



FastLane

PROPOSALS, AWARDS AND STATUS USER GUIDES

FastLane Letters of Intent for the PI User Guide

*May 2005
Version 1.1*



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Overview

This User Guide is to be used for guidance in the Proposals, Awards and Status module of FastLane only. SPOs should use the Letters of Intent for the SPO User Guide located under the Research Administration section of the FastLane Help page.

The LOI provides a snapshot and concise summary about the goals of a forthcoming proposal project by the PI in response to a solicitation from NSF. The following conditions apply for LOIs:

1. Program Solicitations vary in their LOI requirements. Regardless of the distinctions in LOI requirements, they are all successfully managed in FastLane. Distinctions in program solicitations include:
 - a. Program solicitations may allow PIs to directly submit an LOI.
 - b. Program solicitations may allow SPOs to create an LOI.
 - c. Program solicitations may mandate LOIs requiring SPO approval.
2. More than one LOI can be created for a single program solicitation.
3. The PI will be able to create a second LOI for a single solicitation, even if that particular solicitation allows for only one LOI to be submitted per PI. However, a permissive warning message will appear and inform the PI that he/she has already submitted an LOI for that particular solicitation.
4. LOIs cannot be created for program descriptions.

1. Access the LOI Module

To access the LOI Module, complete the following steps:

1. Login to FastLane and click **Proposal Functions**.
2. The *What Do You Want to Work On Page* (Figure 1) appears.

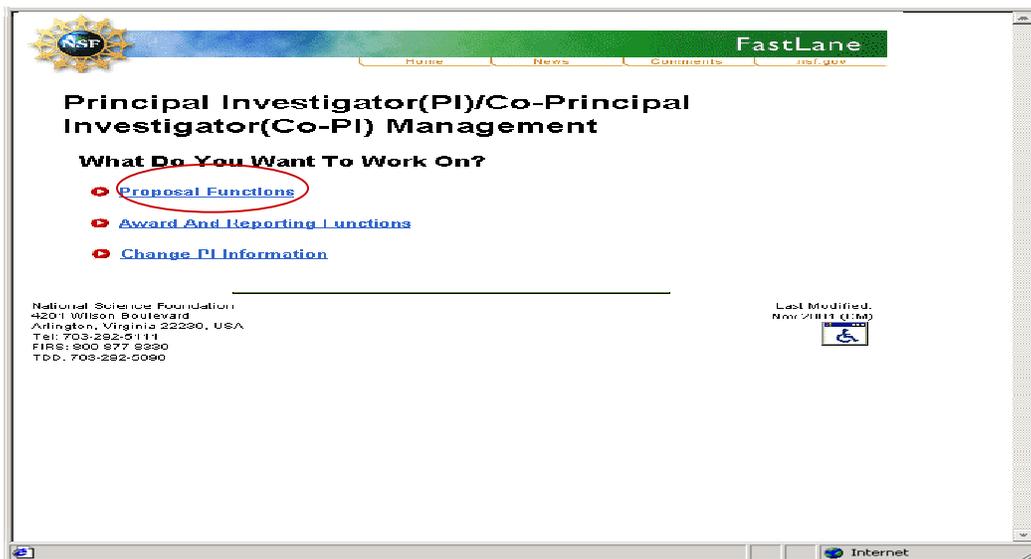


Figure 1. What Do You Want to Work On Page

3. Click **Proposal Functions** (circled in Figure 1).
4. The *Proposal Functions Page* (Figure 2) will appear.

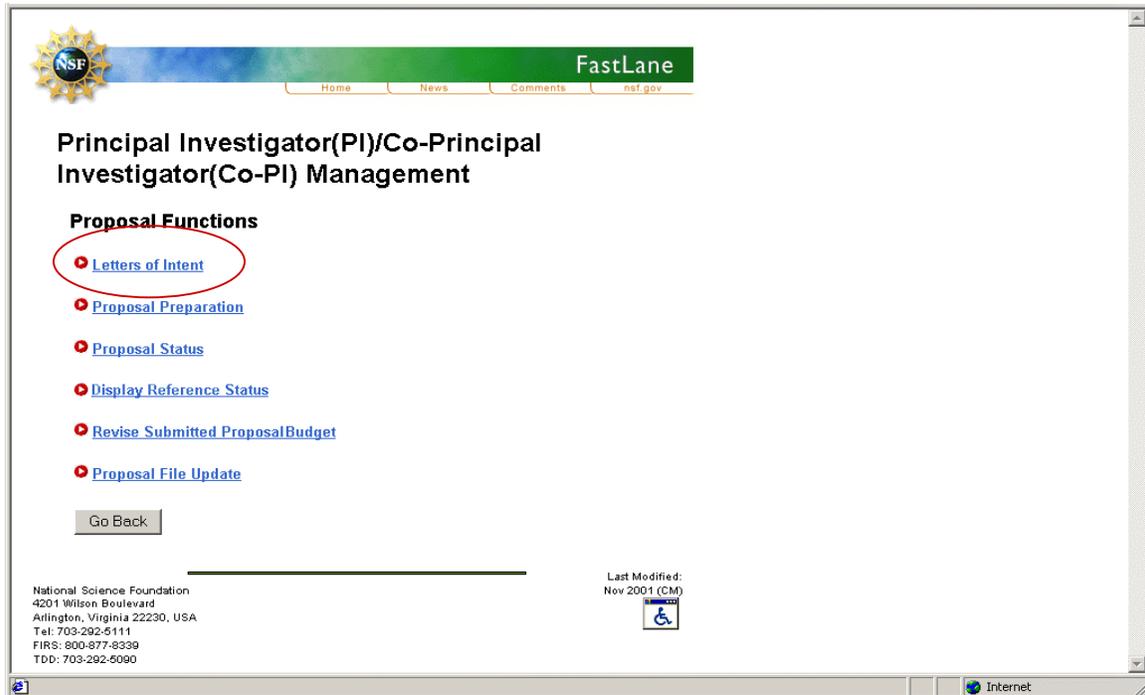


Figure 2. Proposal Functions Page

5. Click on **Letters of Intent** (circled in Figure 2).

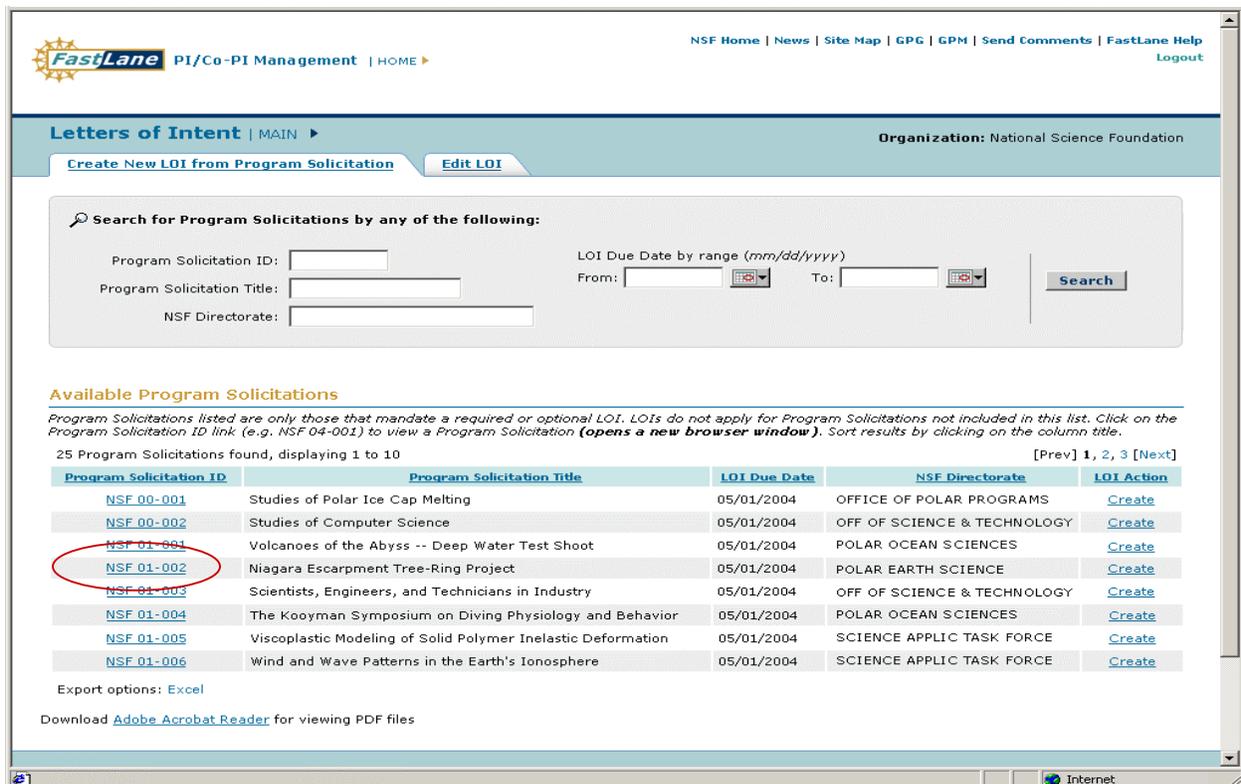


Figure 3. Create New LOI from Program Solicitation Tab Page

6. The *Create New LOI from Program Solicitation Tab Page* (Figure 3) appears. The PI can search for particular solicitations by the following:

- Program Solicitation ID
- Program Solicitation Title
- LOI Due Date by range (mm/dd/yyyy)
- NSF Directorate

Available Program Solicitations appear and can be sorted by the following:

- Program Solicitation ID
- Program Solicitation Title
- LOI Due Date
- NSF Directorate

7. Click on a Program Solicitation ID (circled in Figure 3) to view a particular program solicitation. Close the pop-up window once finished viewing the solicitation to return to the Program Solicitation List.

8. The PI will have the following options:

- Create a New LOI
- Work on a Previously Saved LOI

2. Create a New LOI

1. From the *Create New LOI from Program Solicitation Tab Page* (Figure 3), click **Create** in the LOI Action column to create a new LOI for the chosen Program Solicitation.
2. The *Create LOI Page* appears (top of page - Figure 4, bottom of page - Figure 5). Note: The three questions at the bottom of Figure 4 are dynamic text fields related to a particular solicitation. The contexts of these questions vary depending on the solicitation. When creating an LOI, the PI may see no questions or up to three questions.

FastLane PI/Co-PI Management | HOME ▶

NSF Home | News | Site Map | GPG | GPM | Send Comments | FastLane Help
Logout

Letters of Intent | MAIN ▶

Organization: National Science Foundation

Create New LOI from Program Solicitation Edit LOI

Create LOI
Required Fields are preceded by an asterisk(*)

Program Solicitation Information:

LOI Due Date: 02/01/2004
Program Solicitation ID: NSF-00-001
Program Solicitation Title: Studies of Polar Icecap Melting

Project Information:

* Project Title:

* Synopsis:
(max 2500 chars)

Other comments:
(max 2500 chars)

Organizational Attribute:

Is this project part of a
Homeland Defense Initiative?
(max 50 chars)

What is the position title of the
POC for this LOI at their
respective organization?
(max 50 chars)

If the POC is at a university,
what is their area of study?
(max 50 chars)

Internet

Figure 4. Create LOI Page (top)

Point of Contact for NSF Inquiries:

Use this (user) name as point of contact

First Name: Jane
 Middle Initial: J.
 Last Name: Doe
 Telephone Number: 703-555-1212
 Email Address: jdoe@nsf.gov
 Department: DIS

Use this (alternate) name as point of contact

First Name:
 Middle Initial:
 Last Name:
 Telephone Number:
 Email Address:
 Department:

Project PI:

First Name: Organization Name:
 Middle Initial:
 Last Name:

Cross Directorate/Multi-disciplinary LOI:

Primary Division:
 Secondary Division:
 Tertiary Division:

Other Senior Project Personnel:

(Click "Add Personnel" below)

(Min of 1 required for this LOI, Max of 4)

Participating Organizations:

(Click "Add Organization" below)

(Min of 1 required for this LOI, Max of 4)

National Science Foundation
 4201 Wilson Boulevard, Arlington, Virginia 22230, USA
 Tel: 703-292-5111, FIRS: 800-877-8339 | TDD: 703-292-5090

Privacy and Security

Internet

Figure 5. Create LOI Page (bottom)

3. Enter in Project Title (required), Synopsis (required), and Other Comments (optional).
4. Select an Organizational Attribute (optional) from the drop-down menu.
5. Enter in responses to the questions in the appropriate boxes (if applicable). Note: These are created by the PO and are customized for the solicitation. There may be no questions or up to three questions.
6. Select the NSF Point of Contact. You can use the logged-in name as a contact or an alternate. If alternate is selected, enter in his/her First Name, Middle Initial, Last Name, Telephone Number, E-Mail Address, and Department. The NSF Point of Contact can also be the PI.

7. Enter Project PI First Name, Middle Initial, Last Name, and Organization Name (required). The Project PI may also be the same person as the NSF Point of Contact.
8. Select Primary, Secondary, or Tertiary Directorate/Divisions from the provided drop-down lists (if applicable). Note: These fields will only appear if the solicitation is a cross-directorate or encompasses multiple disciplines.
9. Click on **Add/Edit Personnel** (circled in Figure 5) in the Other Senior Project Personnel section of the page to add project personnel.
10. The *Other Senior Project Personnel Page* will appear (Figure 6).

Letters of Intent | MAIN Organization: National Science Foundation

[Create New LOI from Program Solicitation](#) [Edit LOI](#)

Create LOI - Add Other Senior Project Personnel
Required Fields are preceded by an asterisk()*

LOI ID: L8493943
 Program Solicitation ID: [NSF 02-428](#)
 Program Solicitation Title: Studies of Polar Icecap Melting

Other Senior Project Personnel:

[FastLane Personnel Search](#) *(Adds personnel from the FastLane user tables)*

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 * State:
 * Country:

[Return to Form](#)
 (Min of 1 required for this LOI, Max of 4)

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above will not be saved until "Add to List" is pressed.

| Personnel Name | Action |
|----------------|---|
| Doe, John | Edit Delete |
| Miracle, Jane | Edit Delete |

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Figure 6. Other Senior Project Personnel Page

11. Enter in the following for Other Senior Project Personnel (as specified):
 - a. First Name
 - b. Middle Initial (optional)
 - c. Last Name
 - d. Organization Name
 - e. Department

- f. City
 - g. State
 - h. Country
12. Click **Add to List** to add the person to Other Senior Project Person. Repeat Steps 9 through 11 if you are entering in more than one Other Senior Project Personnel.
 13. Click **Edit** or **Delete** next to the added persons name (circled in Figure 6) if you wish to edit or delete a previously entered entry.
 14. Click **Return to Form** to return to the *Updated Create LOI Page [bottom]* (Figure 7). The newly added project personnel will appear under the Other Senior Project Personnel list.

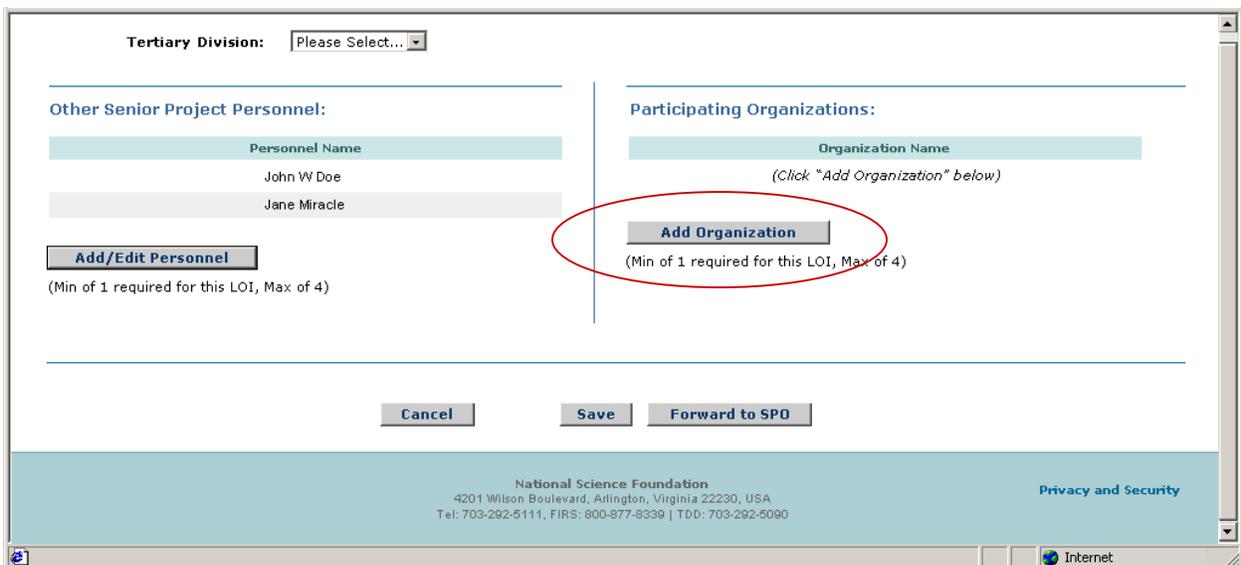


Figure 7. Updated Create LOI Page [bottom]

15. Click **Add Organization** (circled in Figure 7) in the Participating Organizations section of the *Updated Create LOI Page [bottom]* (Figure 7).
16. The *Add / Edit Participating Organization Page* will appear (Figure 8).

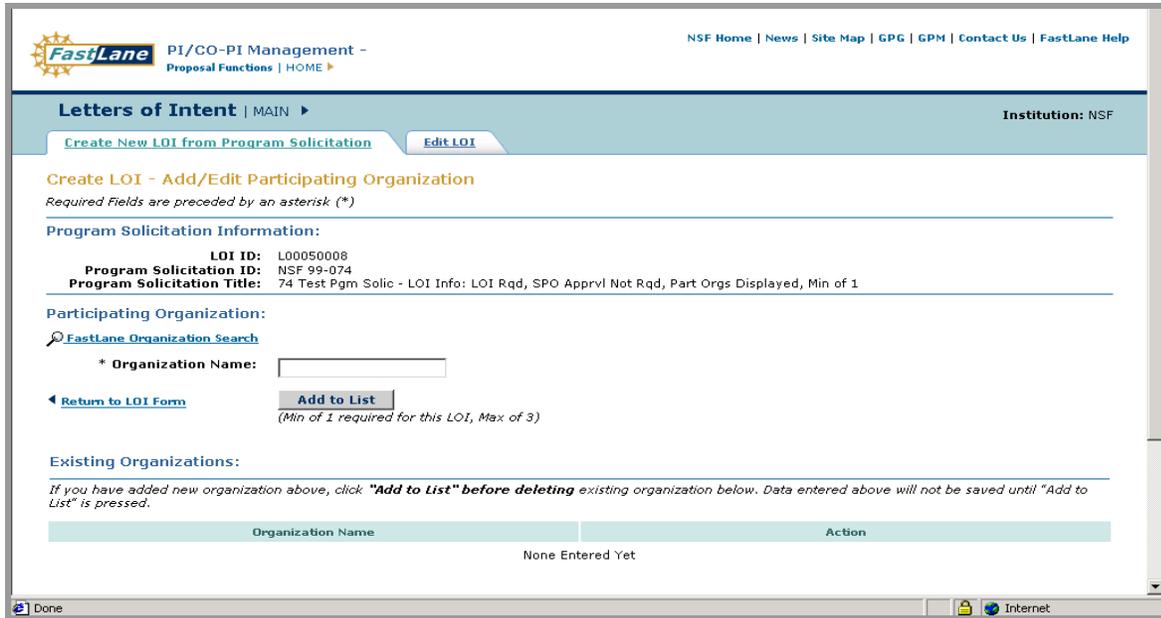


Figure 8. Add/Edit Participating Organization Page

17. Enter in the Organization Name in the text box and click **Add to List**. Go to Step 18.

Or

Click **FastLane Organization Search** Link. The *FastLane Organization Search Page* appears (Figure 9).

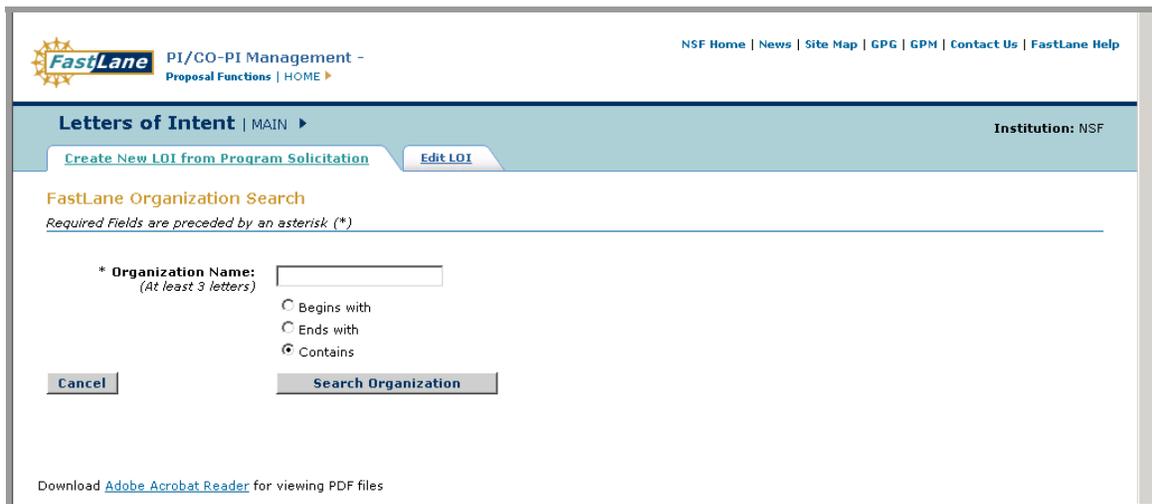


Figure 9. FastLane Organization Search Page

- a. Enter at least three letters of the organization you wish to locate and click one radio button (begins with, ends with, or contains) to correspond within the organization.
- b. Click **Search Organization**.

c. A *Search Results Page* will appear (Figure 10).

| * Select One | Organization Name |
|-----------------------|-----------------------------------|
| <input type="radio"/> | ABC Colleg |
| <input type="radio"/> | abc inst |
| <input type="radio"/> | ABCDEFGF Consultation Corporation |

Figure 10. Search Results Page

- d. Click on the radio button of the organization that meets your search criteria and click on **Select**.
- e. The Organization Name will appear in the text box on the *Add/Edit Participating Organizations Page* (Figure 8). Click **Add to List**.
18. The *Add / Edit Participating Organizations Page* will appear with the added organization displayed at the bottom of the page (Figure 11).

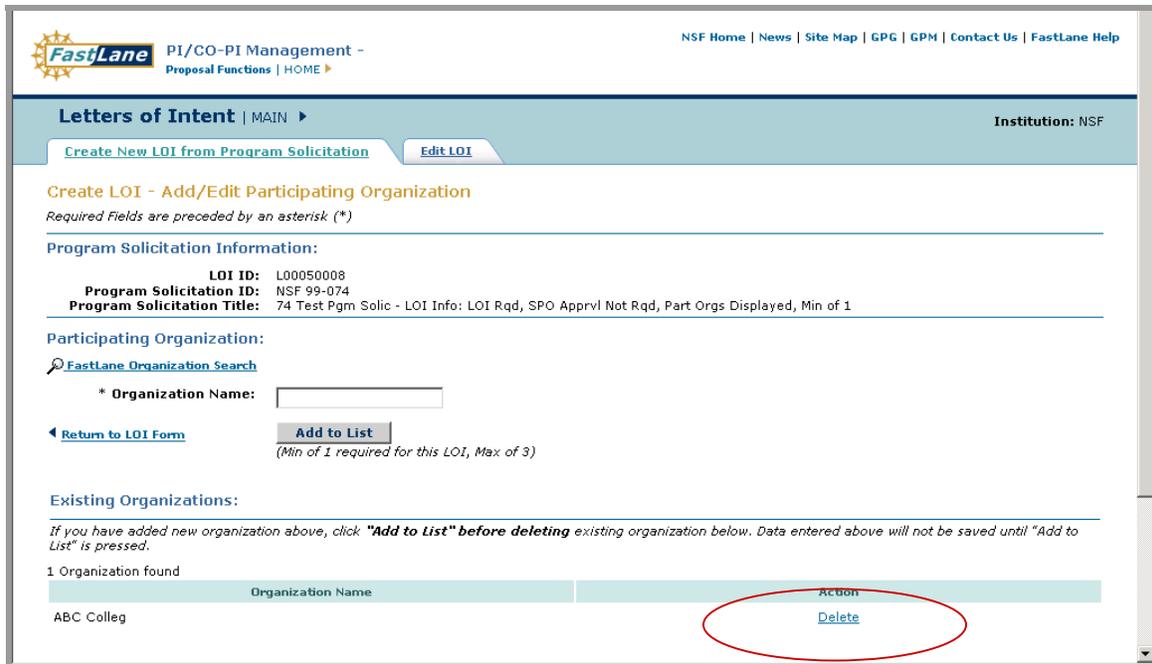


Figure 11. Add/Edit Participating Organizations Page

19. Click **Return to Form** link or repeat steps 15 through 18 to add additional Participating Organizations. To delete Participating Organizations, click **Delete** (circled in Figure 11).

20. The *Create LOI Page* (Figure 6) will appear. Click **Save** to retain all work. The *Edit LOI List Page* (Figure 13) appears.

Or

Click **Cancel** to end the LOI creation or edit. The *Edit LOI List Page* (Figure 13) appears.

Or

Click **Forward to SPO** to send the completed LOI to the SPO for review (applicable when the Program Solicitation requires that a PI forward the LOI to a SPO). Go to Forward an LOI Section on Page 12 of the User Guide.

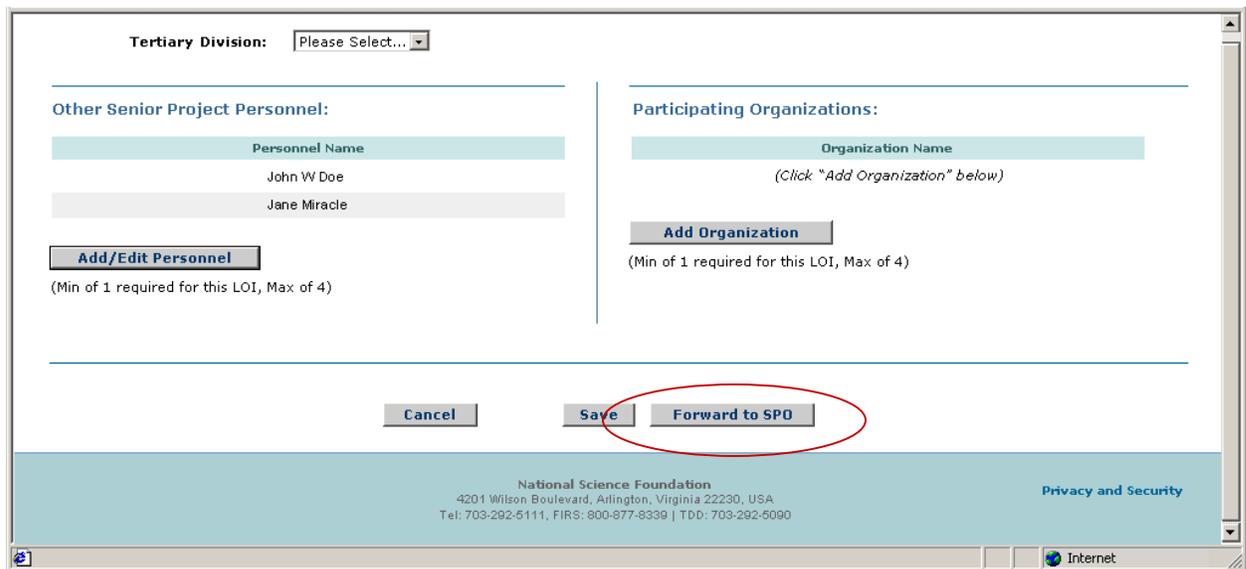
Or

Click **Submit** to submit the LOI to NSF. Go to Submit an LOI Section on Page 15 of the User Guide.

3. Forward an LOI to SPO

When designated in the Program Solicitation, the PI must forward the completed LOI to the SPO for review and submission. Complete the following steps to forward an LOI:

1. Click **Forward to SPO** (circled in Figure 12) on the *Create LOI Page* (or *Edit LOI Page* when a working with a previously saved LOI).



The screenshot displays a web form for creating a Letter of Intent (LOI). At the top, there is a dropdown menu for 'Tertiary Division' with the text 'Please Select...'. Below this, the form is divided into two main sections: 'Other Senior Project Personnel' and 'Participating Organizations'. The 'Other Senior Project Personnel' section contains a table with two rows: 'John W Doe' and 'Jane Miracle'. Below the table is an 'Add/Edit Personnel' button and a note: '(Min of 1 required for this LOI, Max of 4)'. The 'Participating Organizations' section has an 'Add Organization' button and a note: '(Click "Add Organization" below)'. Below the 'Add Organization' button is another note: '(Min of 1 required for this LOI, Max of 4)'. At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Forward to SPO'. The 'Forward to SPO' button is circled in red. The footer of the page includes the National Science Foundation logo and contact information: '4201 Wilson Boulevard, Arlington, Virginia 22230, USA', 'Tel: 703-292-5111, FIRS: 800-877-8339 | TDD: 703-292-5090', and a 'Privacy and Security' link. The browser's address bar shows 'Internet'.

Figure 12. Create LOI Page

Or

Click **Forward** (circled in Figure 13) (applicable only when working with a previously saved LOI) on the *LOI List Page*.

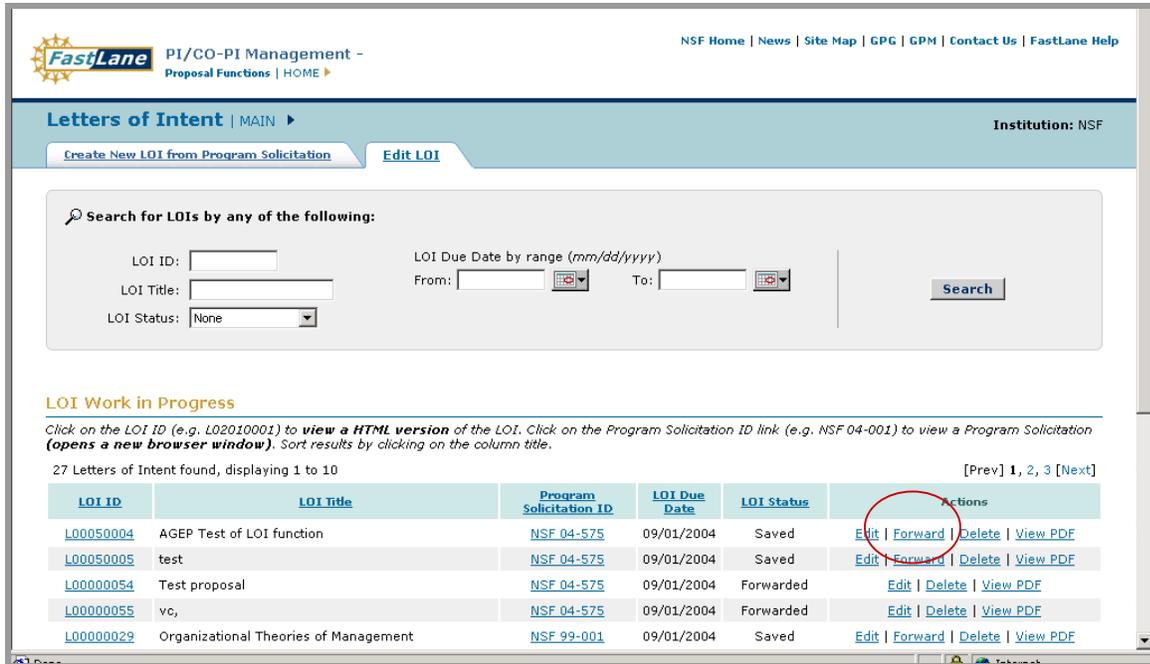


Figure 13. Edit LOI List Page

2. A *Forward Are You Sure Page* will appear (Figure 14) and ask if you are about your decision. Click **Forward** to forward the LOI or **Cancel** to return to the *Edit LOI Page* (Figure 13).

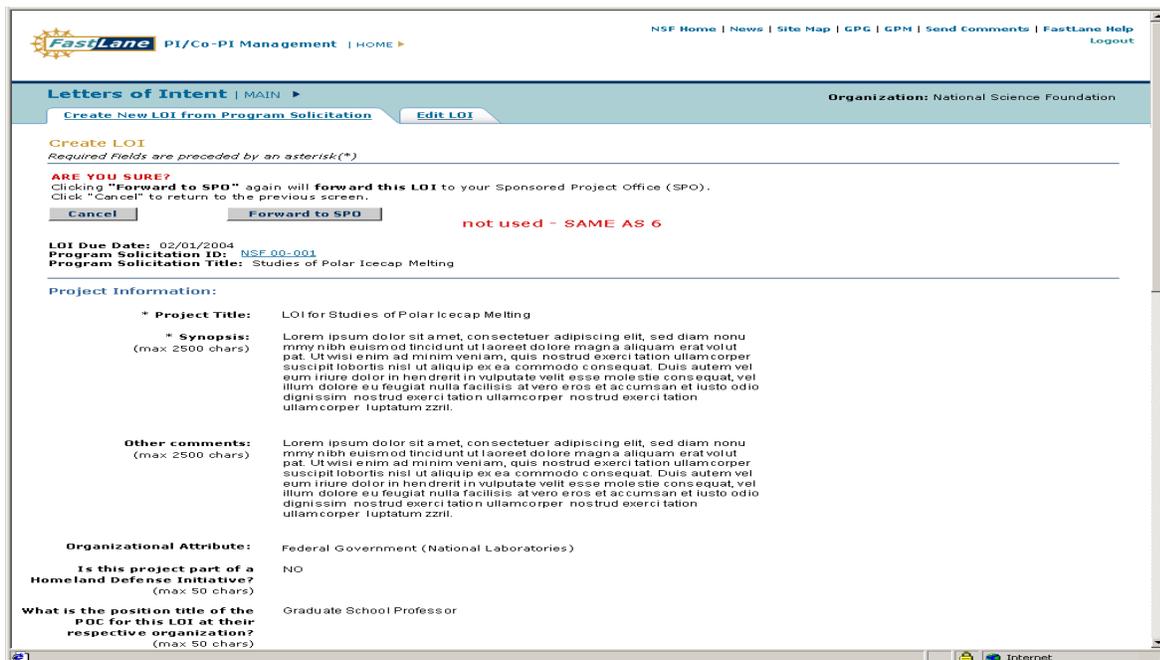


Figure 14. Submit Are You Sure Page

3. A *Forward Confirmation Page* (Figure 15) will appear. Click **Create New LOI from Program Solicitation List Page** to return to the *Create New LOI from Program Solicitation List Page* or click **Edit LOI List Page** to return to the *Edit LOI List Page*.

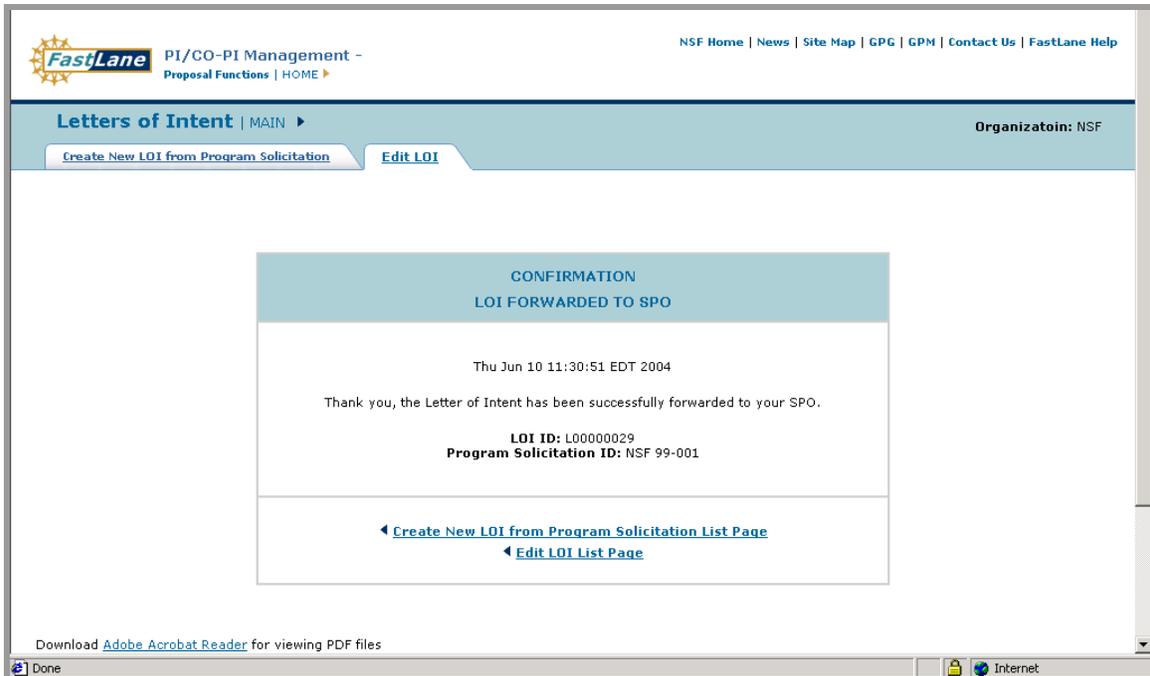


Figure 15. Forward Confirmation Page

4. Submit an LOI

PIs can submit an LOI they have created themselves only when the Program Solicitation allows for a PI to submit the LOI directly to NSF. Complete the following steps to submit an LOI:

1. Click **Submit to NSF** (circled in Figure 16) on the *Create LOI Page* (or *Edit LOI Page* when working with a previously saved LOI).

Tertiary Division:

Other Senior Project Personnel:

| Personnel Name |
|----------------|
| John W Doe |
| Jane Miracle |

(Min of 1 required for this LOI, Max of 4)

Participating Organizations:

(Click "Add Organization" below)

(Min of 1 required for this LOI, Max of 4)

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Internet

Figure 16. Create LOI Page

Or

Click **Submit** on the *Edit LOI List Page* (circled in Figure 17) when working with a previously saved LOI.

FastLane PI/CO-PI Management - Proposal Functions | HOME

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

Letters of Intent | MAIN

Institution: NSF

Create New LOI from Program Solicitation | **Edit LOI**

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To: Search

LOI Title:

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. L02010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

27 Letters of Intent found, displaying 21 to 27 [Prev] 1, 2, 3 [Next]

| LOI ID | LOI Title | Program Solicitation ID | LOI Due Date | LOI Status | Actions |
|---------------------------|--|----------------------------|--------------|------------|---|
| L00000059 | testing | NSF 99-049 | 09/01/2004 | Submitted | View PDF |
| L00000037 | Communications Studies | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000038 | Communications Theory in the Digital Age | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000039 | Society and Its Role in Human Development | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000040 | Developing Childrens' Communication Skills | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |

Figure 17. Edit LOI List Page

2. A *Submit Are You Sure Page* will appear (Figure 18) and ask if you are about your decision. Click **Submit** to submit the LOI or **Cancel** to return to the *Edit LOI Page* (Figure 17).

NSF Home | News | Site Map | GPG | GPM | Send Comments | [FastLane Help](#)
Logout

FastLane PI/Co-PI Management | HOME ▶

Letters of Intent | MAIN ▶ Organization: National Science Foundation

[Create New LOI from Program Solicitation](#) | [Edit LOI](#)

Create LOI
Required Fields are preceded by an asterisk(*)

ARE YOU SURE?
Clicking "Submit" again will **submit this LOI to NSF**.
Click "Cancel" to return to the previous screen.

Program Solicitation Information:

LOI Due Date: 02/01/2004
Program Solicitation ID: [NSF 00-001](#)
Program Solicitation Title: Studies of Polar Icecap Melting

Project Information:

*** Project Title:** LOI for Studies of Polar Icecap Melting

*** Synopsis:** (max 2500 chars)
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim nostrud exerci tation ullamcorper nostrud exerci tation ullamcorper luptatum zzril.

Other comments: (max 2500 chars)
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim nostrud exerci tation ullamcorper nostrud exerci tation ullamcorper luptatum zzril.

Organizational Attribute: Federal Government (National Laboratories)

Is this project part of a Homeland Defense Initiative? NO
(max 50 chars)

What is the position title of the POC for this LOI at their respective organization? Graduate School Professor
(max 50 chars)

Internet

Figure 18. Submit Are Your Sure Page

3. A *Submit Confirmation Page* (Figure 19) will appear. Click **Create New LOI from Program Solicitation List Page** to return to the *Create New LOI from Program Solicitation List Page* or click **Edit LOI List Page** to return to the *Edit LOI List Page*.

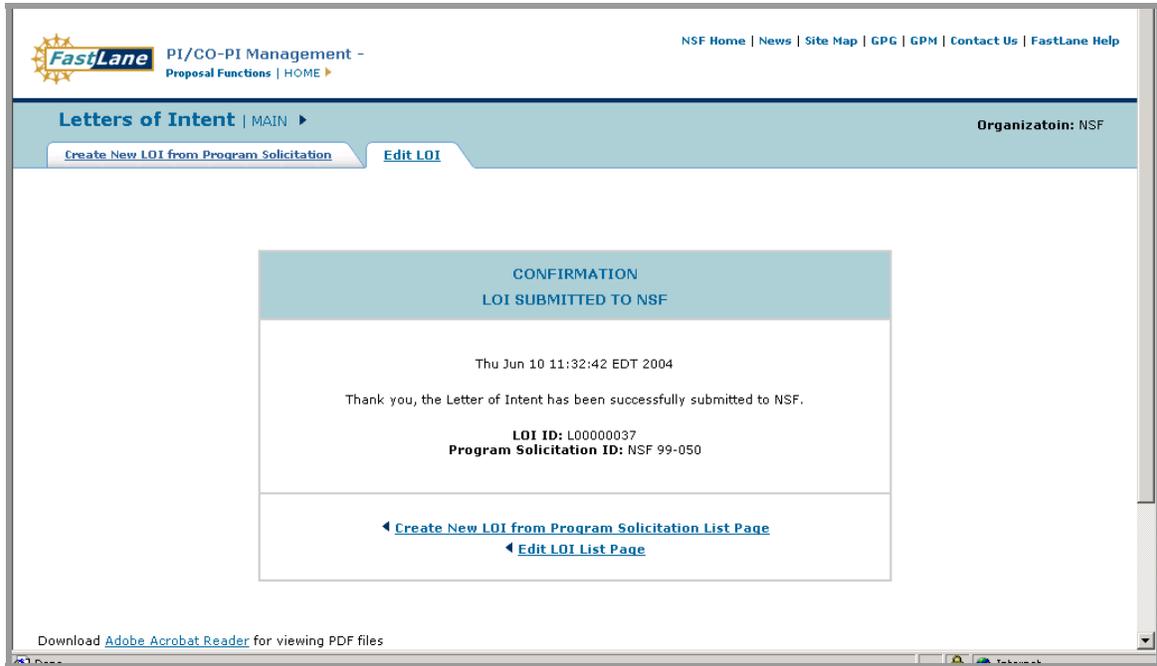


Figure 19. Submit Confirmation Page

5. Work on a Previously Saved LOI

PIs can work on a previously saved LOI. Complete the following actions:

1. From the *Create New LOI from Program Solicitation Page* (Figure 20), click on the **Edit LOI** Tab (circled in Figure 20).

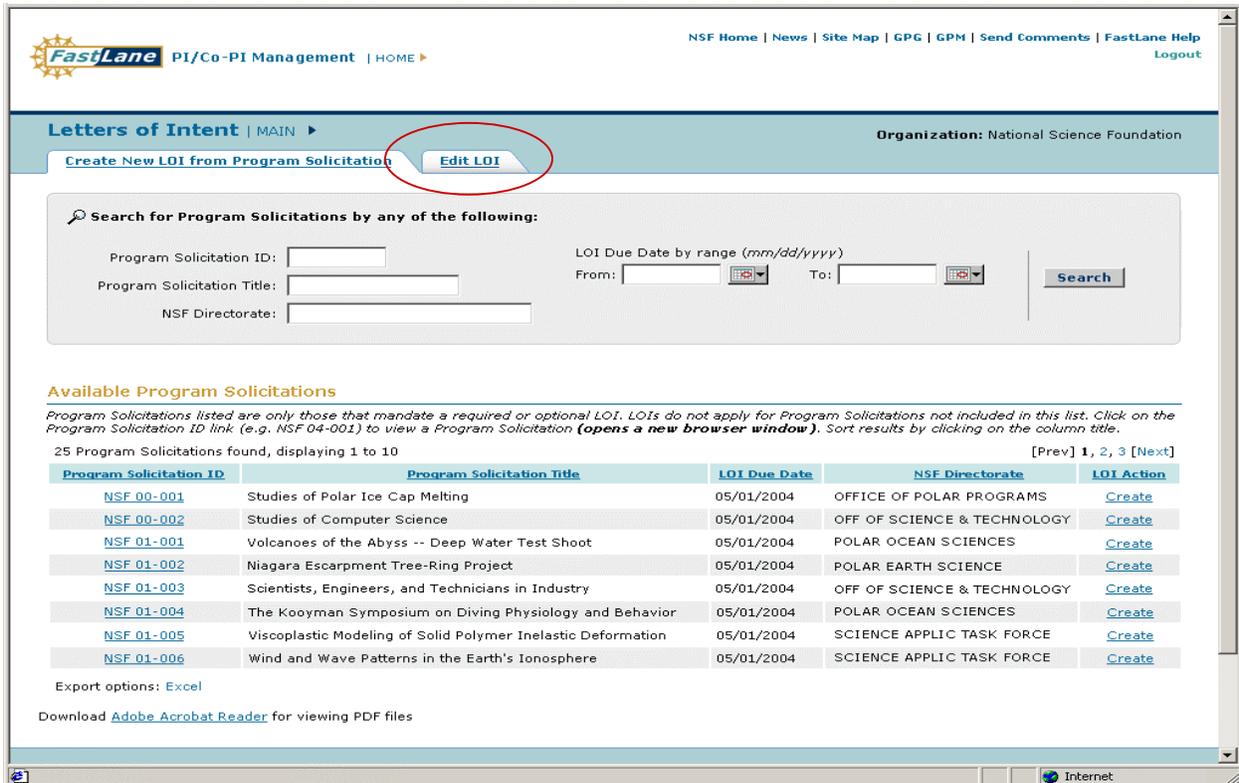


Figure 20. Create New LOI from Program Solicitation Page

2. The *Edit LOI List Page* will appear (Figure 21).

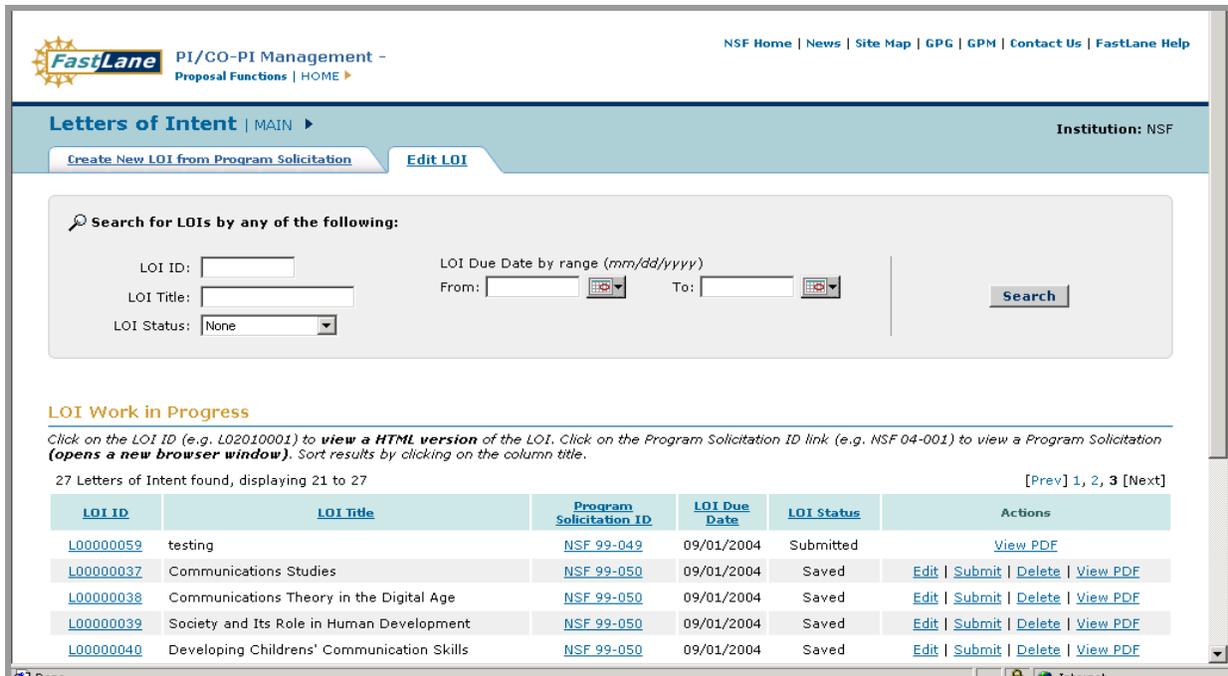


Figure 21. Edit LOI List Page

3. The PI can search for a particular LOI by the following:

- a) LOI ID
- b) LOI Title
- c) LOI Status
- d) LOI Due Date by range (mm/dd/yyyy)
- e) Project PI Name

4. LOIs will appear and can be sorted by the following:

- LOI ID
- LOI Title
- Project PI
- Program Solicitation ID
- LOI Due Date
- LOI Status (Forwarded, Submitted, Saved)

5. The PI may have the following options:

- a) View an LOI.
- b) Edit an LOI
- c) Delete an LOI.
- d) Forward an LOI. (Go to the Forward to SPO section on Page 12 of the User Guide)
- e) Submit an LOI. (Go to the Submit an LOI section on Page 15 of the User Guide)

6. View an LOI

PIs can view all LOIs they created, regardless of the LOI status.

1. To view a HTML version of an LOI, click on the LOI ID link of an LOI you wish to view (circled in Figure 22).

The screenshot shows the 'Edit LOI' page in the FastLane system. At the top, there is a navigation bar with 'Letters of Intent | MAIN' and 'Institution: NSF'. Below this, there are tabs for 'Create New LOI from Program Solicitation' and 'Edit LOI'. A search section allows filtering by LOI ID, Title, Status, and Due Date. Below the search section, there is a section titled 'LOI Work in Progress' with instructions on how to view HTML versions and sort results. A table lists 27 LOIs, with the first few rows visible. The LOI ID 'L00000038' is circled in red.

| LOI ID | LOI Title | Program Solicitation ID | LOI Due Date | LOI Status | Actions |
|---------------------------|--|----------------------------|--------------|------------|---|
| L00000059 | testing | NSF 99-049 | 09/01/2004 | Submitted | View PDF |
| L00000037 | Communications Studies | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000038 | Communications Theory in the Digital Age | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000039 | Society and Its Role in Human Development | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000040 | Developing Childrens' Communication Skills | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |

Figure 22. Edit LOI List Page

2. A HTML version of the LOI will appear (Figure 23). This version can be printed from your Internet browser.

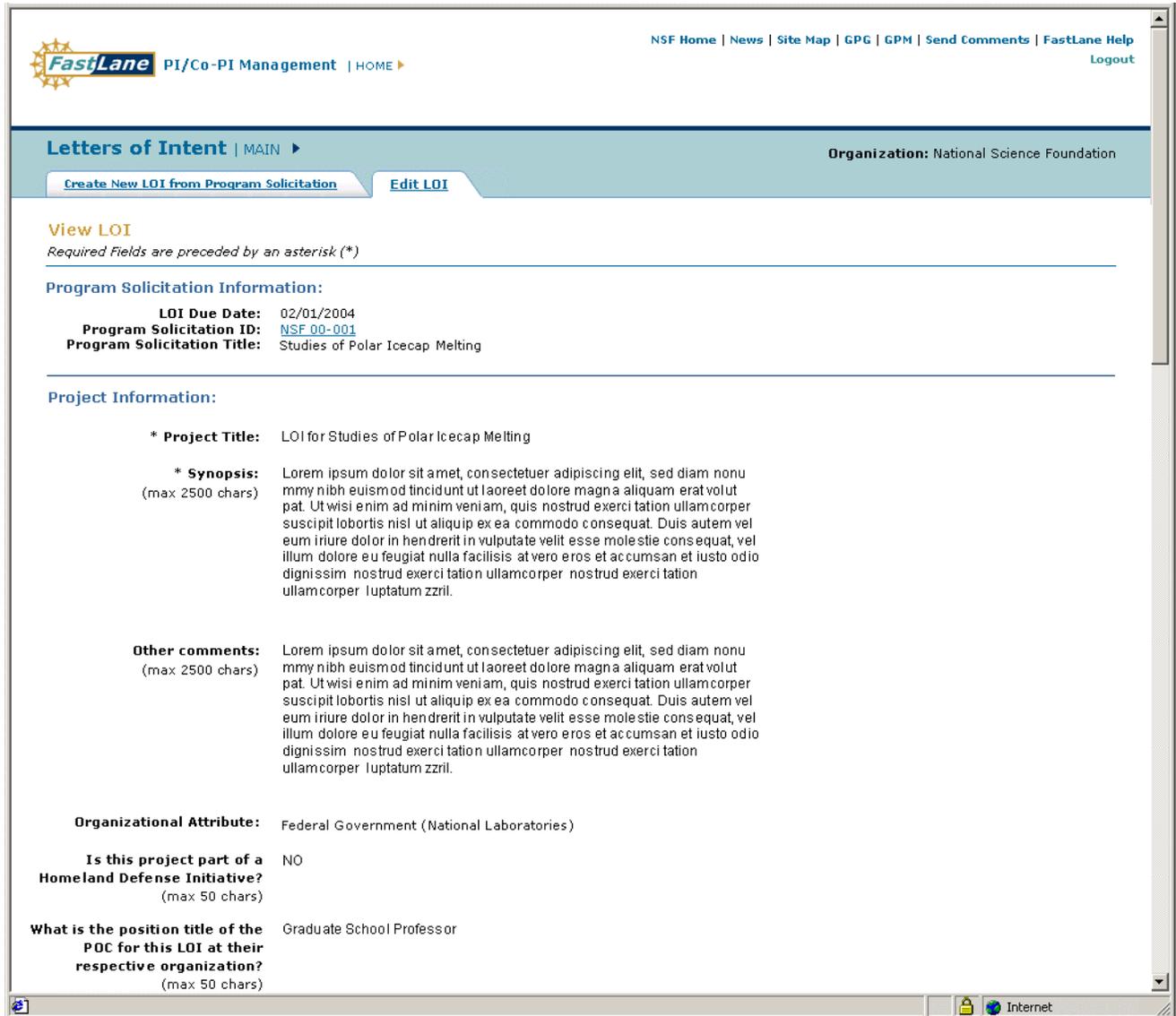


Figure 23. View LOI Page (HTML)

- To view a PDF version of an LOI, click on View PDF link of an LOI you wish to view (circled in Figure 24).

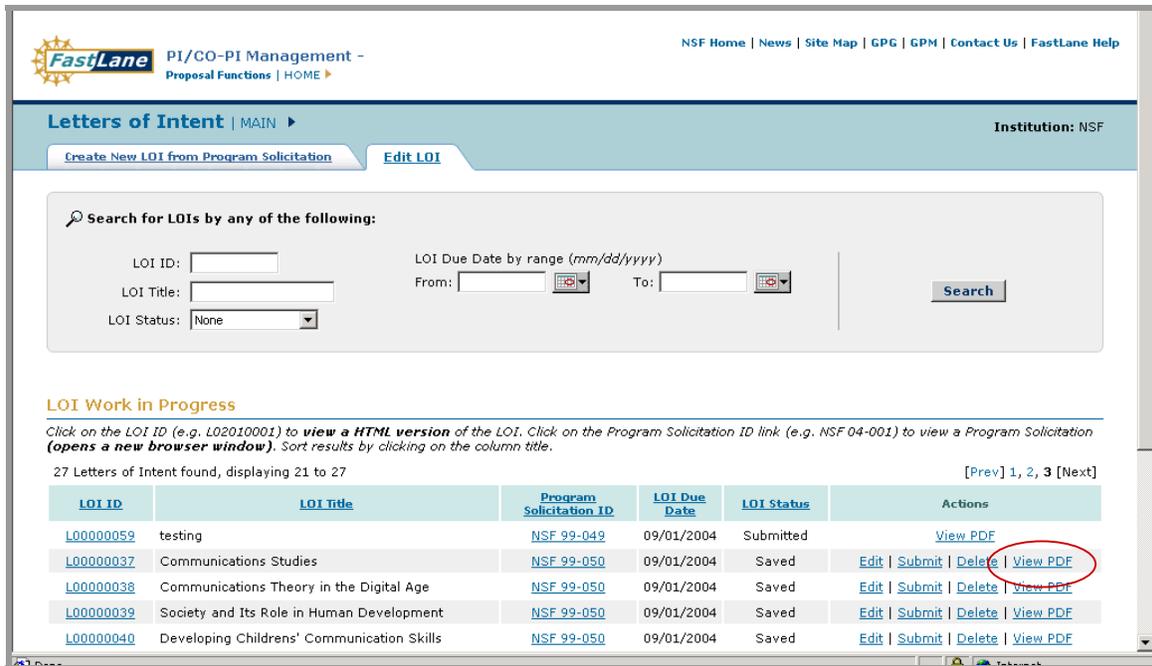


Figure 24. Edit LOI List Page

4. A PDF version of the LOI will appear (Figure 25). Close out the Adobe Acrobat Program on your browser to return to the *Edit LOI List Page* (Figure 24).

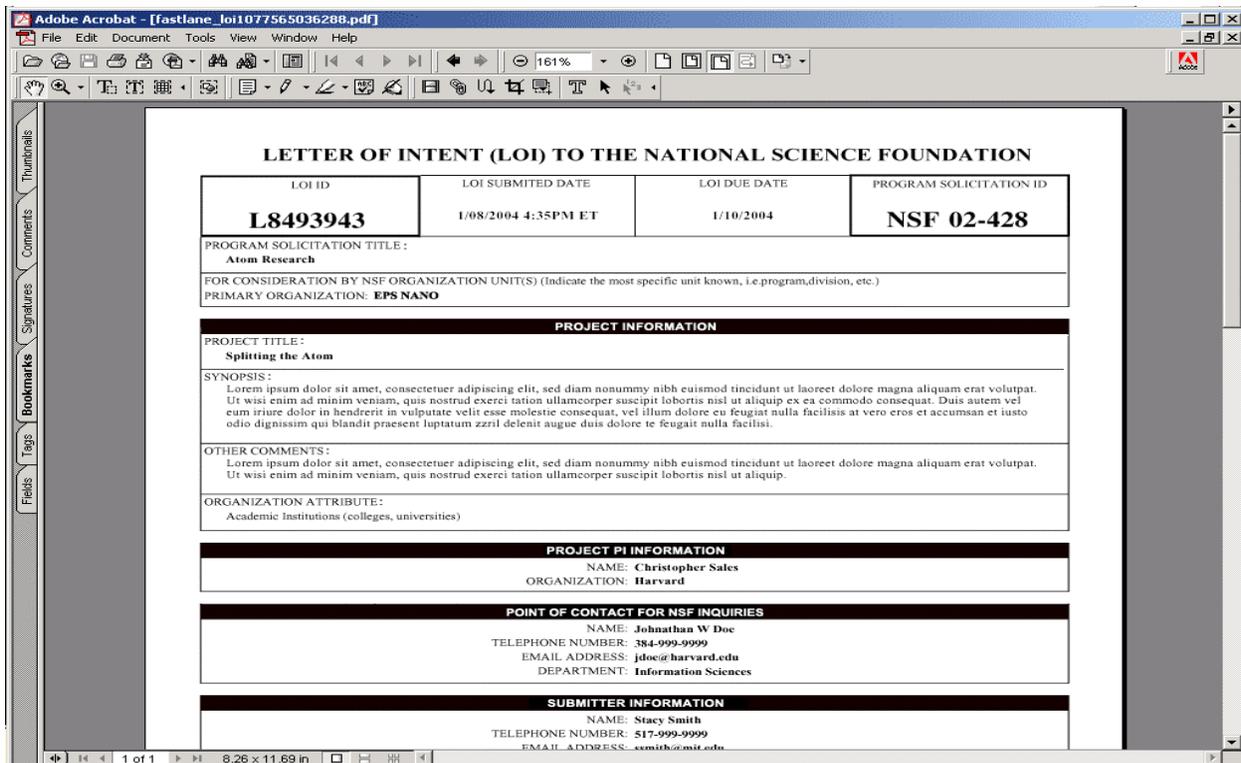


Figure 25. LOI PDF Page

7. Edit an LOI

A PI can edit either a created LOI or an LOI they have forwarded to the SPO. They cannot edit an LOI that they have submitted to NSF or by the SPO. Complete the following instructions to edit an LOI:

1. Click **Edit** (circled in Figure 26) on the *Edit LOI List Page*.

The screenshot shows the 'Edit LOI' page in the FastLane system. At the top, there is a navigation bar with 'FastLane PI/CO-PI Management - Proposal Functions | HOME' and 'NSF Home | News | Site Map | GPG | GPM | Contact Us | FastLane Help'. Below this is a header for 'Letters of Intent | MAIN' and 'Institution: NSF'. There are two tabs: 'Create New LOI from Program Solicitation' and 'Edit LOI'. A search box is present with fields for 'LOI ID', 'LOI Title', 'LOI Status', and 'LOI Due Date by range (mm/dd/yyyy)'. Below the search box is a section titled 'LOI Work in Progress' with instructions on how to view HTML versions and program solicitations. A table lists 27 LOIs, with the first few rows visible. The 'Edit' link in the 'Actions' column of the second row is circled in red.

| LOI ID | LOI Title | Program Solicitation ID | LOI Due Date | LOI Status | Actions |
|---------------------------|--|----------------------------|--------------|------------|---|
| L00000059 | testing | NSF 99-049 | 09/01/2004 | Submitted | View PDF |
| L00000037 | Communications Studies | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000038 | Communications Theory in the Digital Age | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000039 | Society and Its Role in Human Development | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000040 | Developing Childrens' Communication Skills | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |

Figure 26. Edit LOI List Page

2. The *Edit LOI Page* (Figure 27) will appear.

FastLane PI/CO-PI Management -
Proposal Functions | HOME ▶

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

Letters of Intent | MAIN ▶

Institution: NSF

Create New LOI from Program Solicitation | **Edit LOI**

Edit LOI
Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 09/01/2004
 Program Solicitation ID: [NSF 99-001](#)
 Program Solicitation Title: 1 Test Pgm Solic - LOI Info: Cross Dir, LOI Optional, SPO Apprvl Rqd, Other Comments Displayed

Project Information:

LOI ID: L00000029
 * Project Title: Organizational Theories of Management
 * Synopsis: (max 2,500 chars)
 The unifying goal of this project area is to develop approaches for better understanding the causal linkages and other critical relationships associated with human and social dynamics. Both empirical and formal-theoretical approaches are relevant, as are models that combine approaches.
 To encourage synergies of this sort, Boston University will emphasize modeling interdisciplinary Organizational theory research activities that will incorporate at least one the following modeling approaches:
 Theoretical approaches that build on mathematical representations that include (but are not limited to) ideas from game theory, adaptive (least squares) and

Done Internet

Figure 27. Edit LOI Page

3. The same text boxes and fields exist when editing an LOI. However, required text entry fields will already be pre-populated. These pre-populated fields can be modified at any time as long as the LOI has not been submitted to NSF:
 - i. Project Title
 - ii. Synopsis
 - iii. Other Comments
 - iv. Organization Attributes
 - v. Point of Contact for NSF Inquiries Name
 - vi. Point of Contact for NSF Inquiries Telephone Number
 - vii. Point of Contact for NSF Inquiries Email Address
 - viii. Point of Contact for NSF Inquiries Department
 - ix. Project PI Name
 - x. Project PI Organization
 - xi. Primary / Secondary / Tertiary Division (cross directorate – multidisciplinary LOI only)
 - xii. Answers to Program Solicitation Questions (if applicable)
 - xiii. Other Senior Project Personnel (if applicable)
 - xiv. Participating Organizations (if applicable)
4. Click **Save** to retain all changes. The *Edit LOI List Page* (Figure 27) will appear.

Or

Click **Cancel** to end the LOI creation or edit. The *Edit LOI List Page* (Figure 26) will appear.

Or

Click **Submit** to submit the LOI to NSF (applicable when the Program Solicitation allows for the PI to submit the LOI directly to NSF). Go to Submit an LOI Section on Page 15 of the User Guide.

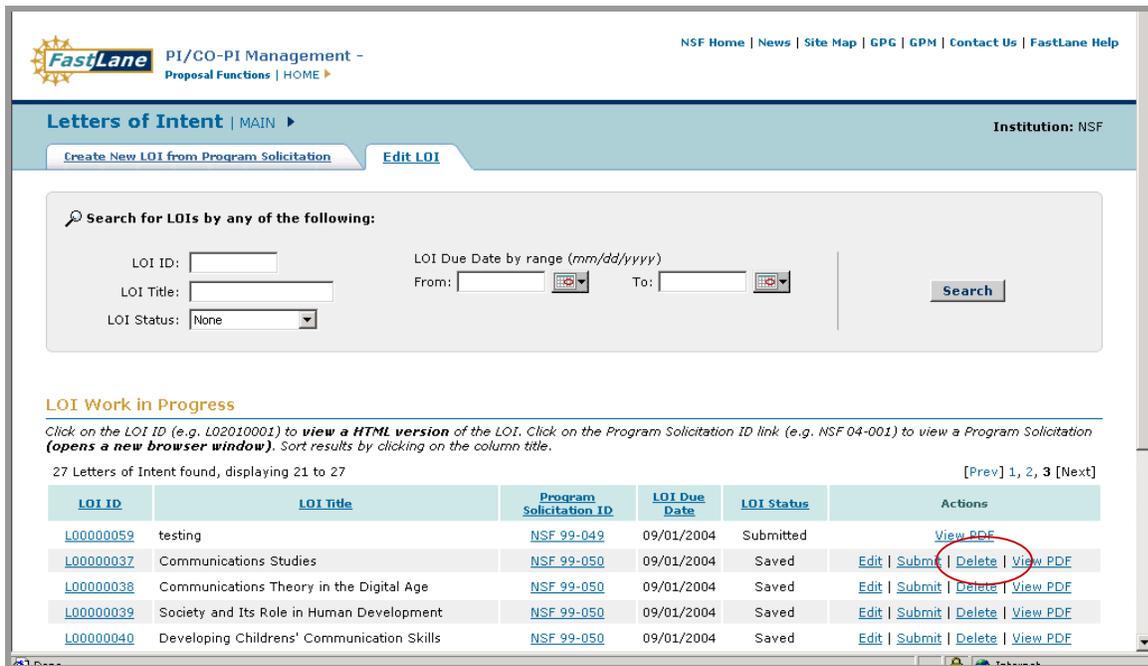
Or

Click **Forward to SPO** to send the completed LOI to the SPO for review (applicable when the Program Solicitation requires that a PI forward the LOI to a SPO). Go to the Forward an LOI Section on Page 12 of the User Guide.

8. Delete an LOI

A PI can only delete LOIs that he or she created, even if it has been forwarded to the SPO. A PI cannot delete a created LOI submitted to NSF by either himself/herself or by the SPO. To delete an LOI, complete the following steps:

1. On the *Edit LOI List Page*, click on **Delete** (circled in Figure 28).



The screenshot shows the 'Edit LOI List Page' in the FastLane system. The page header includes the FastLane logo and navigation links. The main content area has a search bar for LOIs and a table of LOIs in progress. The 'Delete' button in the actions column of the table is circled in red.

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To: Search

LOI Title:

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. L02010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

27 Letters of Intent found, displaying 21 to 27 [Prev] 1, 2, 3 [Next]

| LOI ID | LOI Title | Program Solicitation ID | LOI Due Date | LOI Status | Actions |
|---------------------------|--|----------------------------|--------------|------------|---|
| L00000059 | testing | NSF 99-049 | 09/01/2004 | Submitted | View PDF |
| L00000037 | Communications Studies | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000038 | Communications Theory in the Digital Age | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000039 | Society and Its Role in Human Development | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |
| L00000040 | Developing Childrens' Communication Skills | NSF 99-050 | 09/01/2004 | Saved | Edit Submit Delete View PDF |

Figure 28. Edit LOI List Page

2. A *Delete Are You Sure Page* (Figure 29) will appear and ask if you wish to continue with your decision. Click **Delete** to delete the LOI and return to the *Edit LOI List Page* (Figure 28). Click **Cancel** to return to the *Edit LOI List Page* (Figure 26).

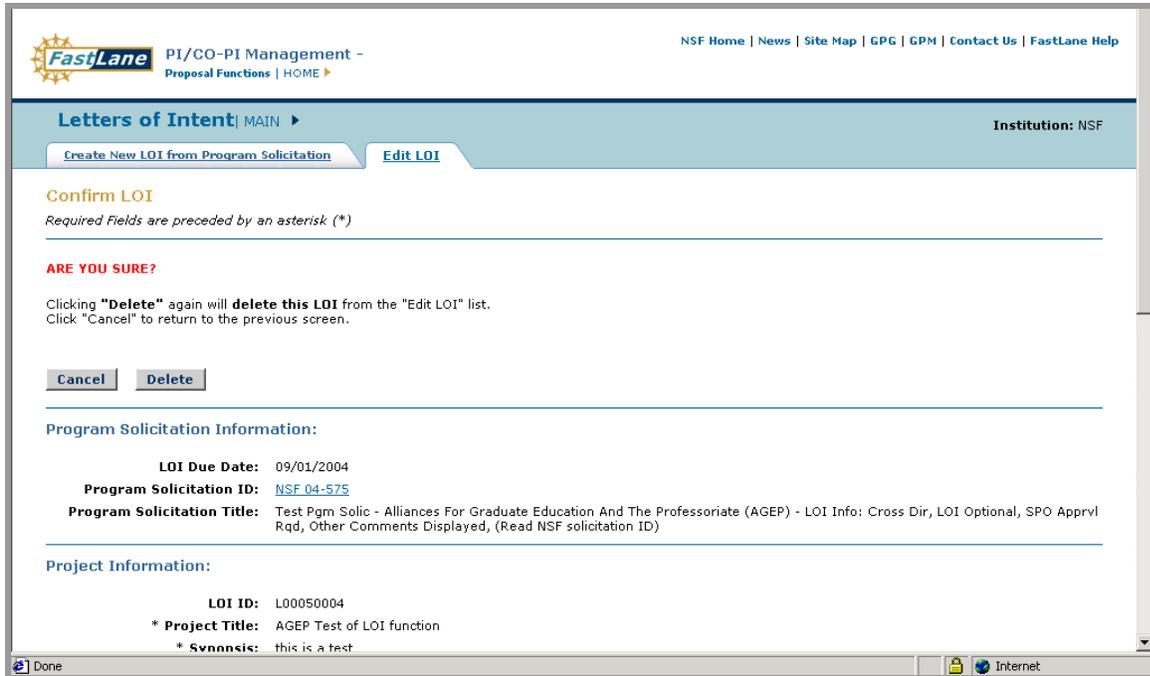


Figure 29. Delete Are You Sure Page