for the first time through Research Administration, then *Cumulative Cost Sharing Amount Reported to Date* should be equal to (if it is the first award year) or greater than (as the Cost Sharing Notification may be submitted in hard copy for the previous years) the *Cost Sharing Amount for the Reporting Period*.
 - c. Amount fields do not allow \$ signs or a comma.
6. Click on the appropriate *Cost Sharing Notification Type* button: Either Annual Cost Sharing Notification Type or Final Cost Sharing Notification Amount.
7. Add an explanation for the occurrence in the text box.
8. Click on **Save**. A version of the *View Notification Request Screen* (Figure 28) will appear. (Figure is of a notification of a follow on year Cost Sharing Notification) NOTE: Notice that **Return to PI** is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

View Notification for Award : 0700000
Cost Sharing Equal To or Greater Than \$500,000 Topic Guidance: [GPM](#)

*Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
 Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)*

Status: Work in Progress

Expiration Date: 03/15/2010

Award Title: Rules

*** Start Date:** 12/10/1999

*** End Date:** 12/09/2000

*** Cost Sharing Amount for the reporting period:** \$9,500.00

*** Cumulative Cost Sharing Amount reported to date:** \$25,000.00
 (including the Cost Sharing Amount for this reporting period)

*** Cost Sharing Notification Type:** Annual Cost Sharing Notification

Explanation: For test purpose

Annual Cost Sharing History:

Period	AOR Name	AOR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported to Date
1	alphanan, Alan	09/13/2003			03/15/2001	03/14/2002	\$1,000.00	\$5,000.00
2	alphanan, Alan	12/09/2003			03/15/2002	03/14/2003	\$10,000.00	\$15,000.00
3	alphanan, Alan	12/09/2003			03/15/2003	12/09/2003	\$500.00	\$15,500.00

Cumulative Budgeted Line M Amount: \$0.00
Difference: \$11,500.00
(This amount does not include any cost sharing amounts previously reported to NSF in hardcopy)

Figure 28. View Notification Request Screen (Cost Sharing)

Method Two: Complete a Cost Sharing Equal To or Greater Than \$500,000 Notification for a first year Line M budget amount that is less than or equal to \$500,000.

1. Click on *Cost Sharing Equal To or Greater Than \$500,000* radio button from the *Select Notification or Request Type* Screen (Figure 24) and click **Prepare**.
2. The *Cost Sharing Equal To or Greater Than \$500,000 Grantee Notification Not Required* Screen (Figure 29) will appear.



Figure 29. Cost Sharing Equal To or Greater Than \$500,000 Grantee Notification Not Required

3. If you wish to create a notification regardless if the notification is less than the \$500,000 limit, click **Continue to Prepare Notification**, the *Cost Sharing Equal To or Greater Than \$500,000 Grantee Notification Screen* (Figure 27) will appear. Continue to Step 4.

Or

If you do not wish to complete a notification, click **Search Prepared by SPO List**, the *Select the Notification or Request Type Screen* (Figure 24) will appear. Do not continue to Step 4.

4. Go to Step 3 in Method One.

Method Three: Complete a Cost Sharing Equal To or Greater Than \$500,000 Notification for a follow on year Line M budget amount that is greater than or equal to \$500,000.

1. Click on *Cost Sharing Equal To or Greater Than \$500,000* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Cost Sharing Equal To or Greater Than \$500,000 Grantee Notification Screen* (Figure 30) will appear. Annual cost sharing history is displayed at the bottom of the Screen. This section compares the cumulative cost-sharing amount reported to date and the cumulative budgeted amount by computing the difference.

Notification for Award : 0700000
Cost Sharing Equal To or Greater Than \$500,000 Topic Guidance: [GPM](#)

*Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
 Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)*

Status: New
 Expiration Date: 03/15/2010
 Award Title: Rules

*Start Date: (mm/dd/yyyy)
 *End Date: (mm/dd/yyyy)

*Cost Sharing Amount for the reporting period:
 *Cumulative Cost Sharing Amount reported to date:
 (including the Cost Sharing Amount for this reporting period)

*Cost Sharing Notification Type: Annual Cost Sharing Notification
 Final Cost Sharing Notification

Explanation:

Annual Cost Sharing History:

Period	AOR Name	AOR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	alphanan, Alan	09/13/2003			03/15/2001	03/14/2002	\$1,000.00	\$5,000.00
2	alphanan, Alan	12/09/2003			03/15/2002	03/14/2003	\$10,000.00	\$15,000.00
3	alphanan, Alan	12/09/2003			03/15/2003	12/09/2003	\$500.00	\$15,500.00

Cumulative Budgeted Line M Amount: \$0.00
 Difference: -
 (This amount does not include any cost sharing amounts previously reported to NSF in hardcopy) **\$11,500.00**

Figure 30. Cost Sharing Equal To or Greater Than \$500,000 Grantee Notification (Follow-on)

3. Enter in the *Start* and *End* Dates.
 - a. Entries must be submitted beginning with the Start and End Date for the reporting period.
 - b. The Start and End Date text boxes cannot be left blank.
 - c. The Start Date cannot be greater than the End Date.
 - d. The Start Date and end dates should not be greater than today’s date.
 - e. The Start Date and End Date are defaulted based on previous years.
4. Enter in Amount for *Cost Sharing Amount for the Reporting Period*.
5. Enter in Amount for *Cumulative Cost Sharing Amount Reported to Date*.

- a. The Cost-sharing amount needs to be entered into the next field along with the cumulative cost-sharing amount reported to this date.
 - b. *Cumulative Cost Sharing Amount Reported to Date* should be equal to *Cost Sharing Amount for the Reporting Period* plus *Cumulative Cost Sharing Amount Reported to Date* for all previous years.
 - c. Amount fields do not allow \$ signs or a comma.
6. Go to Step 6 in Method One.

Method Four: Complete a Cost Sharing Equal To or Greater Than \$500,000 Notification for a follow on year Line M budget amount that is less than or equal to \$500,000.

1. Click on *Cost Sharing Equal To or Greater Than \$500,000* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Cost Sharing Equal To or Greater Than \$500,000 Grantee Notification Not Required Screen* (Figure 29) will appear.
3. If you wish to create a notification regardless if the notification is less than the \$500,000 limit, click **Continue to Prepare Notification**, the *Cost Sharing Equal To or Greater Than \$500,000 Grantee Notification Screen* (Figure 30) will appear. Go to Step 2 of Method Three.

Or

If you do not wish to complete a notification, click **Search Prepared by SPO List**, the *Select the Notification or Request Type Screen* (Figure 24) will appear.

Significant Changes/Delays or Events of Unusual Interest

Completing this notification allows the user to inform NSF in the event there are problems, delays or adverse conditions that will materially affect the ability to attain the objectives of the project or to meet such time schedules as may have been promised. The following actions are made to complete this notification:

1. Click on *Significant Changes/Delays or Events of Unusual Interest* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Significant Changes/Delays or Events of Unusual Interest Grantee Notification Screen* (Figure 31) will appear.
3. Describe the significant changes/delays or events that affect the project in the first text box.
4. Provide a statement on the Impact of the Project in the second text box.
5. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web-based notification form. At the top, there's a navigation bar with 'Notifications & Requests | MAIN' and 'Institution: National Science Foundation'. Below this are three tabs: 'Forwarded by PI', 'Prepared by SP0', and 'All by Status'. The main content area is titled 'Modify Notification for Award #: 9996340' and 'Significant Changes/Delays or Events of Unusual Interest (Other than changes in objective or scope)'. It includes a 'Topic Guidance: GPM' link. The form contains several fields: 'Status: New', 'Expiration Date: 12/31/2002', and 'Award Title: CAREER: Transcending the Limits to ILP Processing'. There are two large text input boxes: '* Description of Changes/Delays or Event:' and '* Impact on the Project:'. To the right of these boxes are 'Save' and 'Cancel' buttons. The bottom of the screen shows a taskbar with an 'Internet' icon.

Figure 31. Significant Changes/Delays or Events of Unusual Interest Grantee Notification

Conflicts of Interests

A conflict of interest exists when the reviewer reasonably determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of NSF-funded research or educational activities. Such a situation warrants creation of this notification. It is used for any conflict of interest between parties which cannot be satisfactorily managed must be reported to NSF. Complete the following steps to create this notification:

1. Click on *Conflicts of Interests* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Conflicts of Interests Grantee Notification Screen* (Figure 32) will appear.
3. Enter a description of the nature of the conflict.
4. Enter in an explanation of why the conflict of interest cannot be satisfactorily managed.
5. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web interface for managing notifications. At the top, there's a header with 'Notifications & Requests | MAIN' and 'Institution: National Science Foundation'. Below the header, there are three tabs: 'Forwarded by PI', 'Prepared by SPO', and 'All by Status'. The main content area displays details for a notification: 'Modify Notification for Award # : 9996340' and 'Conflicts of Interests which cannot be satisfactorily managed'. It includes fields for 'Topic Guidance: GPM', 'Status: New', 'Expiration Date: 12/31/2002', and 'Award Title: CAREER: Transcending the Limits to ILP Processing'. There are two large text input areas for entering the nature of the conflict and an explanation of why it cannot be managed. 'Save' and 'Cancel' buttons are positioned to the right of these input areas.

Figure 32. Conflicts of Interests Grantee Notification

Significant Changes in Methods/Procedures

NSF believes that the PI, operating within the established policies of the grantee organization, should feel free to pursue interesting and important leads that may arise during the conduct of the research project or to adapt an alternative approach which appears to be a more promising means of achieving the objectives of the project. Such changes that are significant in methods or procedures should be reported to the NSF. Complete the following steps:

1. Click on *Significant Changes in Methods/Procedures* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**. The *Significant Changes in Methods/Procedures Grantee Notification Screen* (Figure 33) will appear.
2. Enter the description of change(s) in methods/procedures in the text box.
3. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web application interface for 'Notifications & Requests'. The top navigation bar includes 'MAIN' and 'Institution: National Science Foundation'. Below the navigation are tabs for 'Forwarded by PI', 'Prepared by SPO', and 'All by Status'. The main content area displays 'Modify Notification for Award #: 9996340' and 'Significant Changes in Methods/Procedures'. It includes a 'Topic Guidance: GPM' link. The notification details are: Status: New, Expiration Date: 12/31/2002, and Award Title: CAREER: Transcending the Limits to ILP Processing. A large text box is labeled '* Description of Change(s) in Methods/Procedures:'. To the right of the text box are 'Save' and 'Cancel' buttons. The bottom of the window shows a taskbar with an 'Internet' icon.

Figure 33. Significant Changes in Methods/Procedures Grantee Notification

Short-Term Absence of the PI/PD (Up to Three Months)

This notification should be made to the grantee notification when the PI/PD will be absent from the project for short periods up to three months. The following conditions are required for this notification:

1. This notification is mandatory when a PI will not be able to fulfill his/her duties for up to three months. For absences over three months, a Long Term Absence of PI/PD (Over Three Months) should be completed.
2. The grantee shall notify the NSF Program Officer of arrangements for conduct of the project during the PI/PD's temporary absence.

Complete the following steps for the notification:

1. Click on *Short-Term Absence of the PI/PD (Up to Three Months)* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Short-Term Absence of the PI/PD (Up to Three Months) Grantee Notification Screen* (Figure 34) will appear.
3. Enter the *From Date* and *To Dates* of the PI absentee period. The *From Date* should be less than the *Absence To Date*. The difference between the *From Date* and *To Date* should be less than 3 months.
4. Enter Justification for Short-Term Absence of the PI/PD and Arranges for Conduct of Project During PIs Absence in the provided text boxes.
5. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

Notifications & Requests | MAIN ▶ Institution: National Science Foundation

Forwarded by PI | Prepared by SPO | All by Status

Modify Notification for Award : 9996340 Topic Guidance: [GPM](#)
Short-Term Absence of the PI/PD (Up to Three Months)

Status: New

Expiration Date: 12/31/2002

Award Title: CAREER: Transcending the Limits to ILP Processing

***From Date:** (mm/dd/yyyy)

***To Date:** (mm/dd/yyyy)

***Justification for Short-Term Absence of the PI/PD:**

***Arrangements for Conduct of Project During PIs Absence:**

Figure 34. Short-Term Absence of the PI/PD Grantee Notification

Grantee Request Types

All Grantee Request Types require NSF approval.

Addition of SubAward

Excluding the procurement of items such as commercially available supplies, materials, equipment, or general support services allowable under the grant, no significant part of the research or substantive effort under an NSG grant may be contracted or otherwise transferred to another organization without prior NSF authorization. The intent to enter into such arrangements should be disclosed in the proposal submission.

The *Request for Addition of SubAward Screen* provides the user with current SubAward requests that have a status of Forwarded, In Progress, and Submitted as well as form preparation abilities. The following conditions apply to this request:

1. Forms with a * are required in order to complete an *Addition of SubAward Form Preparation Request*.
2. At a minimum the following forms must be completed:
 - a. a clear understanding of the work to be performed
 - b. the basis for selection of the subawardee
 - c. a separate budget for each subaward
3. Each individual section can be displayed by clicking on the corresponding “GO” button, and will display a saved date upon submission

Complete the following steps for an Addition of SubAward:

1. Click on *Addition of SubAward* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Request for Addition of SubAward Screen* (Figure 35) will appear.

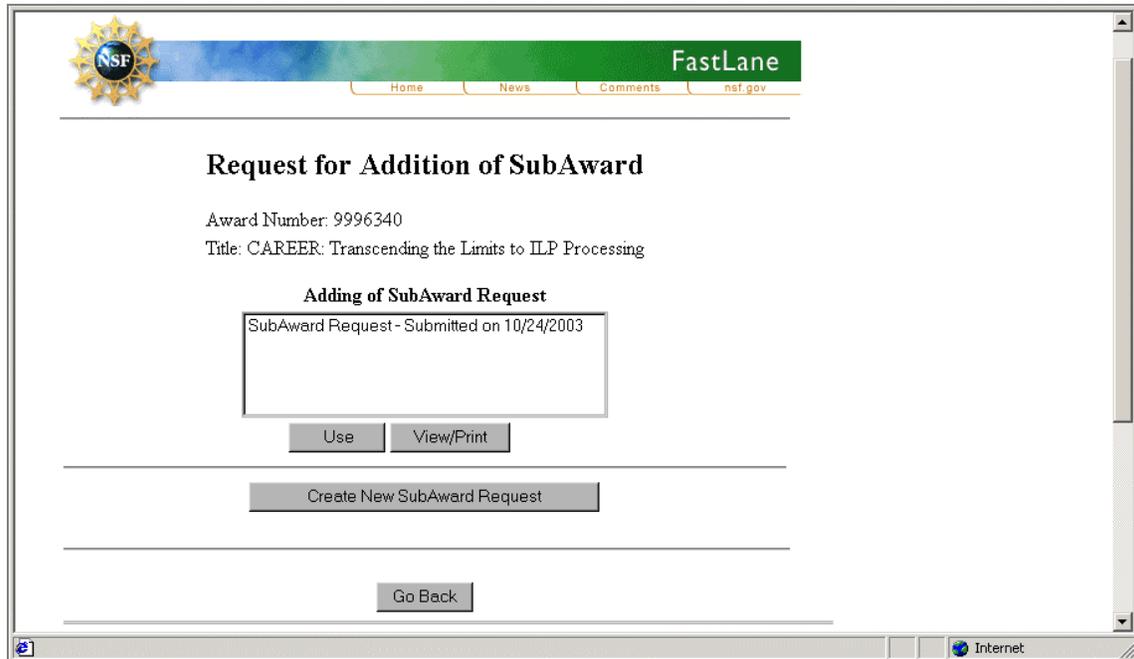


Figure 35. Request for Addition of SubAward

- Existing SubAward Requests will be present in the text box.
- Click on **Use** to use a previously written request and click **Go Back** to go to the *Addition of SubAward Form Preparation Screen* (Figure 36). Go to Page 7a-57.

Or

View/Print to see the existing request

Or

Create New SubAward Request. The *Addition of SubAward Form Preparation Screen* (Figure 36) will appear.

- Click on the appropriate **GO** to complete the form. Detailed descriptions of each form are discussed in succeeding sections.

Or

Click **Delete This Request** to delete the request.

Or

Click **Go Back** to return to the *Request for Additional SubAward Screen* (Figure 35).

Addition of SubAward

Award Number: 9996340
Title: CAREER: Transcending the Limits to LLP Processing

Form Preparation

To prepare a form, click on the appropriate button below.

You must complete the forms with the * (required), in order to Submit the request.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed *	N/A	<input type="button" value="GO"/> Justification for Subawardee selection *	N/A
<input type="button" value="GO"/> Budgets (Including Justification) *	N/A	<input type="button" value="GO"/> Supplementary Docs	N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A		

Please fill out the required forms.

Internet

Figure 36. Addition of SubAward Form Preparation

Description of Work to Be Performed

This preparation selection requires the uploading of the document directly to the Screen. Complete the following steps:

1. Click **GO** on *Description of Work to Be Performed* in Figure 36.
2. The *Description of Work to Be Performed* section (Figure 37) will appear.
3. Enter the path name of the file into the available field

Or

Click **Browse...** to locate a document by searching through available files.

4. Click **Upload File**.
5. Click **Go Back** to return to Figure 36. Do not go to Step 6.
6. Go to Page 7a-57.

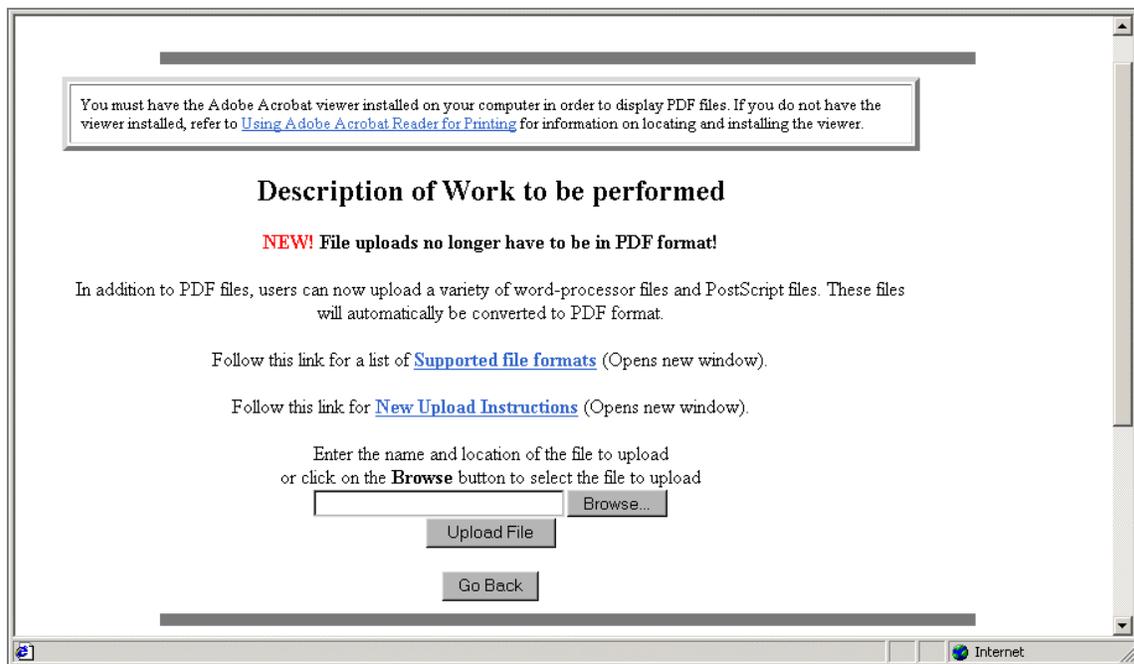


Figure 37. Addition of SubAward (Description of Work to Be Performed)

Budgets (Including Justification)

Use the following steps to complete the form:

1. Click **GO** on *Budgets (Including Justification)* in Figure 36.
2. The *Budgets (Including Justification) Screen* (Figure 38) will appear.

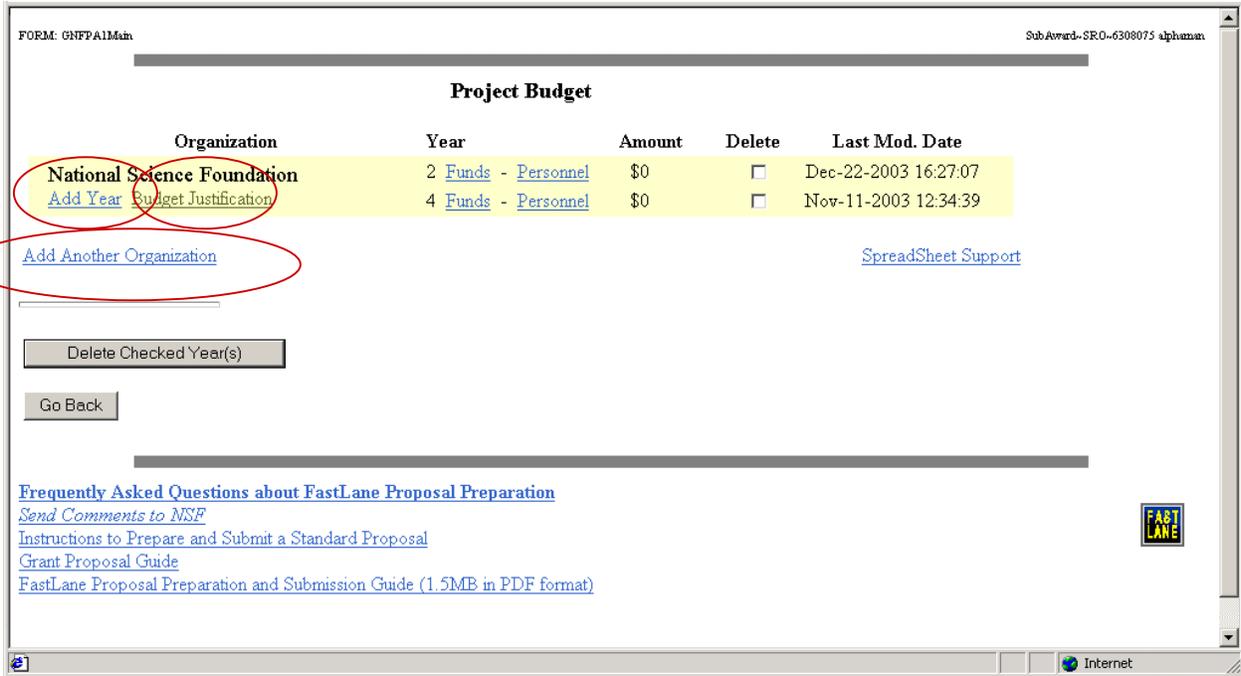


Figure 38. Budgets Screen

To add an organization to the budget:

1. Click on the **Add Another Organization** link (circled in Figure 38); the *Add Organization Screen* (Figure 39) will appear.

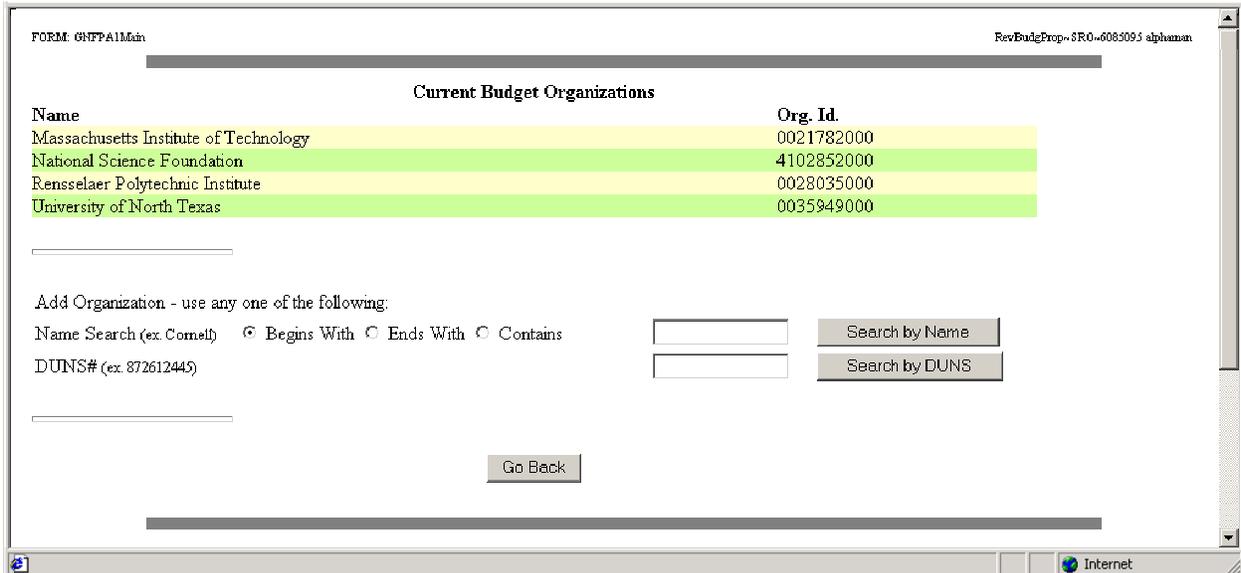


Figure 39. Add Organization

2. Enter in the organization name and click **Search by Name**

Or

Enter in the DUNS and click **Search by DUNS**.

3. A list of all institutional names that match will be displayed (Figure 40). Highlight your selection and click on **Select**.

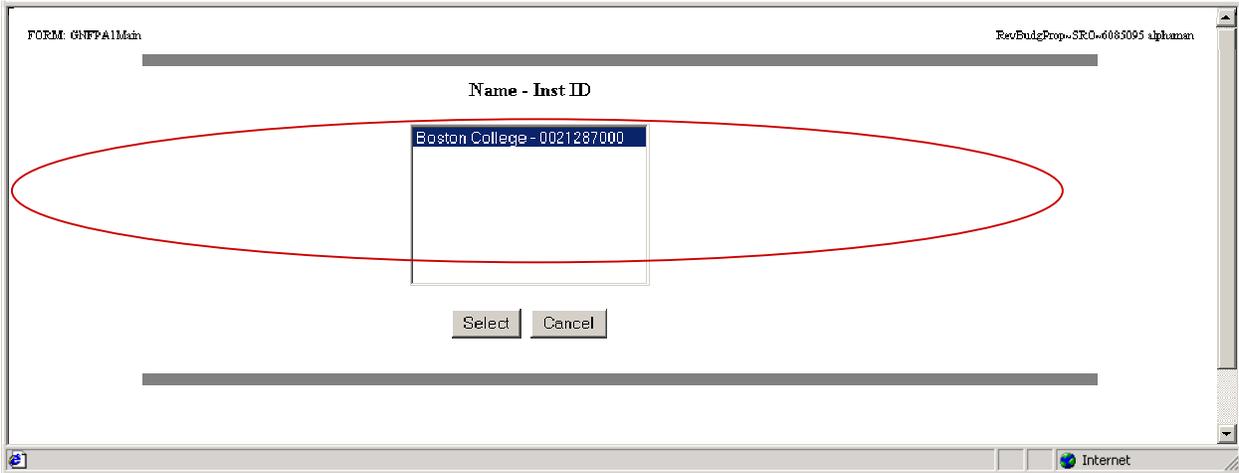


Figure 40. Name – Inst ID

4. Once the selection is made, an updated Screen will appear with the new institution added to the list of organizations in the budget (Figure 41).
5. Click **Go Back**.
6. Go to Page 7a-57.

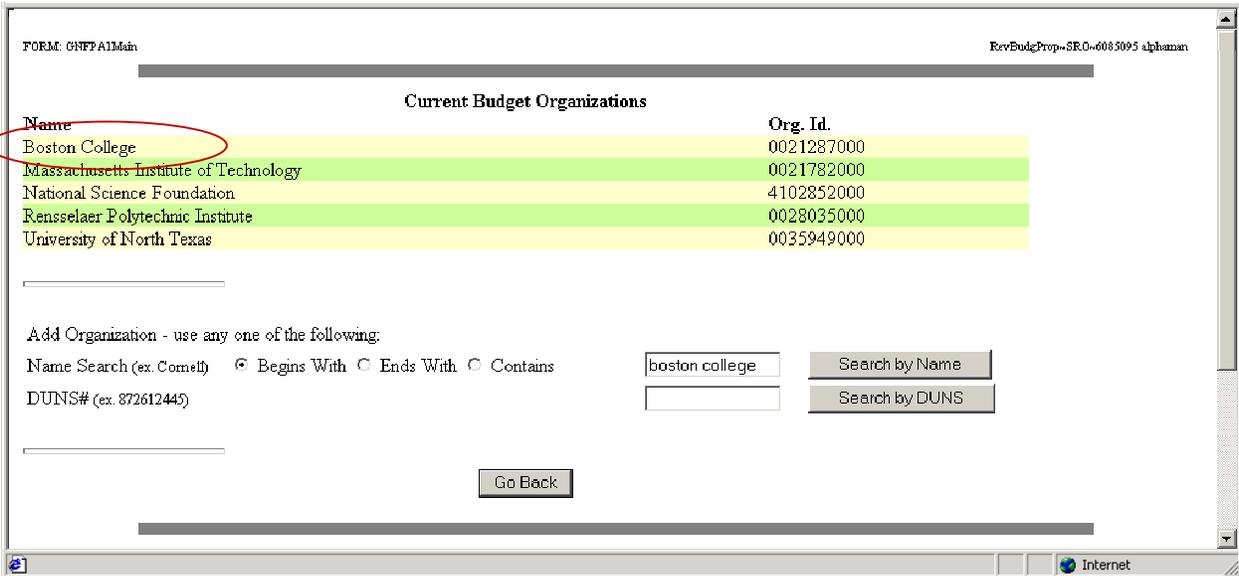


Figure 41. Updated Organization Screen

To add additional budget years:

1. Click on the Add Year link (circled in Figure 38) next to the corresponding organization.
2. The Add Year Screen will appear (Figure 42).

FORM: GNFPA1M.htm RevBudgeProp-SRO-6085095 alpha.htm

Budget Year add for Massachusetts Institute of Technology - 0021782000

Select new year to add

3
4
5
6
8

If you want to copy the data FROM an existing year, please check the year you want copied below (optional)

1
 2
 7
 Un-Select

Add

Go Back

Figure 42. Add Year Screen

3. Select the year to be added from the drop down list and click **Add**.
4. The update Screen showing your new budget year will be displayed (Figure 43).
5. Click **Go Back**.
6. Go to Page 7a-57.

FORM: GNEPAIMain RevBudgProp-SRO-6085095 alpha22a

Project Budget

Organization	Year	Funds - Personnel	Amount	Delete	Last Mod. Date
Boston College Add Year	1	Funds - Personnel	\$0	<input type="checkbox"/>	Dec-11-2003 17:08:37
	1	Funds - Personnel	\$2,000	<input type="checkbox"/>	Nov-20-2003 14:04:31
<input type="checkbox"/> Massachusetts Institute of Technology Add Year Change PI Change Org	2	Funds - Personnel	\$0	<input type="checkbox"/>	Dec-09-2003 16:03:04
	3	Funds - Personnel	\$0	<input type="checkbox"/>	Dec-11-2003 17:05:52
	7	Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:04:43
<input type="checkbox"/> National Science Foundation Add Year Change PI Change Org	1	Funds - Personnel	\$1,100	<input type="checkbox"/>	Nov-20-2003 14:04:31
	3	Funds - Personnel	\$1,100	<input type="checkbox"/>	Dec-09-2003 15:08:39
	8	Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:05:34
<input type="checkbox"/> Rensselaer Polytechnic Institute Add Year Change PI Change Org	1	Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:04:31
	2	Funds - Personnel	\$0	<input type="checkbox"/>	Dec-10-2003 17:34:07
<input type="checkbox"/> University of North Texas Add Year Change PI Change Org	1	Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:04:31

[Add Another Organization](#) [SpreadSheet Support](#)

If the budget is being reduced by 10% or more, a Budget Impact Statement must be submitted with the Revised Proposal Budget. If the reduction is less than 10%, a Budget Impact Statement can be supplied but it is not required.
[Budget Impact Statement](#)

Figure 43. New Budget Year

To delete a year:

1. From the Delete Column, check the box next to the organization or year you wish to delete.
2. Click **Delete Checked Year(s)** (circled in Figure 44).
3. Click **Go Back**.
4. Go to Page 7a-57.

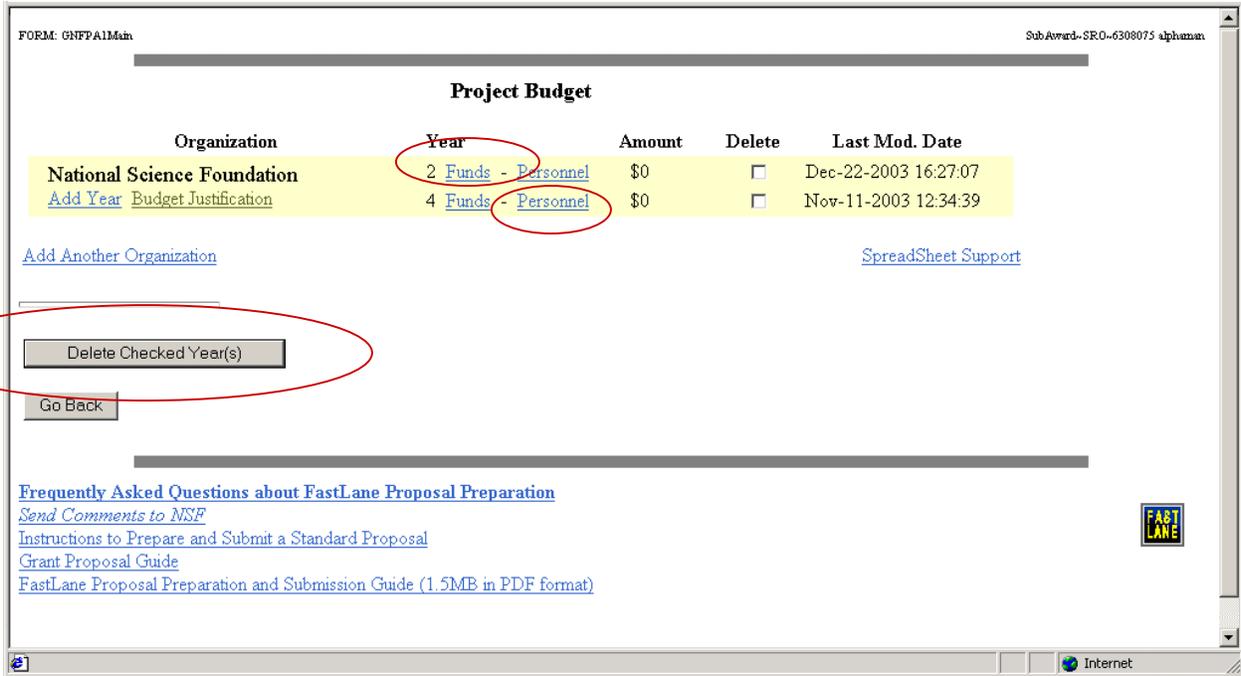


Figure 44. Delete Organization or Year

To view personnel:

1. Click on **Personnel** link (circled in Figure 44).
2. The Personnel Screen will appear (Figure 45).
3. Click **Go Back** after viewing.
4. Go to Page 7a-57.

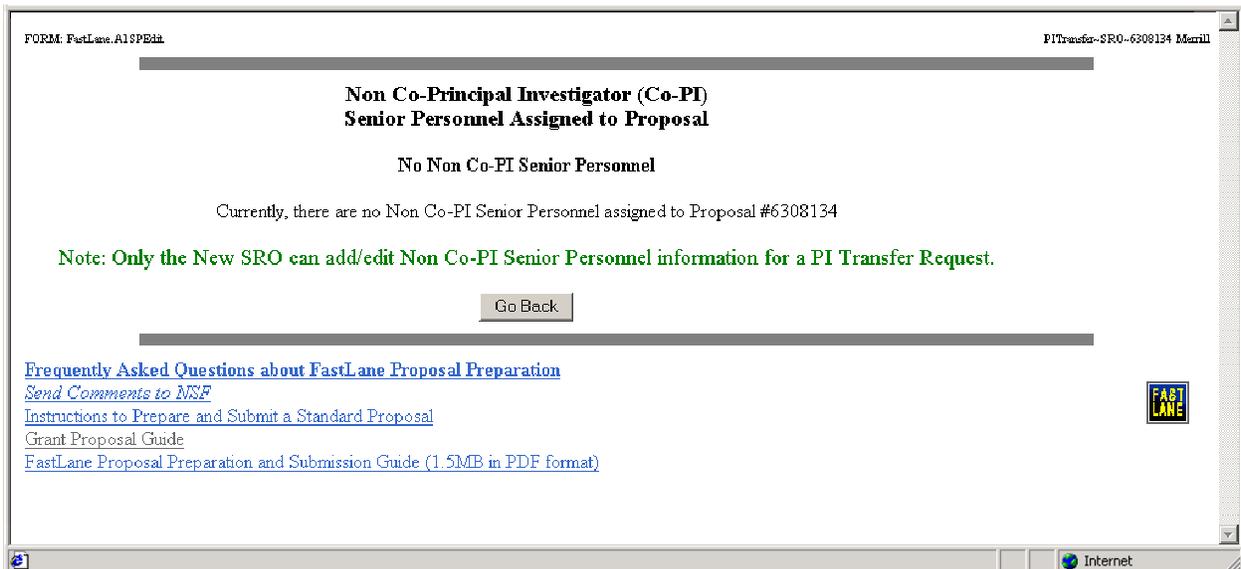


Figure 45. Personnel Screen

To view or modify the justification, complete the following steps:

1. Click on the **Budget Justification** link (circled in Figure 38).
2. The Budget Justification Screen will appear (Figure 46).

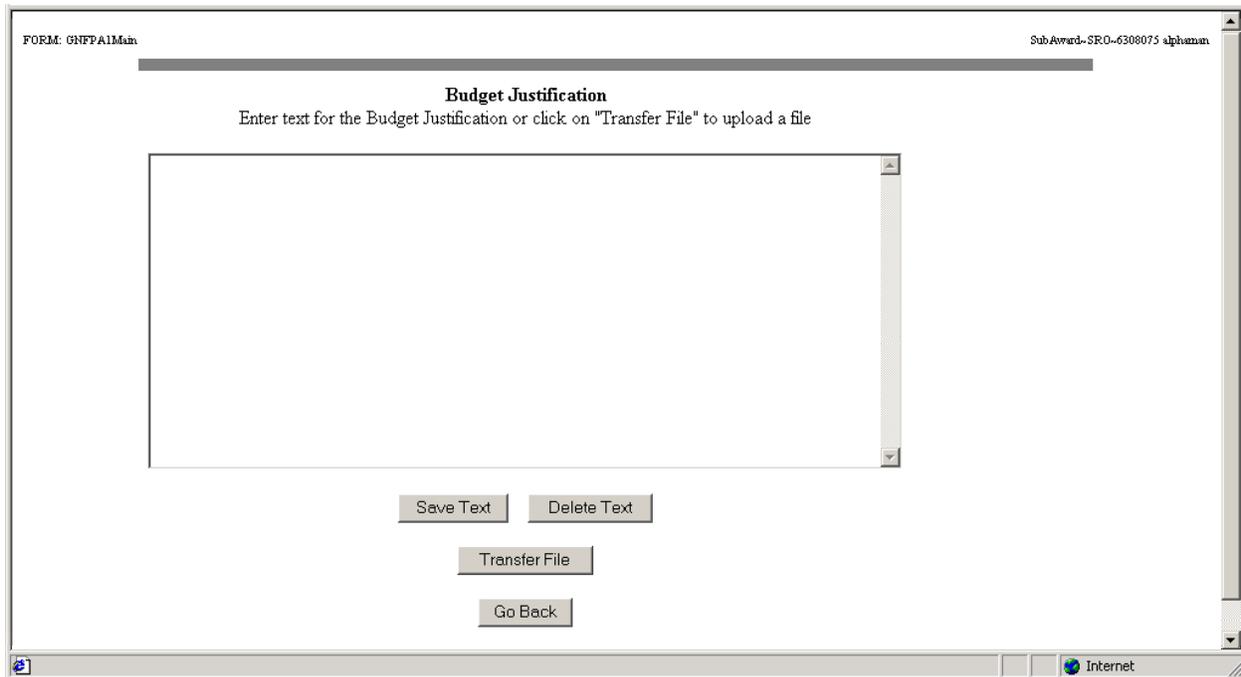


Figure 46. Budget Justification Screen

3. Enter justification into the provided text box.

Or

Click **Transfer File** to upload a pre-written justification.

4. Click **Delete Text** to remove text written in the text box (if applicable).
5. Click **Save Text**.

Click **Go Back** to return to Figure 36. Do not go to Step 6.

6. Go to Page 7a-57.

To modify Funds:

1. Click on the Funds link (circled in Figure 44).
2. The *Budget Year Form* (Figure 47) will appear.

FORM: GNFA1Main RevBudgProp-SRO-6085095 alphaman

Budget Year 3 for National Science Foundation

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)
[L. Amount of This Request](#) | [M. Cost Sharing](#)
[Bottom of Page](#)

A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
alan A. alphaman	<input type="text" value="none"/>	<input type="text" value="1.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="1000"/>
Total Senior Personnel: 1		1.0	0.0	0.0	\$ 1000

[Add/Remove Senior Personnel](#)

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B. Other Personnel

Number of Personnel	Type of Personnel	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
<input type="text" value="0"/>	Post Doctoral Associates	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	Other Professionals (Technicians, etc.)	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	Graduate Students				<input type="text" value="0"/>
<input type="text" value="0"/>	Undergraduate Students				<input type="text" value="0"/>
<input type="text" value="0"/>	Secretarial - clerical				<input type="text" value="0"/>
<input type="text" value="0"/>	Other				<input type="text" value="0"/>
Total Other Personnel: 0					\$ 0
Total Salaries and Wages (A + B):					\$ 1000

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Internet

Figure 47. Budget Year Form

3. At the top of each section of the *Budget Year form* are links that you can use to jump to each section. Budget Data is entered in the following sections of the *Budget Year form*:

- a. Senior Personnel
- b. Other Personnel
- c. Fringe Benefits
- d. Equipment
- e. Travel
- f. Participant Support Costs
- g. Other Direct Costs
- h. Total Direct Costs
- i. Indirect Costs
- j. Total Direct and Indirect Costs
- k. Residual Funds
- l. Amount of this Request
- m. Cost Sharing

4. Click **Save and Calculate** often while you are entering the budget data, and click again after you have completed the budget.

5. The following paragraphs will describe each section.

- a. *Senior Personnel (A)*: Complete the following steps to add or remove Senior Personnel:
 - i. Click on Add/Remove Senior Personnel link (circled in Figure 47).
 - ii. The Budget Personnel Form will appear (Figure 48).

FORM: GNFPALMain Sub Award-PI-6128306 alphaman

Budget Personnel for year 1 for National Science Foundation

PI: null

Personnel available to add Check to add None Available to Add	Personnel currently assigned to budget year Check to remove <input type="checkbox"/> Alan A. Alphaman
--	--

Internet

Figure 48. Budget Personnel Form

iii. To Add Senior Personnel:

1. Select the checkbox of the appropriate person to add from the list of names to the left of the Screen. (Note: Figure 48 example does not show an additional list of names)
2. Click **Save**.

Or

iv. To Remove Senior Personnel:

1. Select the checkbox of the appropriate person to remove from the list of names to the left of the Screen. (Note: Figure 48 example does not show an additional list of names)
2. Click **Save**.

v. Enter information in the appropriate text boxes:

1. Title
2. Calendar Months
3. Academic Months
4. Summer Months
5. Funds Requested by Proposer

vi. Click **Calculate** to view a preliminary total and move on to Step 7.

b. *Other Personnel (B)*:

i. Enter information in the appropriate text boxes:

- Number of Personnel
- Calendar Months
- Academic Months
- Summer Months
- Funds Requested by Proposer

ii. Click **Calculate** to view a preliminary total.

c. *Fringe Benefits (C)* (Figure 49): Fringe benefits are allowable as a direct cost in proportion to the salary charged to the grant, to the extent that such payments are made under formally established and consistently applied organizational policies.

- i. Enter the dollar amount in the “Funds Requested by Proposer” field.
 - ii. Click **Calculate** to view a preliminary total.
- d. *Equipment (D)* (Figure 49): Equipment is tangible nonexpendable personal property including exempt property charged directly to the grant having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- i. Enter the description of the equipment and the dollar amount.
 - ii. Click **Calculate** to view a preliminary total.

C. Fringe Benefits

Description	Funds Requested By Proposer
Fringe Benefits (If charged as direct costs)	0
Total Salaries, Wages and Fringe Benefits (A + B + C):	
	\$ 1000

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D. Equipment

List items and dollar amount for each item exceeding \$5000.

Equipment Item	Check here to delete item	Dollar Amount	Funds Requested By Proposer
1. A	<input type="checkbox"/>	100	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
Total Equipment:			\$ 100

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Figure 49. Fringe Benefits and Equipment

- e. *Travel (E)* (Figure 50): Travel includes expenses for transportation, lodging, and subsistence by project personnel who are on a travel status related to a NSF-supported project.
 - i. Enter the dollar amount in the “Funds Requested by Proposer” field (Figure 34).
 - ii. Click **Calculate** to view a preliminary total.

- f. *Participant Support Costs (F)* (Figure 50): These are direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to participants in connection to projects.
 - i. Enter the dollar amount for each description cost field
 - ii. Enter the number of participants.
 - iii. Click **Calculate** to view a preliminary total.

E. Travel

Description	Funds Requested By Proposer
1. Travel Domestic (incl. Canada, Mexico and U.S. Possessions)	<input style="width: 50px;" type="text" value="0"/>
2. Travel Foreign	<input style="width: 50px;" type="text" value="0"/>
Total Travel:	\$ 0

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F. Participant Support Costs

Description	Costs	Funds Requested By Proposer
1. Stipends	<input style="width: 50px;" type="text" value="0"/>	
2. Travel	<input style="width: 50px;" type="text" value="0"/>	
3. Subsistence	<input style="width: 50px;" type="text" value="0"/>	
4. Other	<input style="width: 50px;" type="text" value="0"/>	
Number of Participants	<input style="width: 50px;" type="text" value="0"/>	
Total Participant Support Costs:		\$ 0

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Figure 50. Travel and Participant Support Costs

- g. *Other Direct Costs (G)* (Figure 51): Costs include Rearrangements/Alterations, News Release Costs, Rental or Lease of Equipment, Relocation and Meeting Costs.
 - i. Enter the dollar amount for each description cost field
 - ii. Click **Calculate** to view a preliminary total.
- h. *Total Direct Costs (H)* (Figure 51): Click **Calculate** to view a preliminary total of Costs A through G.

G. Other Direct Costs

Description	Funds Requested By Proposer
1. Materials and Supplies	0
2. Publication Costs/Documentation/distrib	0
3. Consultant Services	0
4. Computer (ADPE) Services	0
5. Subcontracts	0
6. Other	0
Total Other Direct Costs: \$ 0	

Calculate

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H. Total Direct Costs

Total Direct Costs (A THROUGH G): \$ 1100

Calculate

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Figure 51. Other Direct Costs and Total Direct Costs

- i. *Indirect Costs (I)* (Figure 52): Calculated by applying the current Federally negotiated indirect cost rate. Guidelines for indirect cost determination are found at <http://www.nsf.gov/bfa/cpo/oversite/indirect.htm>.
 - i. Enter the indirect cost item in the appropriate box.
 - ii. Enter the rate percent.
 - iii. Enter the Base.
 - iv. Click **Calculate** to view a preliminary total.

- j. *Total Direct and Indirect Costs (J)* (Figure 52): Click **Calculate** to view a preliminary total of Costs H and I.

I. Indirect Costs

Indirect Cost Item	Rate %	Base	Check here to delete item	Funds Requested By Proposer
1. <input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	
2. <input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	
3. <input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	
4. <input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	
5. <input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	

Total Indirect Costs: \$ 0

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J. Total Direct And Indirect Costs

Total Direct and Indirect Costs (H + I): \$ 1100

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K. Residual Funds

If for further support to current projects see GPM 252 and 253.

Description	Amount
Residual Funds	<input style="width: 80%;" type="text" value="0"/>

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Figure 52. Indirect Costs, Total Direct/Indirect Costs and Residual Funds

- k. *Residual Funds (K)* (Figure 52): Residual funds remaining in the old grant cannot be transferred to the new grant.
 - i. Enter any residual funds in the appropriate box.
 - ii. Enter the rate percent.
 - iii. Enter the Base.

iv. Click **Calculate** to view a preliminary total.

1. *Amount of this Request (L)* (Figure 53): Click **Calculate** to view a preliminary total of Items A-L.

L. Amount of This Request

Funds Requested By Proposer
\$ 1100

Amount of this Request:

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M. Cost Sharing

In accordance with Important Notice 128, [Revision of the NSF Cost Sharing Policy](#), proposers are reminded that for unsolicited proposals, cost sharing amounts should not be included on Line M of the proposal budget. In cases where an NSF program solicitation specifically requires cost sharing, proposers should not exceed the cost sharing level or amount identified in the solicitation.

Description	Proposed Level
Cost sharing: proposed level	<input type="text" value="0"/>

[Frequently Asked Questions about FastLane Proposal Preparation](#)
[Send Comments to NSF](#)
[Instructions to Prepare and Submit a Standard Proposal](#)
[Grant Proposal Guide](#)
[FastLane Proposal Preparation and Submission Guide \(1.5MB in PDF format\)](#)

FAST LANE

Internet

Figure 53. Amount of this Request and Cost Sharing

- m. *Cost Sharing (M)* (Figure 53): Cost Sharing is defined as all contributions, including cash and third party in kind which meet criteria that is:
 - Verifiable
 - Not included as contributions for any other federally-assisted project
 - Necessary and reasonable for objective accomplishment
 - Allowable

- Not paid under other award
 - Provided for in the approved budget when required by the Federal awarding agency
 - Conform to other circular provisions
- i. Enter any proposed cost sharing level in the appropriate box.
 - ii. Click **Calculate & Save** to obtain a total

Or

Click **Go Back** to return to Figure 36. Do not go to Step 6.

6. Go to Page 7a-57.

Add/Delete Non Co-Principal Investigator (Co-PI)

Complete the following steps:

1. Click **GO** on *Add/Delete Non Co-Principal Investigator (Co-PI)* in Figure 36.
2. The *Add/Delete Non Co-PI Section* (Figure 54) will appear.
3. Enter the first name, last name, and middle initial for each senior personnel on the SubAward budget.
4. Click **Add Non Co-PI Senior Person to Proposal** to attach the senior personnel to the SubAward budget.
5. To delete a user, select people already appearing as members on the list and then click on the corresponding button.
6. Click **Go Back** to return to Figure 36.
7. Go to Page 7a-57.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

No Non Co-PI Senior Personnel

Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #6286965

To Add a new Non Co-PI Senior Personnel to proposal #6286965, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

Figure 54. Addition of SubAward (Add/Delete Non Co-PI)

Justification for SubAwardee Selection

This form requires the uploading of the document directly to the Screen. Complete the following steps:

1. Click **GO** on *Justification for SubAward Selection* in Figure 36.
2. The *Justification for SubAward Selection* (Figure 55) will appear.
3. Enter the path name of the file into the available field

Or

Click **Browse...** to locate the document by searching through available files.

4. Click **Upload File**.
5. Click **Go Back** to return to Figure 36.
6. Go to Page 7a-57.

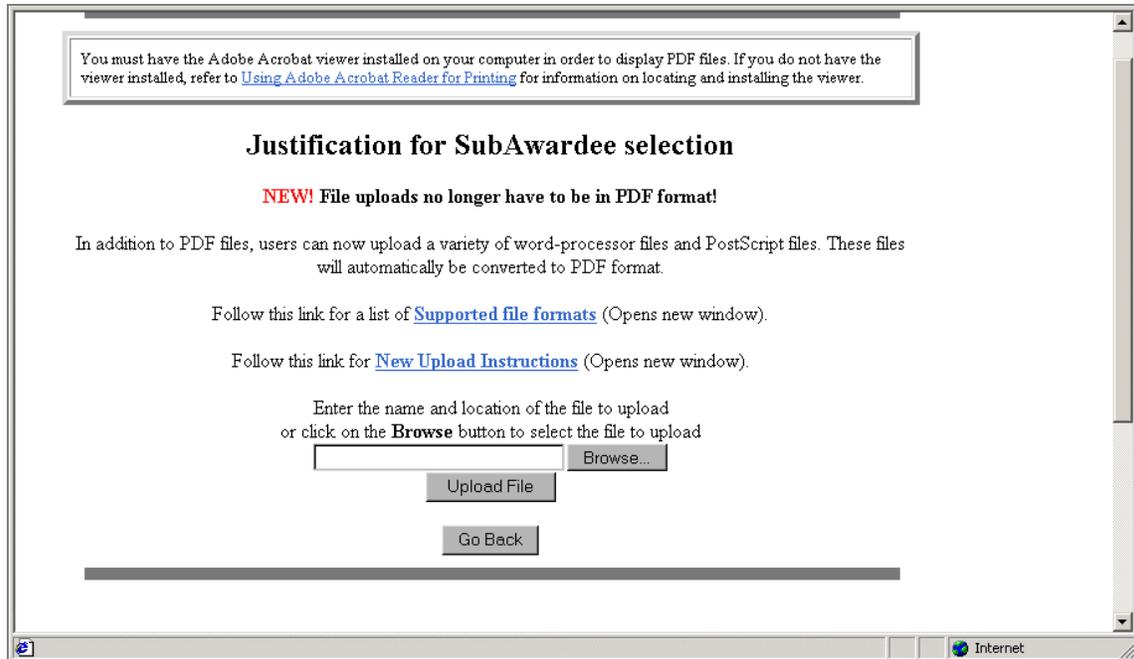


Figure 55. Addition of SubAward (Justification for SubAwardee Selection)

Supplementary Documents

This form requires the uploading of the document directly to the Screen. Complete the following steps:

1. Click **GO** on *Supplementary Documents* in Figure 36.
2. The *Supplementary Documents Selection* (Figure 56) will appear.
3. Enter the path name of the file into the available field

Or

Click **Browse...** to locate the document by searching through available files.

4. Click **Upload File**.
5. Click **Go Back** to return to Figure 36.
6. Go to Page 7a-57.

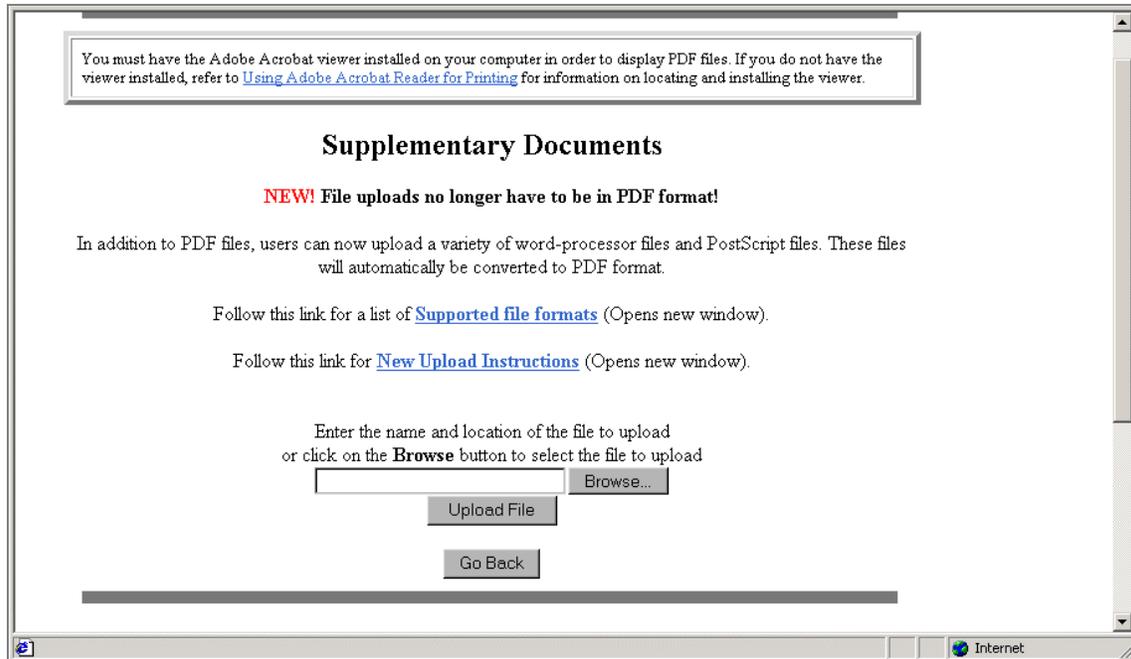


Figure 56. Addition of SubAward (Supplementary Documents)

Submit the Addition of SubAward

1. When the required form or forms are complete or you when you click on an un-forwarded request link on the *Prepared by SPO Screen* (Figure 21), an updated Addition of SubAward Screen will appear (Figure 57). Figure 36 will appear if you still need to complete a required form.

Addition of SubAward

Award Number: 0700000
Title: Rules

Form Preparation

To prepare a form, click on the appropriate button below.
You must complete the forms with the * (required), in order to Submit the request.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed *	12/23/03	<input type="button" value="GO"/> Justification for Subawardee selection *	12/23/03
<input type="button" value="GO"/> Budgets (Including Justification) *	03/10/03	<input type="button" value="GO"/> Supplementary Docs	N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PIVCo-PI)	N/A		

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230, USA

Tel: 703-292-5111
FIRS: 800-877-8339
TDD: 703-292-5090

Internet

Figure 57. Updated Addition of SubAward Screen

2. Click **Sign** (for SPOs with AOR permissions) or **Sign and Submit** (for SPOs with AOR permissions (shown in Figure 57)). Continue to Step 3.

Or

Click **Delete this Request**. Do not continue to Step 3.

Or

Click **Go Back**. Do not continue to Step 3.

3. A *Confirmation Screen* (Figure 58) will appear. The message will vary depending on the permissions of the SPO.



Figure 58. Confirmation Screen

4. Click **Go Back** to return to the *Prepared by SPO Screen* (Figure 21).

Withdrawal of PI/Co-PI

Use this notification in the event the PI/Co-PI severs his/her connection with the grantee organization or otherwise relinquishes active direction of the project, the grantee, or equivalent. Complete the following actions:

1. Click on *Withdrawal of PI/Co-PI* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Withdrawal of PI/Co-PI Screen* (Figure 59) will appear.
3. Enter the *Rationale for Withdrawal* in the provided text box.
4. Enter the *Impact on the Project* in the provided text box.
5. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web application window titled "Notifications & Requests | MAIN". The institution is identified as "National Science Foundation". There are three tabs: "Forwarded by PI", "Prepared by SPO", and "All by Status". The main content area displays "Modify Request for Award # : 9996340" and "Withdrawal of PI/Co-PI" with a "Topic Guidance: GPM" link. The form includes the following fields and controls:

- Status:** New
- Expiration Date:** 12/31/2002
- Award Title:** CAREER: Transcending the Limits to ILP Processing
- *Rationale for Withdrawal:** A large text input field with a scroll bar.
- *Impact on the Project:** A large text input field with a scroll bar.
- Buttons:** "Save" and "Cancel" buttons are positioned to the right of the text input fields.

Figure 59. Withdrawal of PI/Co-PI Grantee Request

Long-Term Absence of the PI/PD (Over Three Months)

This notification should be made to the grantee notification when the PI/PD will be absent from the project for a period greater than three months (e.g. sabbatical leave). The following conditions are for this notification:

1. This notification is mandatory when a PI will not be able to fulfill his/her duties for over three months. For absences of three months or less, a Short Term Absence of PI/PD (Up To Three Months) should be completed.
2. The PI intends to return.
3. Arrangements must be made for the oversight of the project.
4. Notification must be provided at least 30 days before departure or as soon as practicable after the prospective absence is known.
5. NSF will provide written approval to the grantee if the arrangements are satisfactory, but no formal amendment to the grant will be made.

Complete the following steps for this notification:

1. Click on *Long-Term Absence of the PI/PD (Over Three Months)* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Long-Term Absence of the PI/PD (Over Three Months) Screen* (Figure 60) will appear.
3. Enter *From Date* and *To Dates* of the PI absentee period.
 - a. The *From Date* should be less than the *Absence To Date*.
 - b. The difference between the *From Date* and *To Date* should be greater than 3 months.
4. Enter *Justification for Short-Term Absence of the PI/PD* in the provided text box.
5. Enter *Arrangements for Conduct of Project During PIs Absence* in the provided text box.
6. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web application window titled "Notifications & Requests | MAIN". The institution is identified as "National Science Foundation". There are three tabs: "Forwarded by PI", "Prepared by SPD", and "All by Status". The main content area displays the title "Modify Request for Award # : 9996340" and "Long-Term Absence of the PI/PD (Over Three Months)". A link for "Topic Guidance: GPM" is visible. The form includes the following fields and controls:

- Status:** New
- Expiration Date:** 12/31/2002
- Award Title:** CAREER: Transcending the Limits to ILP Processing
- *From Date:** A date input field with a calendar icon and a dropdown arrow, followed by the text "(mm/dd/yyyy)".
- *To Date:** A date input field with a calendar icon and a dropdown arrow, followed by the text "(mm/dd/yyyy)".
- *Justification for Long-Term Absence of the PI/PD:** A large text area with a vertical scrollbar.
- *Arrangements for Conduct of Project During PIs Absence:** A large text area with a vertical scrollbar.
- Buttons:** "Save" and "Cancel" buttons are located to the right of the justification and arrangements text areas.

The browser's address bar shows "Internet".

Figure 60. Long-Term Absence of the PI/PD Grantee Request

NSF Approved No-Cost Extension

If additional time beyond the extension provided by the grantee is required and exceptional circumstances warrant, a formal request must be submitted to NSF. The requestor is encouraged to request for a Grantee Extension before requesting an NSF Approved No-Cost Extension. The following conditions apply regarding this grantee request:

1. The request must be submitted to NSF at least 45 days prior to the expiration date of the grant.
2. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use.
3. Unobligated funds that remain at the expiration of the grant are not in itself sufficient justification for an extension.
4. All NSF-approved extensions must be submitted via FastLane.
5. Grantees are not authorized to extend an award that contains a zero balance.
6. Grantees are cautioned not to make new commitments or incur new expenditures after the expiration date in anticipation of a no-cost extension.
7. The Plan for use of unobligated funds must comply with previously approved objections.

Users must complete the following steps to request:

1. Click on *NSF Approved No-Cost Extension* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *NSF Approved No-Cost Extension* Screen (Figure 61) will appear.
3. Enter the *Revised Expiration Date* in the provided text box.
4. Enter in the *Remaining Funds* in the provided text box (does not allow \$ signs and commas).
5. Enter the *Justification* in the provided text box.
6. Enter the *Plan for use of unobligated funds*.
7. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to *Modify, Delete, or Submit to NSF*. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web browser window with the following content:

- Page Header:** "Notifications & Requests | MAIN" and "Institution: Rensselaer Polytechnic Institute".
- Navigation:** Three tabs: "Forwarded by PI", "Prepared by SPD", and "All by Status".
- Title:** "Modify Request for Award # : 9984478" and "NSF Approved No - Cost Extension".
- Topic Guidance:** "GPG".
- Form Fields:**
 - Status:** New
 - Expiration Date:** 12/31/2003
 - Award Amount:** \$409,810.00
 - Award Title:** CAREER: Microstructure Evolution and Interfacial Reaction Paths in Cu Alloy Thin Films
 - Prepared By:** Ramanath, Ganapathiraman
 - Submitted By:** (empty)
 - * Revised Expiration Date:** [input field] (MM/YYYY - always expires on the last day of the month)
 - * Remaining Funds (in Whole dollar amount):** [input field]
 - * Justification:** [text area]
 - * Plan for use of unobligated funds (plan must comply with previously approved objections):** [text area]
- Buttons:** "Save" and "Cancel".
- Warning Box:** "Must be received By NSF Program Office 45 days prior to the expiration of the grant".
- Footer:** "Internet" icon.

Figure 61. NSF Approved No-Cost Extension Grantee Request

Pre-award Costs in Excess of 90 Days

The following conditions apply for a request for Pre-award Costs in Excess of 90 Days:

1. Requests must be submitted via FastLane.
2. Pre-award advanced funding is necessary for the effective and economical conduct of the project.
3. Pre-award expenditures are made at the grantee's risk.
4. Grantee authority to approve pre-award costs does not impose an obligation on NSF:
 - a. In the absence of appropriations.
 - b. If an award is not subsequently made.
 - c. If an award is made for a lesser amount than the grantee anticipated.

Complete the following steps for creating the request:

1. Click on *Pre-award Costs in Excess of 90 Days* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Pre-award Costs in Excess of 90 days Grantee Request Screen* (Figure 62) will appear.
3. Enter the *To Date* and *From Date* or select a date by using the calendar feature (should be greater than today's date).
4. Enter the *Amount* (Amount fields do not allow \$ signs and commas).
5. Enter the *Justification for Pre-award Costs in Excess of 90 Days*.
6. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web application window titled "Notifications & Requests | MAIN". The institution is identified as "National Science Foundation". There are three tabs: "Forwarded by PI", "Prepared by SPD", and "All by Status". The main content area displays the following information:

- Modify Request for Award # :** 9996340
- Pre-Award Costs in Excess of 90 days**
- Status:** New
- Expiration Date:** 12/31/2002
- Award Title:** CAREER: Transcending the Limits to ILP Processing
- From Date:** [text input] [calendar icon] (mm/dd/yyyy)
- To Date:** [text input] [calendar icon] (mm/dd/yyyy)
- * Amount:** [text input] (in whole dollar amount)
- * Justification for Pre-Award Costs in Excess of 90 days:** [text area]

Buttons for "Save" and "Cancel" are located to the right of the date and amount fields. A "Topic Guidance: [GPM](#)" link is also present. The browser's address bar shows "Internet".

Figure 62. Pre-Award Costs in Excess of 90 Days Grantee Request

Rearrangement/Alteration \$25,000 or over

Rearrangements and alterations expenditures exceeding \$25,000 may be allowable under NSF grants to adapt space or utilities within a completed structure to accomplish the objective of the NSF-supported activity as long as it meets the following conditions uses the FastLane Notifications and Requests module or any plans for such rearrangement or alteration should be clearly set forth in the proposal.

Complete the following steps for creating the request:

1. Click on *Rearrangement/Alteration \$25,000 or over* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Rearrangement/Alteration \$25,000 or over Grantee Request Screen* (Figure 63) will appear.
3. Enter in *Construction Amount* that is greater than 0 and greater than 10,000 (does not allow \$ signs and commas).
4. Enter in *Description of Construction Activity*.
5. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web browser window with the title 'Notifications & Requests | MAIN'. The institution is identified as 'National Science Foundation'. There are three tabs: 'Forwarded by PI', 'Prepared by SPO', and 'All by Status'. The main content area displays 'Modify Request for Award # : 9996340' and 'Rearrangement/Alteration \$25,000 or over (Construction)'. The status is 'New'. Fields include 'Expiration Date: 12/31/2002', 'Award Amount: \$200,000.00', and 'Award Title: CAREER: Transcending the Limits to ILP Processing'. There is a 'Save' button. Below these are fields for '*Construction Amount:' (with a note '(in whole dollar amount)') and '*Description of Construction Activity:' (with a text area). A 'Cancel' button is also present. The browser's taskbar at the bottom shows an 'Internet' icon.

Figure 63. Rearrangement/Alteration \$25,000 or Over Grantee Request

Change PI and Add/Change Co-PI

The *Change PI and Add/Change Co-PI* Screen (Figure 64) appears when *Change PI and Add/Change Co-PI* is selected on the *Select the Notification or Request Type Screen* (Figure 24). This request is used when a proposed PI or Co-PI wants to replace the current PI or Co-PI or Add a PI/Co-PI. The following conditions apply:

1. Click on **Change PI and Add/Change Co-PI** radio button from the *Select Notification or Request Type Screen* (Figure 24) and click **Prepare**.
2. The *Change PI and Add/Change Co-PI* Screen (Figure 64) will appear.

- To substitute the current PI with a current Co-PI, click on a single name in the list to substitute and click "Check" to confirm eligibility.
- To change the current Co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed SSN(s) in any proposed Co-PI data field and click "Check" to confirm eligibility.

CURRENT PI	PROPOSED PI SSN	PROPOSED NAME
George Lee.	Proposed PI:	
	Substitute Current PI w/ Current Co-PI:	Please select from list below: ▼

CURRENT CO-PI(s)	PROPOSED CO-PI SSN	PROPOSED NAME
<small>CTRL + click to multiple select</small> Please select from list below: Mai Tong	Proposed Co-PI:	
	Proposed Co-PI:	
	Proposed Co-PI:	
	Proposed Co-PI:	

Change up to four Co-PIs in a single request.

Check Contact your SPO if the expected name is not associated with the entered SSN.

To remove a Co-PI without a replacement from the project, click [Withdrawal of Co-PI](#).

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

2 Associated Documents

3 Justification

Cancel Submit Save Delete

Figure 64. Change PI and Add/Change Co-PI

3. Confirm the eligibility of the PI/Co-PI by entering the SSN of the proposed PI/Co-PI in the field next to the appropriate title. PI/Co-PI duplicates are not allowed and at least one PI/Co-PI must be entered in the request. Note: If you are replacing a Co-PI, you need to select that Co-PI from the "Replace Current PI w/ Current Co-PI" list before continuing.

Or

Replace the Current PI with a Current Co-PI by selecting a Current Co-PI from the dropdown list.

4. Click **Check**.
5. Each valid SSN will appear with the corresponding proposed PI/Co-PI name. Each invalid SSN will appear with the words “Invalid SSN.” (Figure 65) *You will need to remove or replace the incorrect SSN before you can move on to the next step. When all Names appear correctly, continue to Step 6.*

Request for Award 0700000 - Change PI and Add/Change Co-PI
 Status: New Request
 Topic Guidance: [GPM](#)

1 Confirm Eligibility of Proposed PI/Co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's SSN in the corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current Co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current Co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed SSN(s) in any proposed Co-PI data field and click "Check" to confirm eligibility.

CURRENT PI	PROPOSED PI SSN	PROPOSED NAME
Alan Alphaman.	<input type="text"/>	<input type="text"/>
Replace Current PI w/ Current Co-PI: Please select from list below: <input type="text"/>		

CURRENT CO-PI(s)	PROPOSED CO-PI SSN	PROPOSED NAME
CTRL + click to multiple select Please select from list below: <input type="text"/>	<input type="text"/>	<input type="text"/>
	•••••••• <input checked="" type="checkbox"/>	Terrance Dishongh
	•••••••• <input type="checkbox"/>	Invalid SSN
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Contact your SPO if the expected name is not associated with the entered SSN.

To remove a Co-PI without a replacement from the project, click [Withdrawal of Co-PI](#).

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

Figure 65. Proposed Names Screen

6. Associated Documents, Step 2, is enabled (Figure 66). Confirm the Eligibility, Step 1, and the Justification, Step 3, are disabled.
7. To add *Biographical Sketch*, click on **Browse...**
- Or
- Enter in the document's location to select the appropriate files for upload.
8. Click **Upload**.

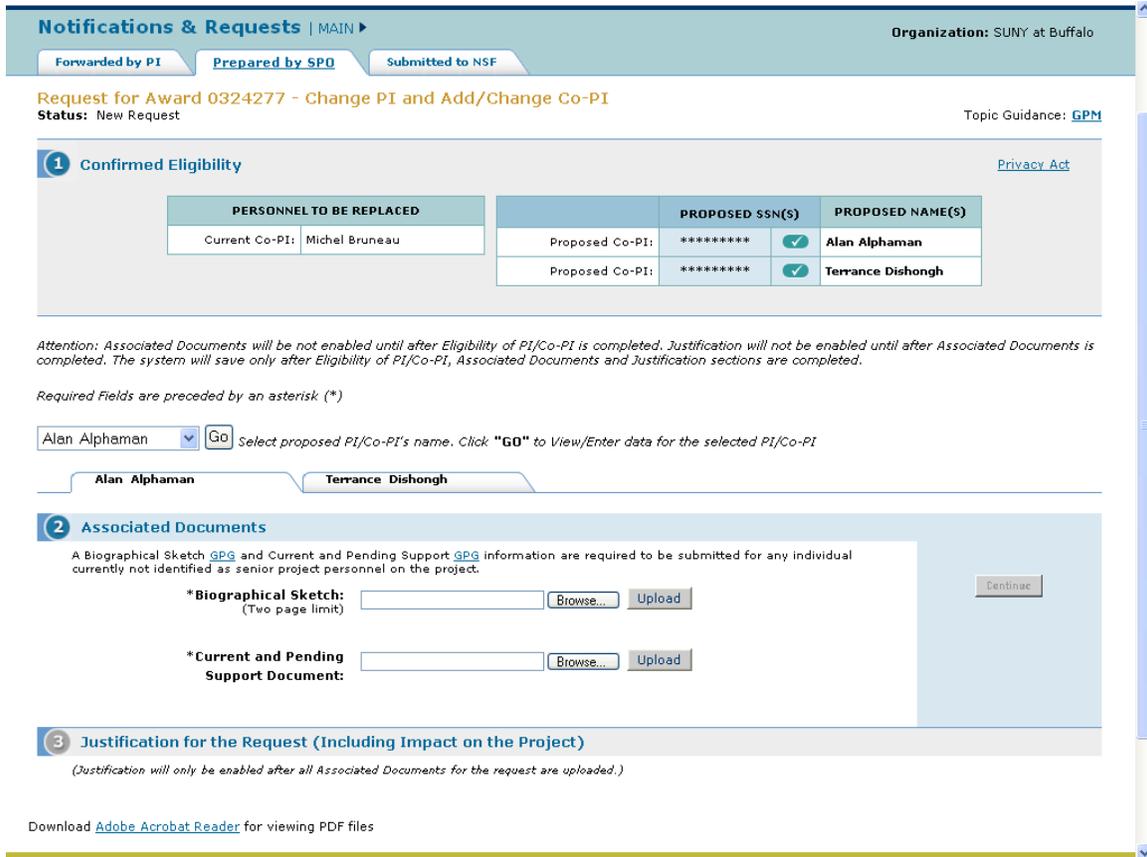


Figure 66. Associated Documents Section Enabled

9. A *PDF Conversion/Compliance Check* Screen (Figure 67) will appear to notify you that the Biographical Sketch is being converted for compliance in the request application process.

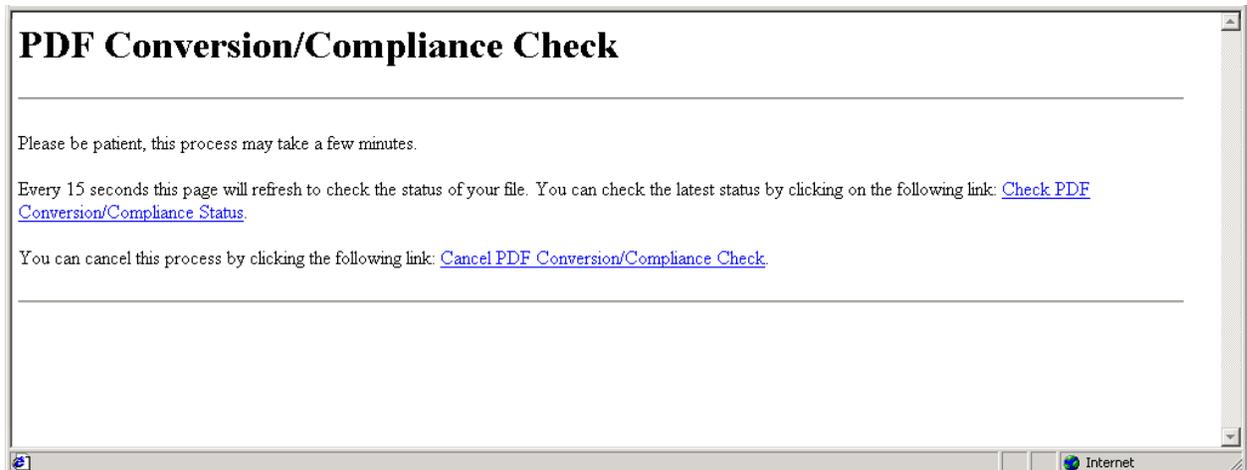


Figure 67. PDF Conversion/Compliance Check

10. Once complete, a *File Successfully Converted/Checked* Screen (Figure 68) will appear. You will be able to proofread the Biographical Sketch.

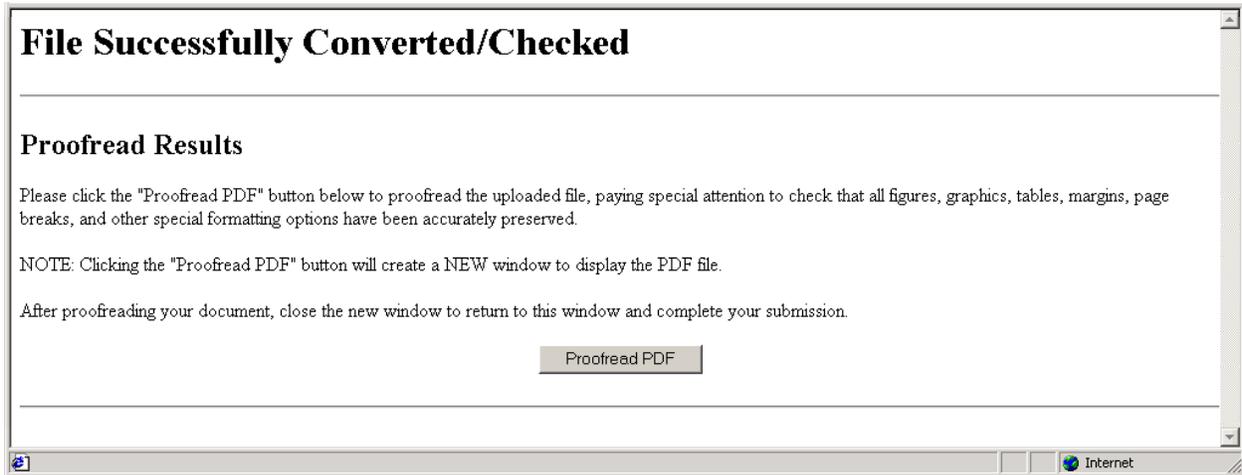


Figure 68. File Successfully Converted/Checked Screen

11. After proofreading the PDF, close the preview window and click the **Accept** button.
12. To add *Current and Pending Supporting Document*, repeat steps 7 through 11. After both support documents are uploaded, the **Continue** button will be activated. After the support documents have been uploaded for each PI/Co-PI clicking this button will take you to the Justification Section (Figure 69).

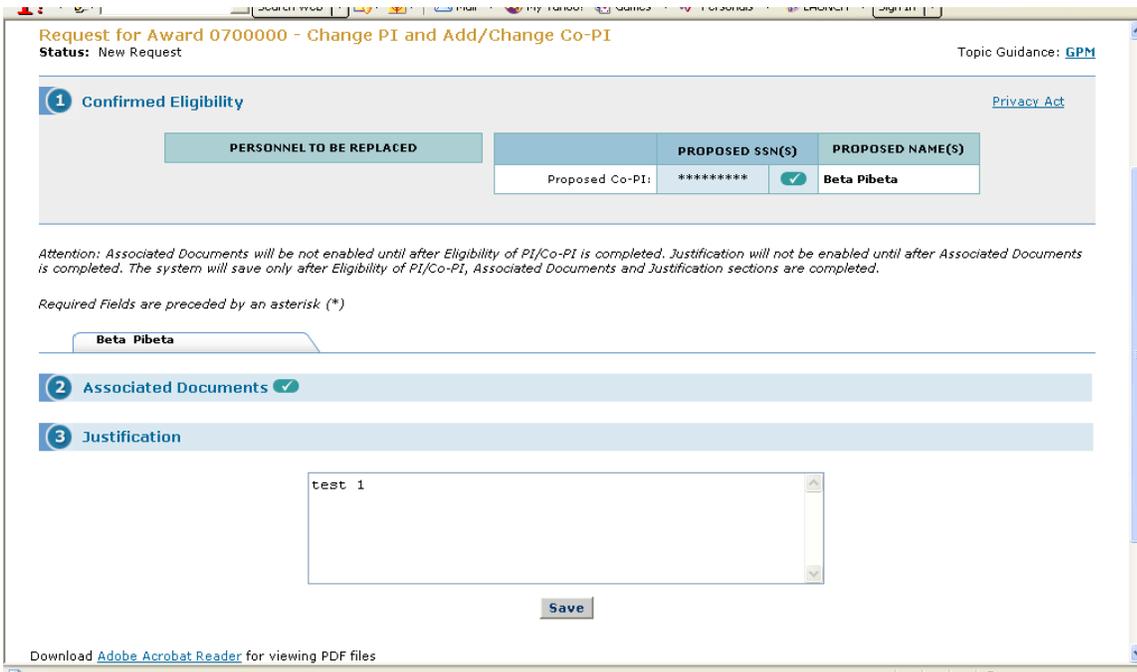


Figure 69. Justification Screen Enabled

13. Enter required field, *Justification For Request*, to explain the change in the corresponding text box.
14. Click **Save**.

15. The Modify Request, Delete Request, Cancel, and Submit to NSF buttons are enabled (Figure 70).

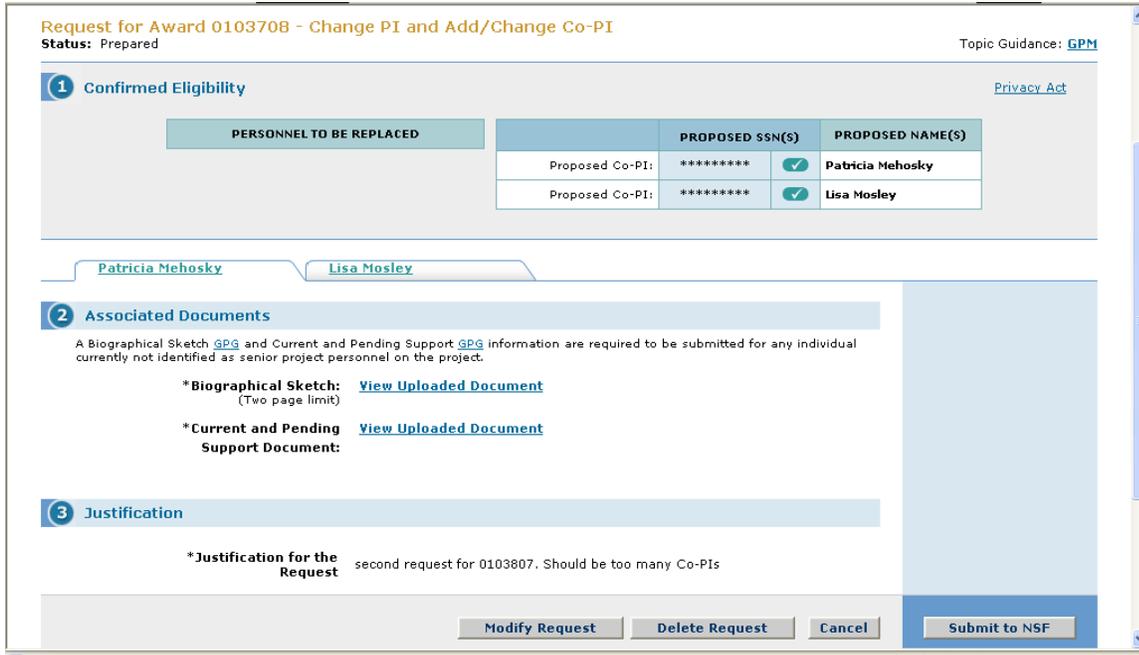


Figure 70. Active Buttons Screen

16. Click **Modify Request** to modify the saved request.

Or

Click **Delete Request** to delete the saved request.

Or

Click **Cancel** to return to Figure 69.

Or

Click **Submit to NSF**.

17. A Screen will appear asking if you are sure about your action (Figure 71).

ARE YOU SURE?
 Clicking "Submit to NSF" will submit this Request to NSF. You cannot modify it once submitted to NSF.
 Click "Cancel" to return to previous screen.

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED		PROPOSED SSN(S)	PROPOSED NAME(S)
Current PI:	Gregory Baker	Proposed New PI: ***** <input checked="" type="checkbox"/>	Gregory Baker

[Gregory Baker](#)

2 Associated Documents

A Biographical Sketch [GPG](#) and Current and Pending Support [GPG](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
 (Two page limit)

*Current and Pending Support Document: [View Uploaded Document](#)

3 Justification

***Justification for the Request** We are submitting a request to switch the stated roles of Dr John Staley (currently PI) and Dr Gregory Baker (currently co-PI) to better reflect the existing and future work load and responsibilities of these researchers relative to the grant. Dr Baker is the Director of Undergraduate Studies and Assistant Professor in the Department of Geology and has been the organizer and manager of the Buffalo Geoscience Program (BGP) since support by NSF began. Dr Staley is Assistant Vice Provost for Academic Affairs/Academic Enhancement Programs. The role of Dr Baker has been (and will be) recruitment, development, retainment, program assessment, and the general running the BGP. The role of Dr Staley has been (and will be) integrating BGP into the existing minority programs at the University and providing other insights related to his experience in minority programs. The grant is currently listed as 90% Baker, 10% Staley in terms of effort in the Grants and Contracts Office at Buffalo. For these reasons, we would like to re-assign Dr Baker as the project PI and Dr Staley as project co-PI.

Figure 71. Confirmation Screen

18. If you are sure, click **Submit to NSF**.

Or

If you do not wish to proceed, click **Cancel** to go back to Figure 69.

19. A version of this Final Confirmation Screen will appear (Figure 72).

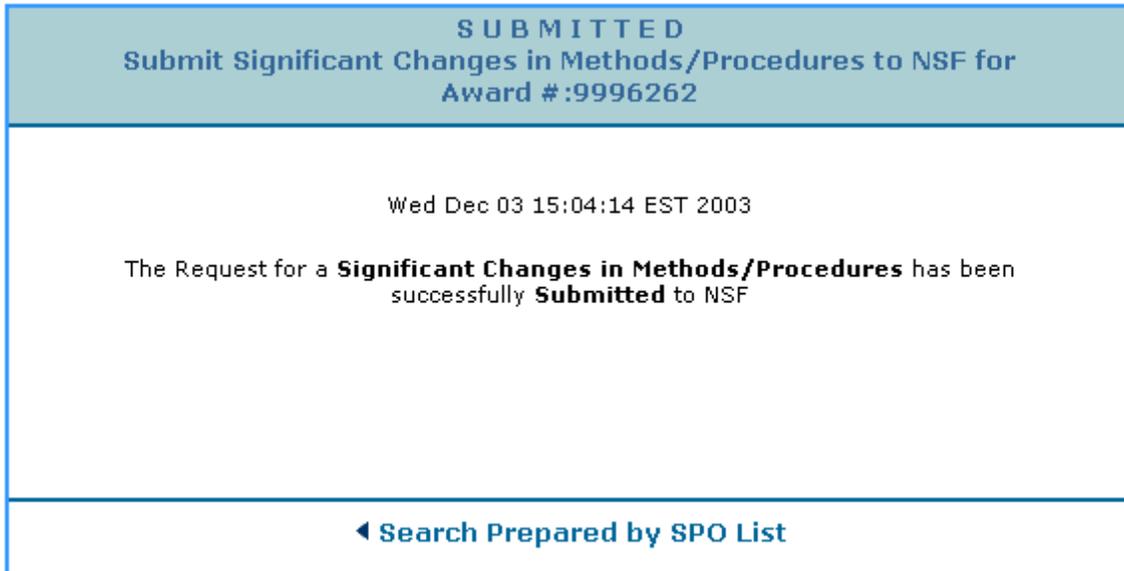


Figure 72. Confirmation Screen

20. Click on **Search Prepared by SPO**.

21. The *Prepared by SPO Tab Screen* (Figure 21) will appear.

Significant Change in Person-Months Devoted to Project

If the PI will devote substantially less time to the project than anticipated in the proposal (a reduction of 25% or more in time), consultation should be made with appropriate officials of the grantee organization and NSF. Complete the following steps for creating this request:

1. Click on *Pre-award Costs in Excess of 90 Days* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Significant Change in Person-Months Devoted to Project Grantee Request Screen* (Figure 73) will appear.
3. Enter in the *Original Time Commitment* and *Revised Time Commitment* (the original and revised times should be between 1 and 255 month integers).
4. Enter in the *Justification for Significant Change in Person-Months Devoted to Project*.
5. Enter in the *Impact on the Project*.
6. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

The screenshot shows a web-based form titled "Significant Change in Person - Months Devoted to Project" for award # 9996340. The form includes the following fields and controls:

- Status:** New
- Expiration Date:** 12/31/2002
- Award Title:** CAREER: Transcending the Limits to ILP Processing
- *Original Time Commitment:** An input field with a placeholder "(Months in integer number)".
- *Revised Time Commitment:** An input field with a placeholder "(Months in integer number)".
- *Justification for Significant Change in Person-Months Devoted to Project:** A large text area for providing details on the change.
- *Impact on the Project:** Another large text area for describing the project's impact.
- Buttons:** "Save" and "Cancel" buttons are located on the right side of the form.

Figure 73. Significant Change in Person-Months Devoted to Project Grantee Request

Changes in Objective or Scope

Neither the phenomena under study nor the objectives of the project stated in the proposal or agreed modifications thereto should be changed without prior NSF approval. Such changes should be proposed to the cognizant NSF Program Officer by submitting this request. Complete the following steps to create this request:

1. Click on *Changes in Objective or Scope* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Changes in Objective or Scope Grantee Request Screen* (Figure 74) will appear.
3. Enter in *Proposed Changes in Objective or Scope* in the provided text box.
4. Enter in *Justification for Changes in Objective or Scope* in the provided text box.
5. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to **Modify, Delete, or Submit to NSF**. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 24).

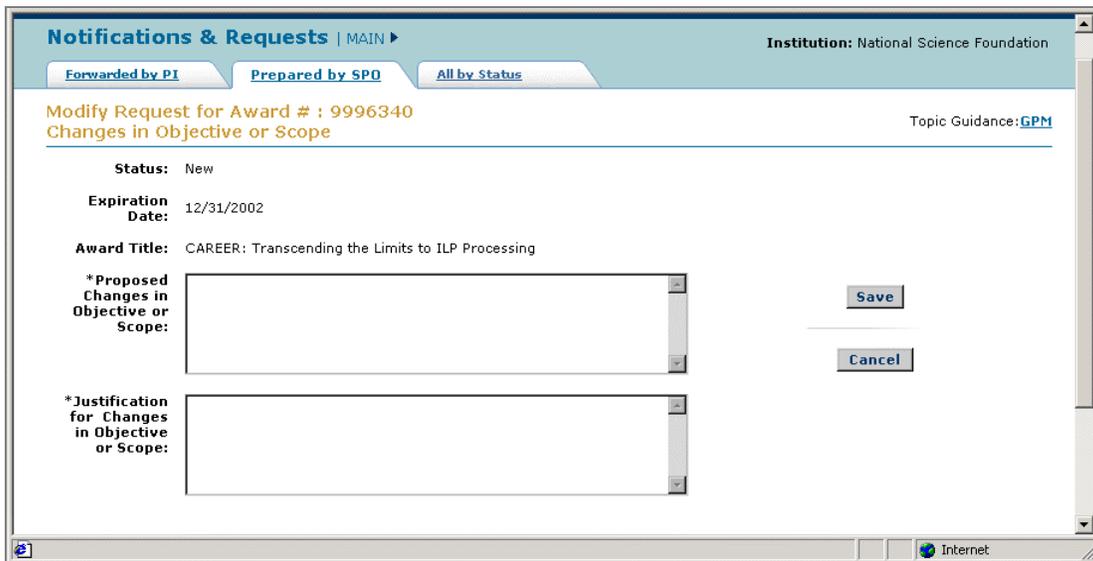


Figure 74. Changes in Objective or Scope Grantee Request

Reallocation of Funds Budgeted for Participant or Trainee Support Costs

Participant support costs are direct costs for items such as stipends or fees paid to or on behalf of participants or trainees. Funds provided for participant support may not be used by grantees for other categories of expense without the specific prior approval of the cognizant NSF Program Officer. This request is used for that approval request. Complete the following steps to create the request:

1. Click on *Reallocation of Funds Budgeted for Participant or Trainee Support Costs* radio button from the Select Notification or Request Type Screen (Figure 24) and click **Prepare**.
2. The *Reallocation of Funds Budgeted for Participant or Trainee Support Costs Grantee Request Screen* (Figure 75) will appear.
3. Enter in *Originally Approved Amount* in the provided text box.
4. Enter in the *Revised Amount* in the provided text box (ensure that the Original Amount is different from the Revised Amount).
5. Enter in the *Justification for Reallocation of Funds Budgeted For Participants or Trainee Support Costs*.
6. Click on **Save**. A version of the *View Notification Request Screen* (Figure 4) will appear. Follow the same directions found in the Actions to Notifications/Requests Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF. Return to PI is not an option.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 24).

The screenshot shows a web browser window titled "Notifications & Requests | MAIN". The institution is identified as "National Science Foundation". There are three tabs: "Forwarded by PI", "Prepared by SPD", and "All by Status". The main content area displays "Modify Request for Award # : 9996340" and "Reallocation of Funds Budgeted for Participant or Trainee Support Costs" with a "Topic Guidance: GPM". The form includes the following fields:

- Status: New
- Topic Guidance: GPM
- Expiration Date: 12/31/2002
- Award Amount: \$200,000.00
- Award Title: Non-FastLane
- *Originally Approved Amount: [text box] (in whole dollar amount)
- *Revised Amount: [text box] (in whole dollar amount)
- *Justification for Reallocation of Funds Budgeted for Participant or Trainee Support Costs: [large text area]

Buttons for "Save" and "Cancel" are located on the right side of the form.

Figure 75. Reallocation of Funds Budgeted for Participant or Trainee Support Costs Grantee Request

Search for all Notifications and Submitted to NSF

The *Submitted to NSF Tab* (Figure 76) displays all notifications and requests submitted to the NSF that meet the search criteria you enter in one of the three searches. You may only make a search in one of the following three ways at a time. Combined searches are not supported.

- a. Search by Award Number.
- b. Search by PI Last name and PI Division/Department. Note: PI Last Name must be entered in order to search PI Division/Department.
- c. Search by Date Range. Both From and To Fields are required.

The list can be sorted by 'Award Number, Prepared By, Submit Date, Notification/Request Type, Status Date, Status, and Amd clicking on the column title. The search results list also displays, but cannot be sorted by, PI Division/Department. Click on the specific Notification/Request Type to view a document.

FastLane Acceptance Site (84)

FastLane Research Administration | HOME

NSF Home | News | Site Map | GPG | GPM | Contact Us | FastLane Help
Logout

Notifications & Requests | MAIN

Organization: East Carolina University

Forwarded by PI | Prepared by SPD | Submitted to NSF

Search for Notifications / Requests for East Carolina University:
Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #: PI Last Name: Last Modified (mm/dd/yyyy)
 PI Division / Dept: From: To:

Submitted to NSF

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.

1 Notification/Request found.

Award Number	Prepared By	Submit Date	PI Division / Department	Notification / Request Type	Status Date	Status	Amd
0421063	Workman, Florence	01/24/2005	Department of Chemistry	N - Short-Term Absence of the PI/PD (Up to Three Months)	01/24/2005	Submitted to NSF	

Export options: Excel

Figure 76. Submitted to NSF

By clicking on one of the Notification/Request items under the Notification/Request Type column you are taken to a historical view of the selected notification or request based on the time of submission (Figure 77).

The screenshot displays the 'Notifications & Requests' page for SUNY at Buffalo. The request is titled 'Request for Award 0324277 - Change PI and Add/Change Co-PI' and is in a 'Submitted' status. The interface is divided into three main sections: 'Confirmed Eligibility', 'Associated Documents', and 'Justification'.

Confirmed Eligibility: This section contains two tables. The first table, 'PERSONNEL TO BE REPLACED', shows the current PI as Michel Bruneau and the current Co-PI as Andrei Reinhorn. The second table shows the proposed changes: Andrei Reinhorn as the proposed new PI and Michel Bruneau as the proposed Co-PI. Both proposed roles have a status of '*****' and a green checkmark in the adjacent column.

PERSONNEL TO BE REPLACED		PROPOSED SSN(S)	PROPOSED NAME(S)
Current PI:	Michel Bruneau	*****	Andrei Reinhorn
Current Co-PI:	Andrei Reinhorn	*****	Michel Bruneau

Associated Documents: This section provides instructions on required documents: a Biographical Sketch (two-page limit) and a Current and Pending Support Document. Both have links to 'View Uploaded Document'.

Justification: This section is currently empty.

Figure 77. Previously Submitted NSF Notification/Request (Change PI and Add/Change Co-PI Request)