



FastLane

PROPOSALS, AWARDS AND STATUS USER GUIDES

FastLane Notifications and Requests for the PI User Guide

*May 2005
Version 1.1*



Contents

OVERVIEW AND LOGIN.....	1
1. PREPARED BY PI.....	4
1.1. SEARCH FOR NOTIFICATIONS AND REQUESTS.....	5
1.2. ACTIONS TO NOTIFICATIONS/REQUESTS	5
1.2.1. <i>Modify</i>	5
1.2.2. <i>Forward to SPO</i>	7
1.2.3. <i>Delete</i>	9
1.3. PREPARE NEW NOTIFICATION AND REQUEST	10
2. NOTIFICATION/REQUEST INPUT SCREENS.....	12
2.1. GRANTEE NOTIFICATION TYPES.....	12
2.1.1. <i>Anticipated Residual Funds in excess of \$5,000 or 5%</i>	12
2.1.2. <i>Grantee Approved No Cost Extension</i>	13
2.1.3. <i>Significant Changes/Delays or Events of Unusual Interest</i>	14
2.1.4. <i>Significant Changes in Methods/Procedures</i>	15
2.1.5. <i>Short-Term Absence of the PI/PD (Up to Three Months)</i>	16
2.2. GRANTEE REQUEST TYPES	17
2.2.1. <i>Addition of SubAward</i>	18
2.2.1.1. Description of Work to Be Performed.....	20
2.2.1.2. Budgets (Including Justification).....	21
2.2.1.2.1. Add Additional Budget Years.....	24
2.2.1.2.2. Delete Budget Year.....	25
2.2.1.2.3. View or Modify Justification	27
2.2.1.2.4. Modify Funds.....	28
2.2.1.3. Add/Delete Non Co-Principal Investigator (Co-PI)	36
2.2.1.4. Justification for SubAwardee Selection.....	37
2.2.1.5. Supplementary Documents	38
2.2.1.6. Submit the Addition of SubAward	39
2.2.2. <i>Withdrawal of PI/Co-PI</i>	41
2.2.3. <i>Long-Term Absence of the PI/PD (Over Three Months)</i>	42
2.2.4. <i>NSF Approved No-Cost Extension</i>	44
2.2.5. <i>Pre-award Costs in Excess of 90 Days</i>	45
2.2.6. <i>Rearrangement/Alteration \$25,000 or over</i>	47
2.2.7. <i>Change PI and Add/Change Co-PI</i>	48
2.2.8. <i>Significant Change in Person-Months Devoted to Project</i>	54
2.2.9. <i>Changes in Objective or Scope</i>	55
2.2.10. <i>Reallocation of Funds Budgeted for Participant or Trainee Support Costs</i>	56
3. ALL NOTIFICATIONS AND REQUESTS SUBMITTED TO NSF	58

Overview and Login

The Notifications and Requests section is a part of the Proposals, Awards and Status module of FastLane. This section of FastLane has many functions and features, which will be explained in detail later. This User Guide is to be used by a PI only. SPO's should use the Notifications and Requests User Guide found under the Research Administration section of the FastLane Help page for all notifications and requests help.

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

1. Login to FastLane.
2. The *What Do You Want To Work On Screen* (Figure 1) will appear.

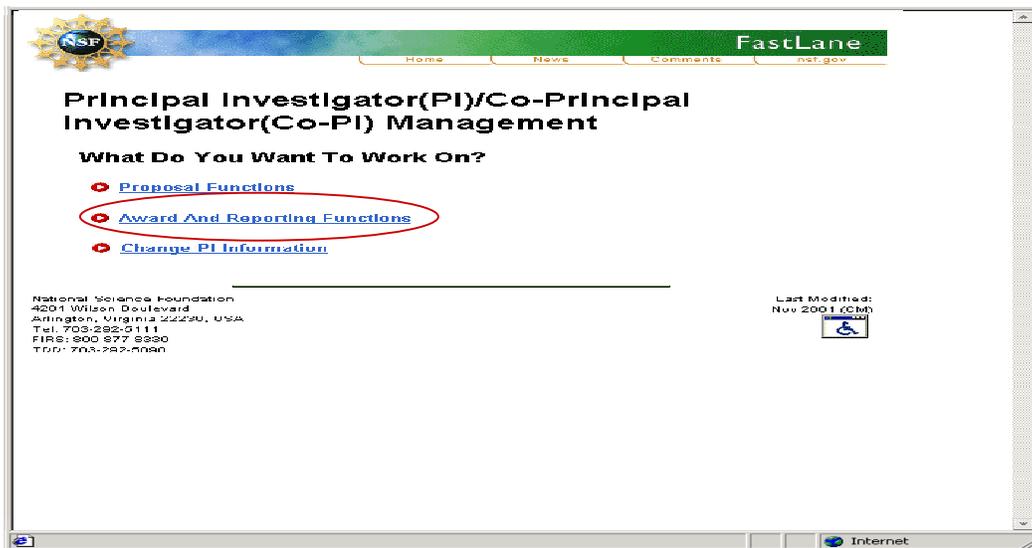


Figure 1. What Do You Want to Work On Screen

3. Click **Award and Reporting Functions** (circled in Figure 1).
4. The *Award and Reporting Functions Screen* (Figure 2) will appear.
5. Click on **Notifications and Requests** (circled in Figure 2).

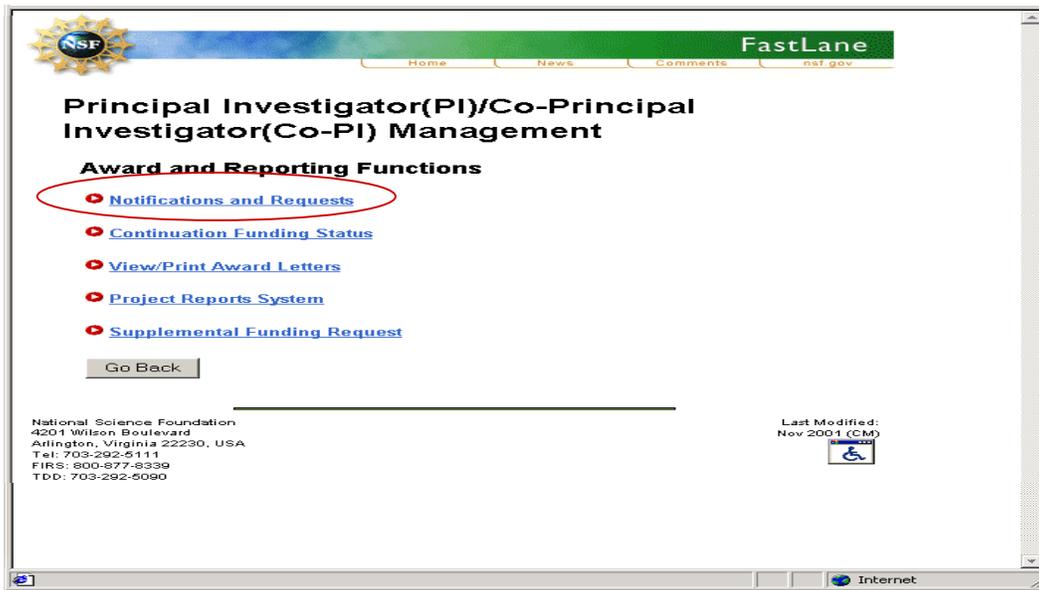


Figure 2. Award and Reporting Functions Screen

6. The *Prepared by PI Tab Screen* (Figure 3) will appear.

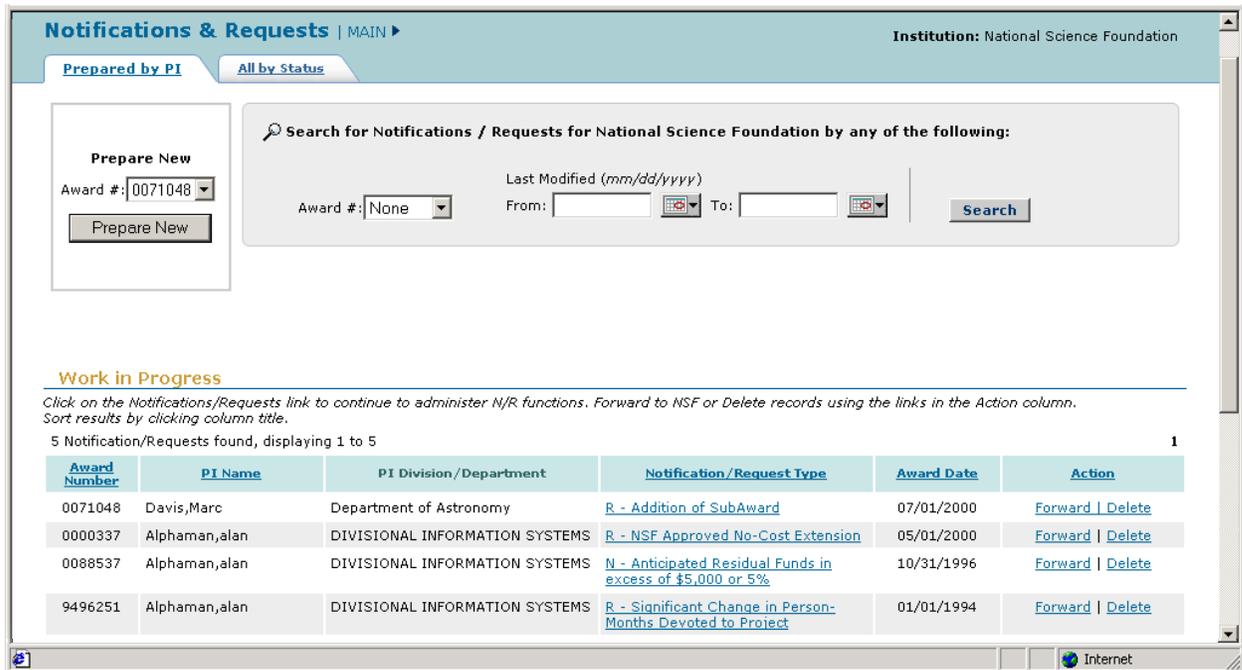


Figure 3. Prepared by PI Tab Screen

7. You are ready to begin using the Notifications and Requests section. Two tabs found in the Notifications and Requests section are:

- Prepared by PI

- All by Status

Each tab has its own functionality/features and is explained in the succeeding sections of this document.

1. Prepared by PI

The *Prepared by PI Tab* Screen (Figure 4) displays notifications and requests that are have been created as well as provides functions to create a notification or request. 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.

Action (function circled in Figure 4) allows the PI to forward and delete each work directly from this screen.



Figure 4. Prepared by PI Tab

1.1. Search for Notifications and Requests

The search function in Figure 4 (highlighted in Figure 5) 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.

Figure 5. Search function

Once you are satisfied with your criteria, click **Search**. An updated list will appear (Figure 4).

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 6). Any Notification and Request view action will display a screen similar to the screen found in Figure 6. except for PI Transfer, Change PI and Add/Change Co-PI, and Addition of SubAward These requests have their own instructions. For each document the PI can perform the following actions:

- Modify
- Forward to SPO
- Delete. Click on Cancel to return to the Forwarded by PI Tab (Figure 1).

1.2. Actions to Notifications/Requests

1.2.1. Modify

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

1. Click **Modify** (circled in Figure 6) to alter displayed information.

2. A *Modify Notification/Request Screen* (Figure 7) 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 6).



Figure 6. View Notification/Request Screen (Modify)

Figure 7. Modify Notification/Request

1.2.2. Forward to SPO

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

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

A Notification/Request can be forwarded to the SPO without viewing the View Notification Request Screen (Figure 6). Click **Submit** on the *Prepared by PI Screen* (Figure 4) to go directly to the *Submit Notification/Request Screen* (Figure 9).

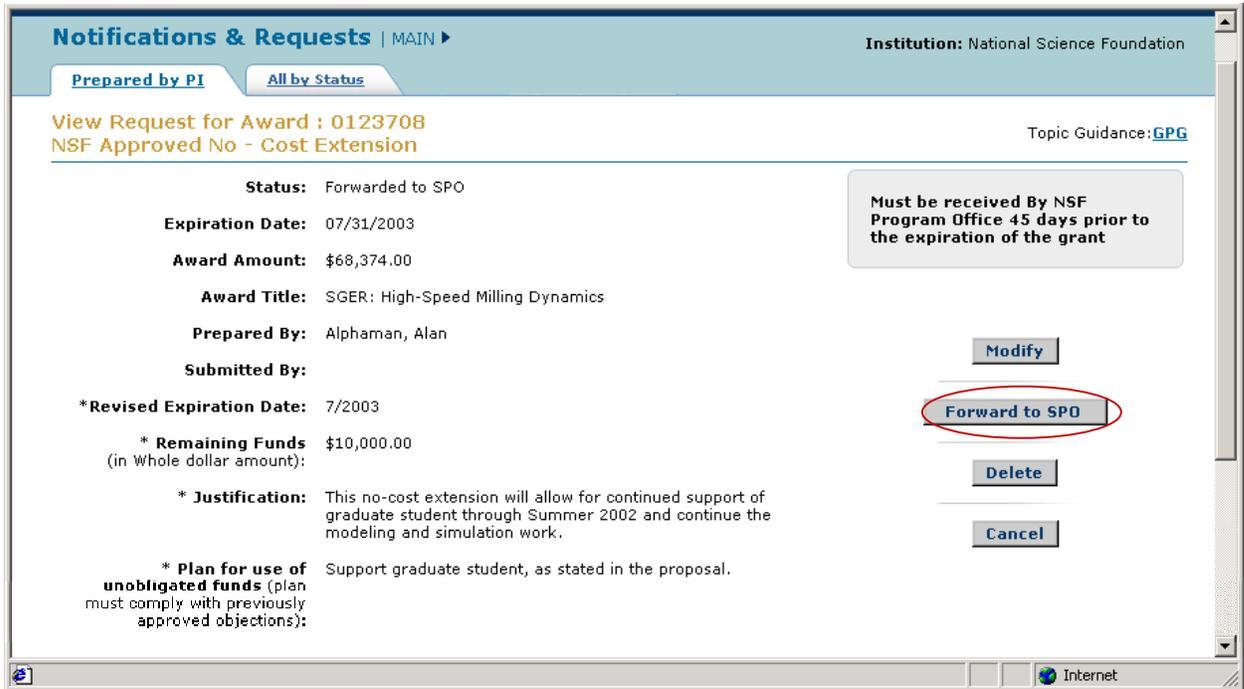


Figure 8. View Notification/Request Screen (Forward to SPO)

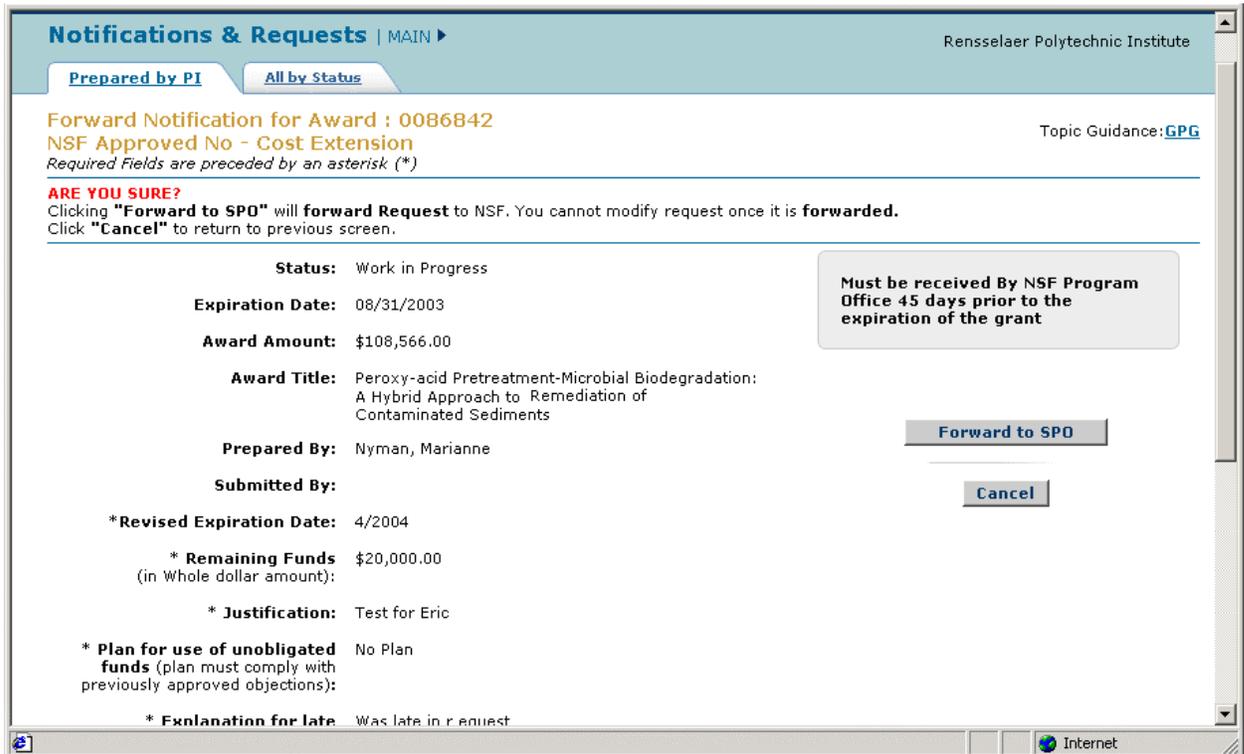


Figure 9. Confirmation Screen

1.2.3. 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 9).

A Notification/Request can be deleted without viewing the View Notification Request Screen (Figure 9). Click **Delete** on the *Forwarded by PI Screen* (Figure 1) to go directly to the *Delete Notification/Request Screen* (Figure 11).



Figure 10. View Notification/Request Screen (Delete)

Delete Request for Award : 0123708
NSF Approved No - Cost Extension

Topic Guidance: [GPG](#)

ARE YOU SURE?
Clicking "**Delete**" will remove this **Request** from the FastLane database.
Click "**Cancel**" to return to previous screen.

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:** 7/2003

*** Remaining Funds** (in Whole dollar amount): \$10,000.00

*** Justification:** This no-cost extension will allow for continued support of graduate student through Summer 2002 and continue the modeling and simulation work.

*** Plan for use of unobligated funds** (plan must comply with previously approved objections): Support graduate student, as stated in the proposal.

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

Delete

Cancel

Figure 11. Delete Notification Request

1.3. Prepare New Notification and Request

To create a new notification or request, complete the following steps:

Prepare New

Award#:

Prepare New

1. The **Prepare New** action (Figure 4), found in Figure 12, allows the PI 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 will be shown here.

Figure 12. Prepare New Action

3. Click **Prepare New**.
4. The *Select the Notification or Request Type* Screen (Figure 13) will appear.
5. Click on the desired Notification or Request Type radio button and click **Prepare**.

Or

Click **Cancel** to return to the *Prepared by PI Tab* (Figure 4).

The screenshot shows the 'Notifications & Requests' section of the FastLane system. At the top, there is a navigation bar with 'FastLane' logo and 'PI/CO-PI Management - Award and Reporting Functions | HOME'. The main header includes 'Institution: National Science Foundation' and 'Prepared by PI' / 'All by Status' tabs. Below this, the award details for # 0000337 are listed: Award Amount (\$102,233.00), Expiration Date (10/12/2003), Division (DIVISION OF CONTRACTS, POLICY & OVERSIGHT), Award Title (Collaborative Research: Modeling and Data Analysis of the Tropospheric Ozone Production about the Spring Equinox (TOPSE) Experiment), Organization (National Science Foundation), and PI/PD (Alphaman, Alan).

The central section is titled 'Select the Notification or Request Type:' and contains two tables of radio button options. The first table, 'GRANTEE NOTIFICATION TYPES', lists five categories with links to 'GPM' or 'GPG' for topic guidance. The second table, 'GRANTEE REQUEST TYPES (Requires NSF Approval)', lists ten categories with similar links. The 'Change PI and Add/Change Co-PI' option is selected.

At the bottom of the selection area, there is a note: '*Topic Guidance is provided through Grant Proposal Guide (GPG) and Grant Proposal Manual (GPM) references' and two buttons: 'Prepare' and 'Cancel'.

Figure 13. 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* (Section 2).

2. Notification/Request Input Screens

2.1. Grantee Notification Types

2.1.1. 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 13) and click **Prepare**.
2. The *Anticipated Residual Funds in Excess of \$5,000 or 5% Grantee Notification Screen* (Figure 14) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (Section) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 13).

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:

Save

Cancel

Figure 14. Anticipated Residual Funds in Excess of \$5,000 or 5% Grantee Notification

2.1.2. 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.
4. For grantee-approved extensions, 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 13) and click **Prepare**.
2. The *Grantee Approved No Cost Extension Screen* (Figure 15) will appear.

Modify Notification for Award # :9984478
Grantee Approved No-Cost Extension

Topic Guidance: [GPG](#)

Status: New

Expiration Date: 12/31/2003

Award Title: CAREER: Microstructure Evolution and Interfacial Reaction Paths in Cu Alloy Thin Films

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

* Justification for Grantee Approved No-Cost Extension:
(Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation):

Save

Cancel

Figure 15. Grantee Approved No Cost Extension Grantee Notification

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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

2.1.3. 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 13) and click **Prepare**.
2. The *Significant Changes/Delays or Events of Unusual Interest Grantee Notification Screen* (Figure 16) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

Modify Notification for Award # : 9996340
Significant Changes/Delays or Events of Unusual Interest
(Other than changes in objective or scope) Topic Guidance: [GPM](#)

Status: New
Expiration Date: 12/31/2002
Award Title: CAREER: Transcending the Limits to ILP Processing

* Description of Changes/Delays or Event:

* Impact on the Project:

Save
Cancel

Internet

Figure 16. Significant Changes/Delays or Events of Unusual Interest Grantee Notification

2.1.4. 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 actions:

1. Click on *Significant Changes in Methods/Procedures* radio button from the *Select Notification or Request Type Screen* (Figure 13) and click **Prepare**.
2. The *Significant Changes in Methods/Procedures Grantee Notification Screen* (Figure 17) will appear.
3. Enter the description of change(s) in methods/procedures in the text box.

- Click on **Save**. A version of the *View Notification Request Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Attention: For this Notification, the PI can send directly to NSF. The **Submit to NSF** button replaces the **Forward to SPO** button.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

Figure 17. Significant Changes in Methods/Procedures Grantee Notification

2.1.5. 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:

- 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.
- 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 actions for the notification:

- Click on *Short-Term Absence of the PI/PD (Up to Three Months)* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.

2. The *Short-Term Absence of the PI/PD (Up to Three Months) Grantee Notification Screen* (Figure 18) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Attention: For this Notification, the PI can send directly to NSF. The **Submit to NSF** button replaces the **Forward to SPO** button.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

The screenshot shows a web-based form titled "Modify Notification for Award : 9996340 Short-Term Absence of the PI/PD (Up to Three Months)". 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 text input field with a calendar icon and a dropdown arrow, followed by the format "(mm/dd/yyyy)".
- *To Date:** A text input field with a calendar icon and a dropdown arrow, followed by the format "(mm/dd/yyyy)".
- *Justification for Short-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 on the right side of the form.

The browser's address bar at the bottom shows "Internet".

Figure 18. Short-Term Absence of the PI/PD Grantee Notification

2.2. Grantee Request Types

All Grantee Request Types require NSF approval.

2.2.1. Addition of SubAward

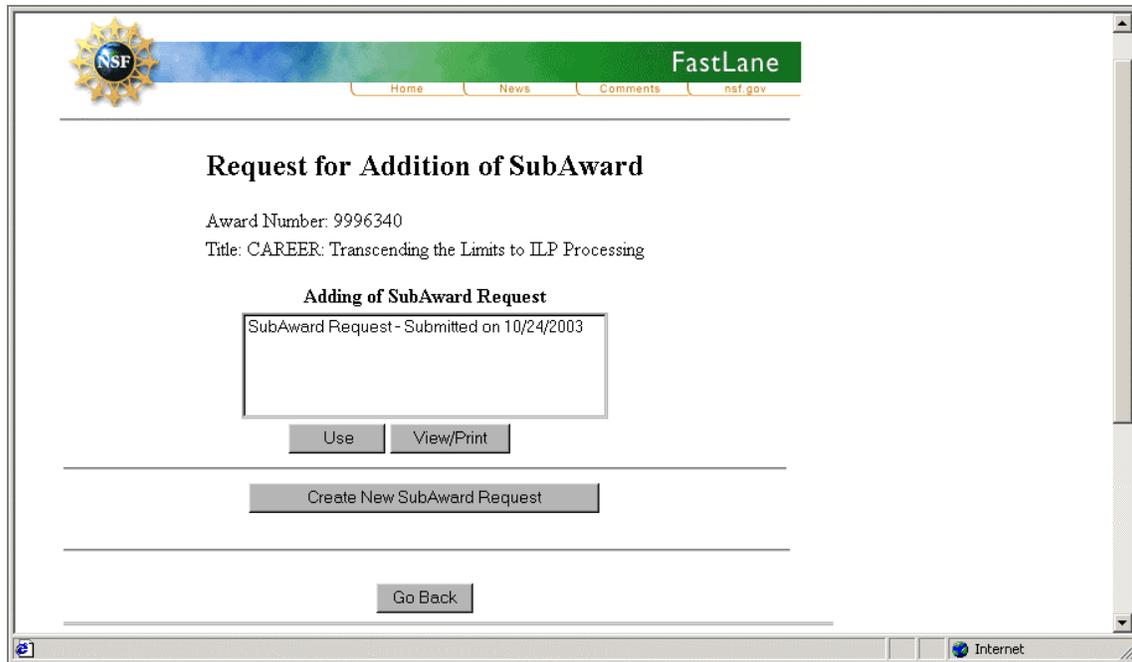
Excluding the procurement of items such as commercially available supplies, materials, equipment, or general support services allowable under the grant, no significant part of the research or substantive effort under an NSG grant may be contracted or otherwise transferred to another organization without 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 13) and click **Prepare**.
2. The *Request for Addition of SubAward Screen* (Figure 19) will appear.



The screenshot shows a web browser window displaying the 'Request for Addition of SubAward' page on the FastLane website. The page features the NSF logo and navigation links (Home, News, Comments, nsf.gov). The main content area is titled 'Request for Addition of SubAward' and displays the following information:

- Award Number: 9996340
- Title: CAREER: Transcending the Limits to ILP Processing
- Section: Adding of SubAward Request
- Text box: SubAward Request - Submitted on 10/24/2003
- Buttons: Use, View/Print, Create New SubAward Request, Go Back

Figure 19. 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 return to Figure 28. Go to Section 2.2.1.6: Submit the Addition of SubAward.

Or

View/Print to see the existing request

Or

Create New SubAward Request. The *Addition of SubAward Form Preparation Screen* (Figure 20) 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 19).

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.

Figure 20. Addition of SubAward Form Preparation

2.2.1.1. Description of Work to Be Performed

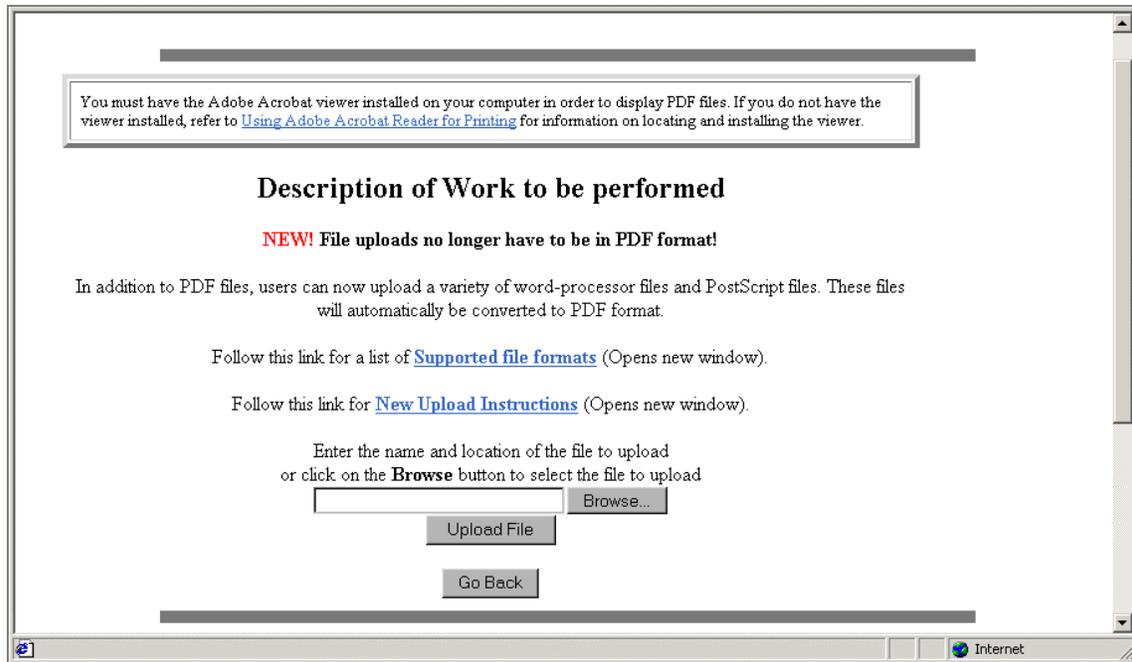
This preparation selection requires the uploading of the document directly to the Screen. Complete the following steps:

1. Click **GO** on *Description of Work to Be Performed*.
2. The *Description of Work to Be Performed* section (Figure 21) 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 20. Do not go to Step 6.
6. Go to Section 2.2.1.6: Submit the Addition of SubAward.



The screenshot shows a web browser window with a white background. At the top, there is a horizontal bar. Below it, a message box states: "You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer." Below this is the main heading "Description of Work to be performed" in bold. A red "NEW!" notice follows: "NEW! File uploads no longer have to be in PDF format!". The text explains that users can now upload word-processor and PostScript files, which are converted to PDF. Two links are provided: "Supported file formats" and "New Upload Instructions", both with "(Opens new window)" in parentheses. Below the links, instructions read: "Enter the name and location of the file to upload or click on the **Browse** button to select the file to upload". There is an empty text input field followed by a "Browse..." button. Below these are two buttons: "Upload File" and "Go Back". The browser's address bar and status bar are visible at the bottom, showing "Internet".

Figure 21. Addition of SubAward (Description of Work to Be Performed)

2.2.1.2. Budgets (Including Justification)

Use the following steps to complete the form:

1. Click **GO** on *Budgets (Including Justification)*.
2. The *Budgets (Including Justification) Screen* (Figure 22) will appear.

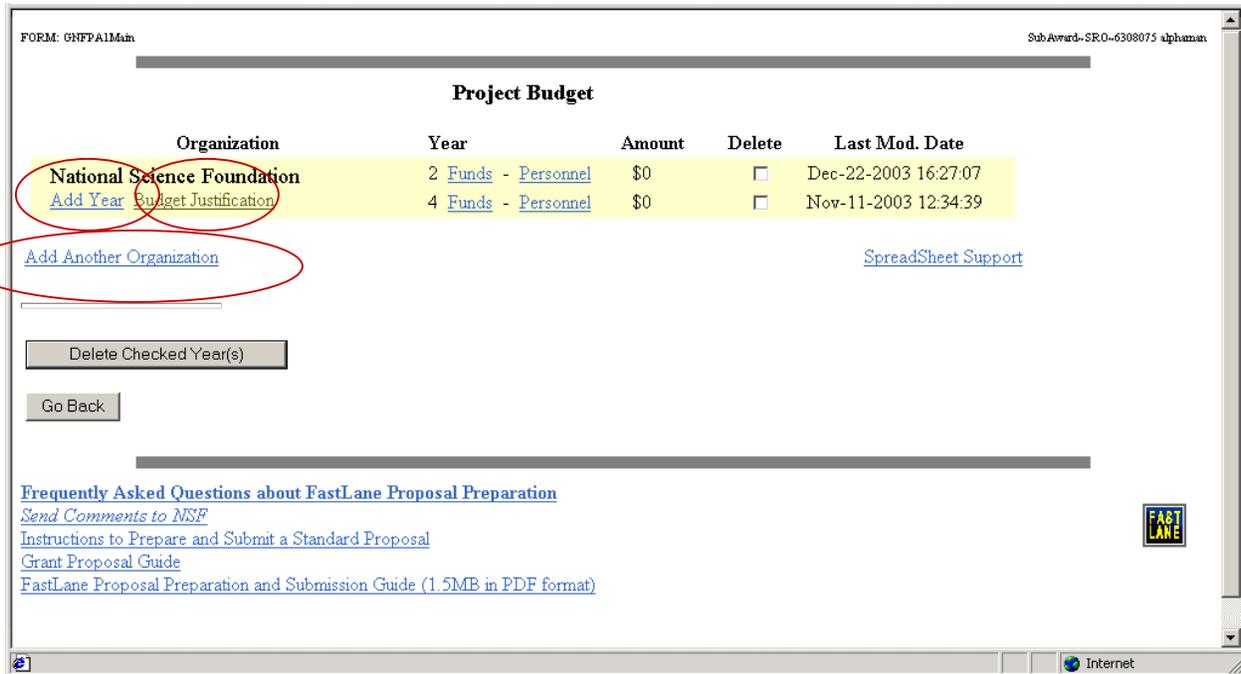


Figure 22. Budgets Screen

To add an organization to the budget:

3. Click on the Add Another Organization link (circled in Figure 22); the Add Organization Screen (Figure 23) will appear.

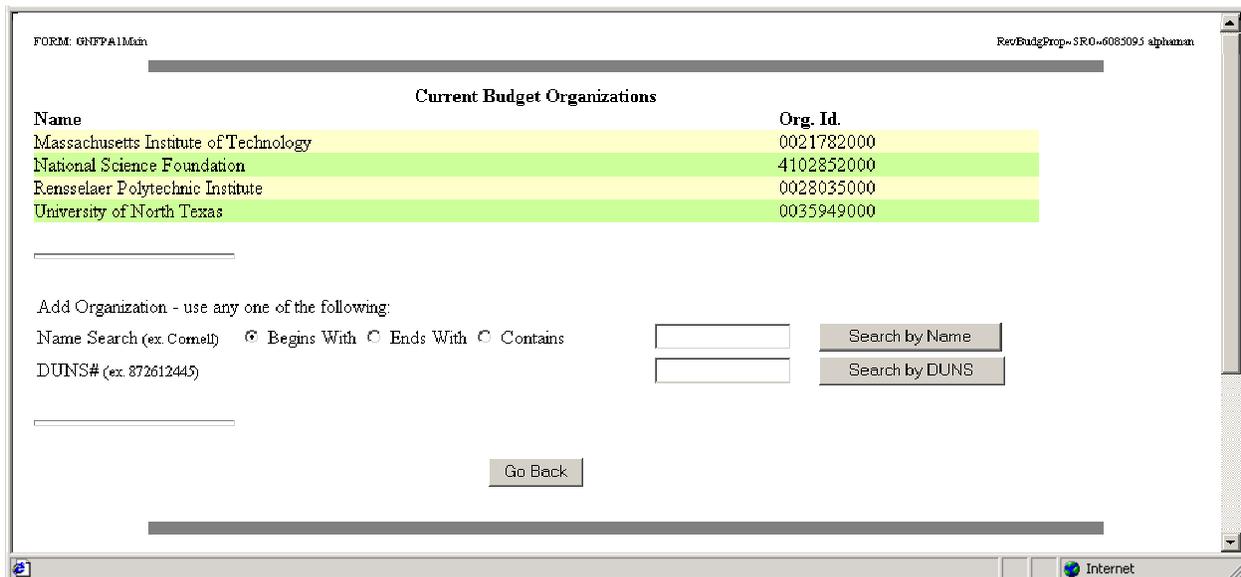


Figure 23. Add Organization

4. Enter in the organization name and click Search by Name

Or

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

5. A list of all institutional names that match will be displayed (Figure 24). Highlight your selection and click on **Select**.

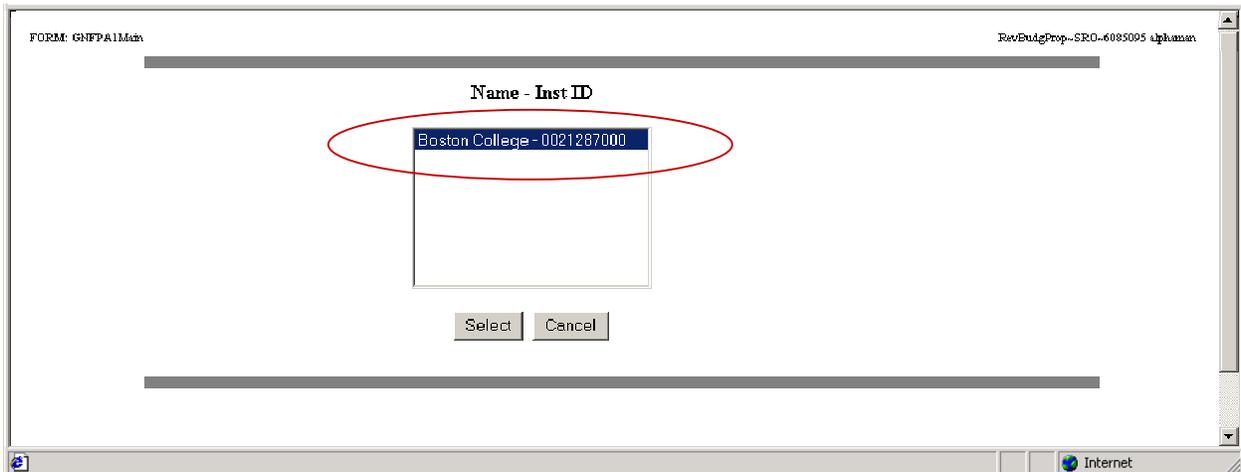


Figure 24. Name – Inst ID

6. Once the selection is made, an updated screen will appear with the new institution added to the list of organizations in the budget (Figure 25).
7. Click **Go Back**.
8. Go to Section 2.2.1.6: Submit the Addition of SubAward.

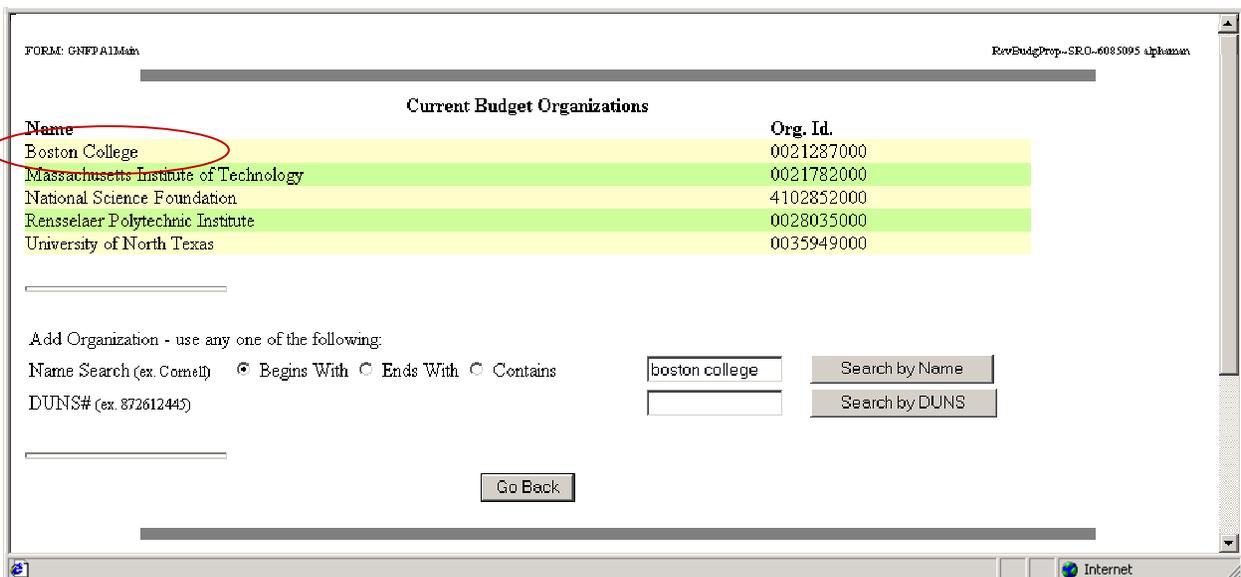


Figure 25. Updated Organization Screen

2.2.1.2.1. Add Additional Budget Years

To add additional budget years:

1. Click on the Add Year link (circled in Figure 22) next to the corresponding organization.
2. The Add Year Screen will appear (Figure 26).

FORM: GHFPAIM.htm RevBudgProp-SFO-6089095 alpha.mn

Budget Year add for Massachusetts Institute of Technology - 0021782000

Select new year to add 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

Internet

Figure 26. 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 27).
5. Click **Go Back**.
6. Go to Section 2.2.1.6: Submit the Addition of SubAward.

FORM: GNFPAIMain RevBudgProp-SRO-6083095 alphaman

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 27. New Budget Year

2.2.1.2.2. Delete 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 28).
3. Click **Go Back**.
4. Go to Section 2.2.1.6: Submit the Addition of SubAward.

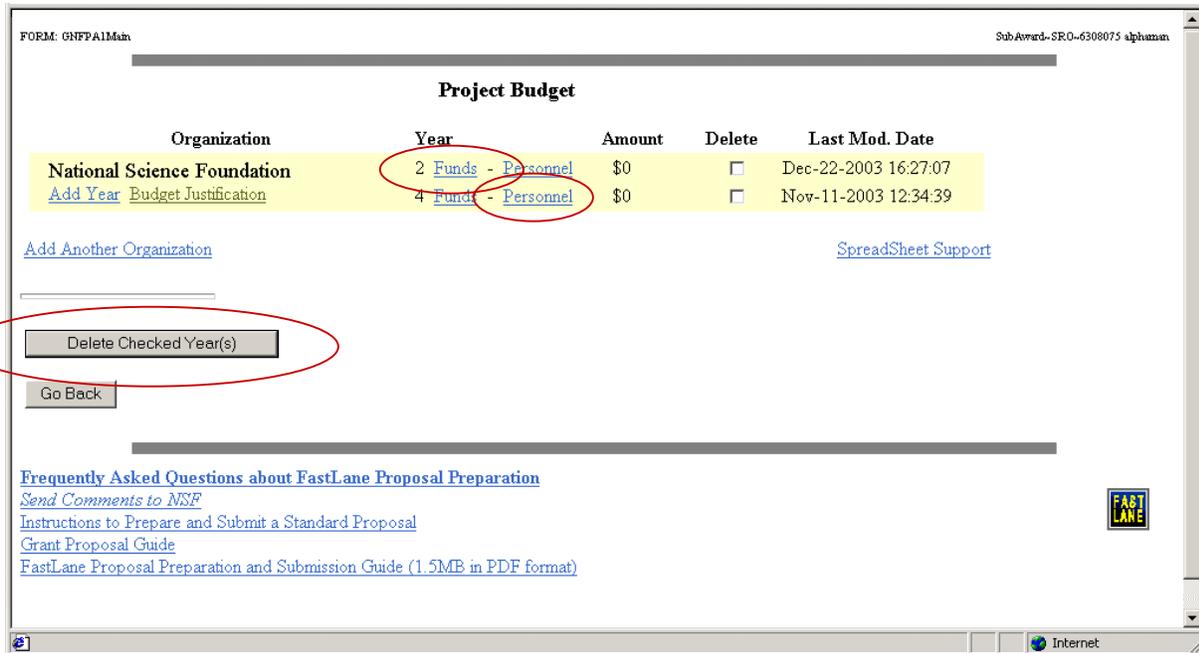


Figure 28. Delete Organization or Year

To view personnel:

1. Click on **Personnel** link (circled in Figure 28).
2. The Personnel Screen will appear (Figure 29).
3. Click **Go Back** after viewing.
4. Go to Section 2.2.1.6: Submit the Addition of SubAward.

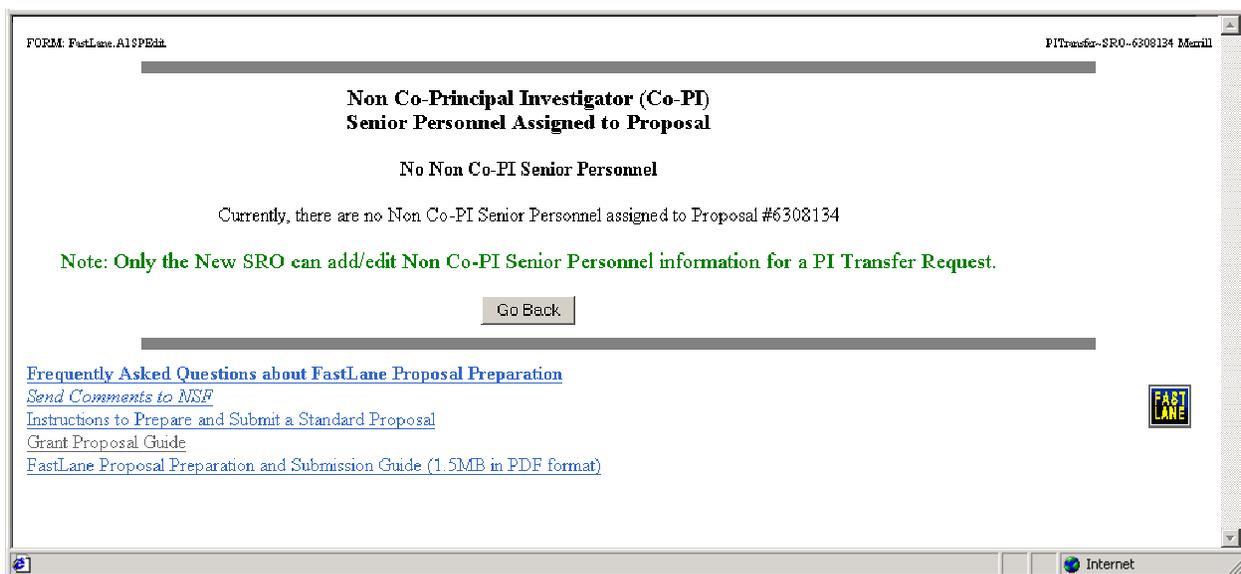


Figure 29. Personnel Screen

2.2.1.2.3. View or Modify Justification

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

1. Click on the **Budget Justification** link (circled in Figure 22).
2. The Budget Justification Screen will appear (Figure 30).

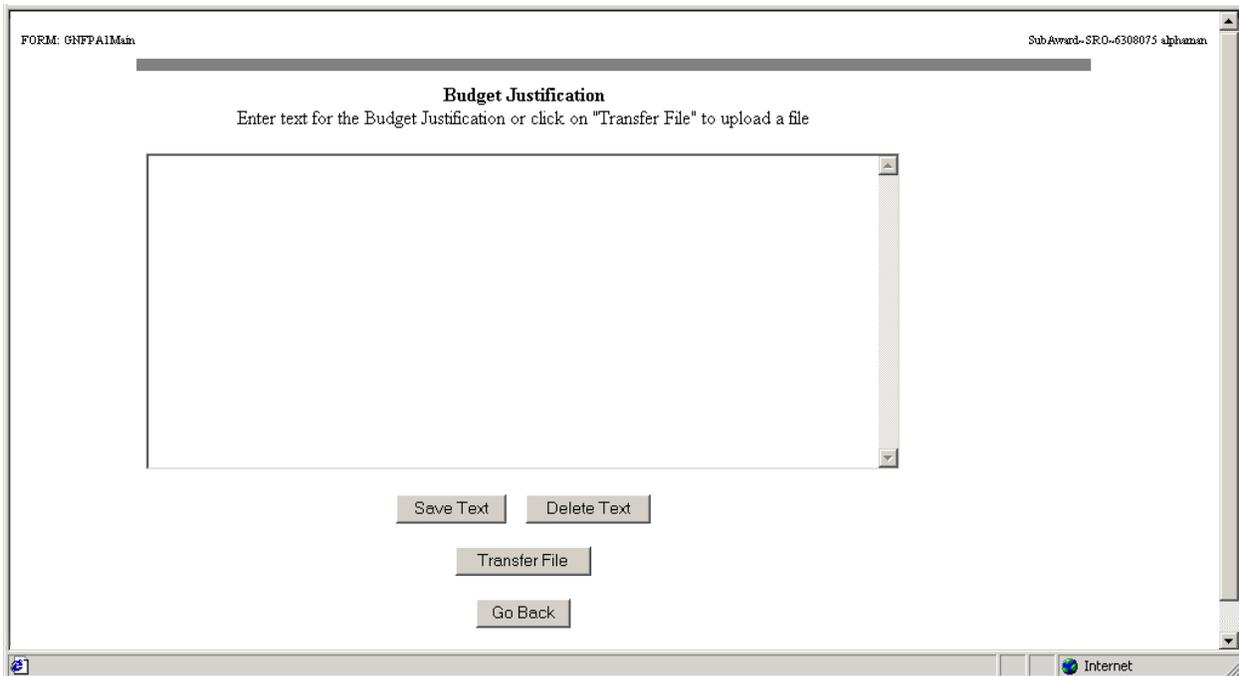


Figure 30. Budget Justification Screen

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 20. Do not go to Step 6.

6. Go to Section 2.2.1.6: Submit the Addition of SubAward.

2.2.1.2.4. Modify Funds

To modify Funds:

1. Click on the Funds link (circled in Figure 28).
2. The *Budget Year Form* (Figure 31) 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](#)

[Top of Page](#) | [Bottom of Page](#)

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

[Top of Page](#) | [Bottom of Page](#)

Internet

Figure 31. 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 29).
 - ii. The Budget Personnel Form will appear (Figure 32).

FORM: GNFPA1Main Sub Award-PI-6128306 alphaman

Budget Personnel for year 1 for National Science Foundation

PI: null

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

Internet

Figure 32. 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 32 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 32 example does not show an additional list of names)
2. Click **Save**.

v. Enter information in the appropriate text boxes:

- a. Title
- b. Calendar Months
- c. Academic Months
- d. Summer Months
- e. 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 33): 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 33): 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

[Top of Page](#) | [Bottom of Page](#)

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

[Top of Page](#) | [Bottom of Page](#)

Figure 33. Fringe Benefits and Equipment

- e. *Travel (E)* (Figure 34): 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 34): 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	

[Top of Page](#) | [Bottom of Page](#)

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		

[Top of Page](#) | [Bottom of Page](#)

Figure 34. Travel and Participant Support Costs

- g. *Other Direct Costs (G)* (Figure 35): 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 35): 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]

[Top of Page](#) | [Bottom of Page](#)

H. Total Direct Costs

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

[Calculate]

[Top of Page](#) | [Bottom of Page](#)

Figure 35. Other Direct Costs and Total Direct Costs

- i. *Indirect Costs (I)* (Figure 36): 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 36): 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: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	
2. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	
3. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	
4. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	
5. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	

Total Indirect Costs: \$ 0

[Top of Page](#) | [Bottom of Page](#)

J. Total Direct And Indirect Costs

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

[Top of Page](#) | [Bottom of Page](#)

K. Residual Funds

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

Description	Amount
Residual Funds	<input style="width: 95%;" type="text" value="0"/>

[Top of Page](#) | [Bottom of Page](#)

Figure 36. Indirect Costs, Total Direct/Indirect Costs and Residual Funds

- k. *Residual Funds (K)* (Figure 36): 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 37): Click **Calculate** to view a preliminary total of Items A-L.



Figure 37. Amount of this Request and Cost Sharing

m. *Cost Sharing (M)* (Figure 37): 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 28. Do not go to Step 6.
6. Go to Section 2.2.1.6: Submit the Addition of SubAward.

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

Complete the following steps:

1. Click **GO** on *Add/Delete Non Co-Principal Investigator (Co-PI)*.
2. The *Add/Delete Non Co-PI Section* (Figure 38) 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 20.
7. Go to Section 2.2.1.6: Submit the Addition of SubAward.

**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:

Add Non Co-PI Senior Person to Proposal

Go Back

Figure 38. Addition of SubAward (Add/Delete Non Co-PI)

2.2.1.4. 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*.
2. The *Justification for SubAward Selection* (Figure 39) 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 20.
6. Go to Section 2.2.1.6: Submit the Addition of SubAward.

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Justification for SubAwardee selection

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 39. Addition of SubAward (Justification for SubAwardee Selection)

2.2.1.5. Supplementary Documents

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

1. Click **GO** on *Supplementary Documents*.
2. The *Supplementary Documents Selection* (Figure 40) 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 20.
6. Go to Section 2.2.1.6 Submit the Addition of SubAward.

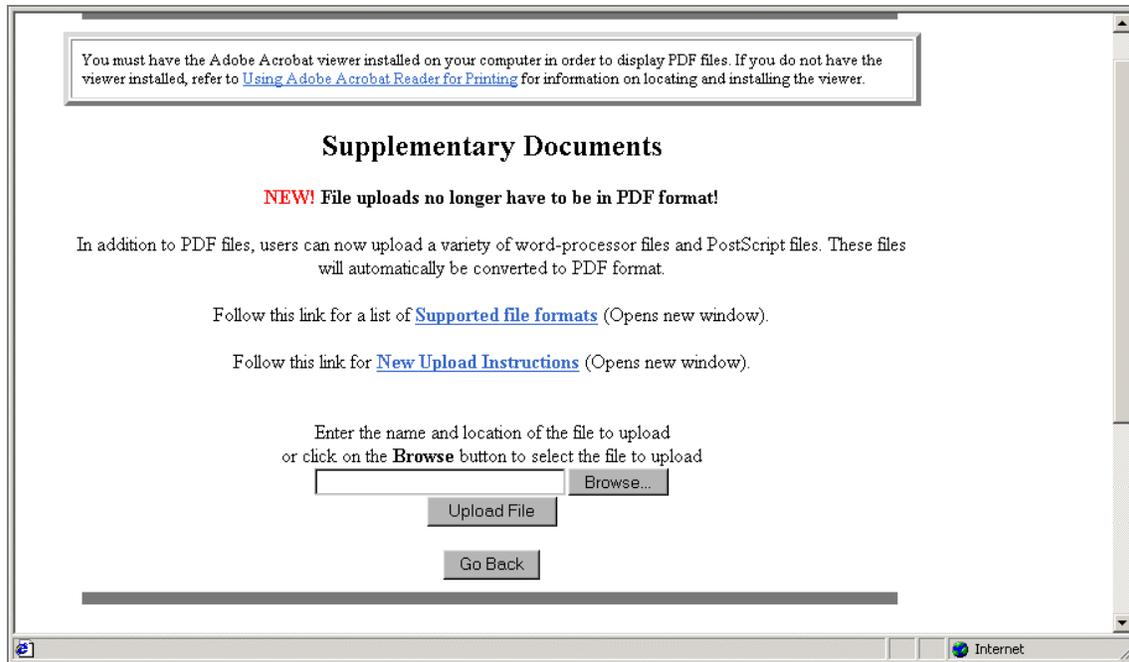


Figure 40. Addition of SubAward (Supplementary Documents)

2.2.1.6. 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 PI Screen* (Figure 4), an updated Addition of SubAward Screen will appear (Figure 41). Figure 20 will appear if you still need to complete a required form.

NSF FastLane

Home News Comments nsf.gov

Addition of SubAward

Award Number: 0700000
Title: Rules

Form Preparation

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

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
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Supplementary Docs
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PIVCo-PI)	N/A	

Internet

Figure 41. Updated Addition of SubAward Screen

- Click **Forward to SRO** and continue to Step 3.

A Notification/Request can be forwarded to the SPO without viewing the View Notification Request Screen (Figure 6). Click **Submit** on the *Prepared by PI Screen* (Figure 4) to go directly to the *Updated Addition of SubAward Screen* (Figure 41).

Or

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

Or

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

- A *Confirmation Screen* (Figure 42) will appear.

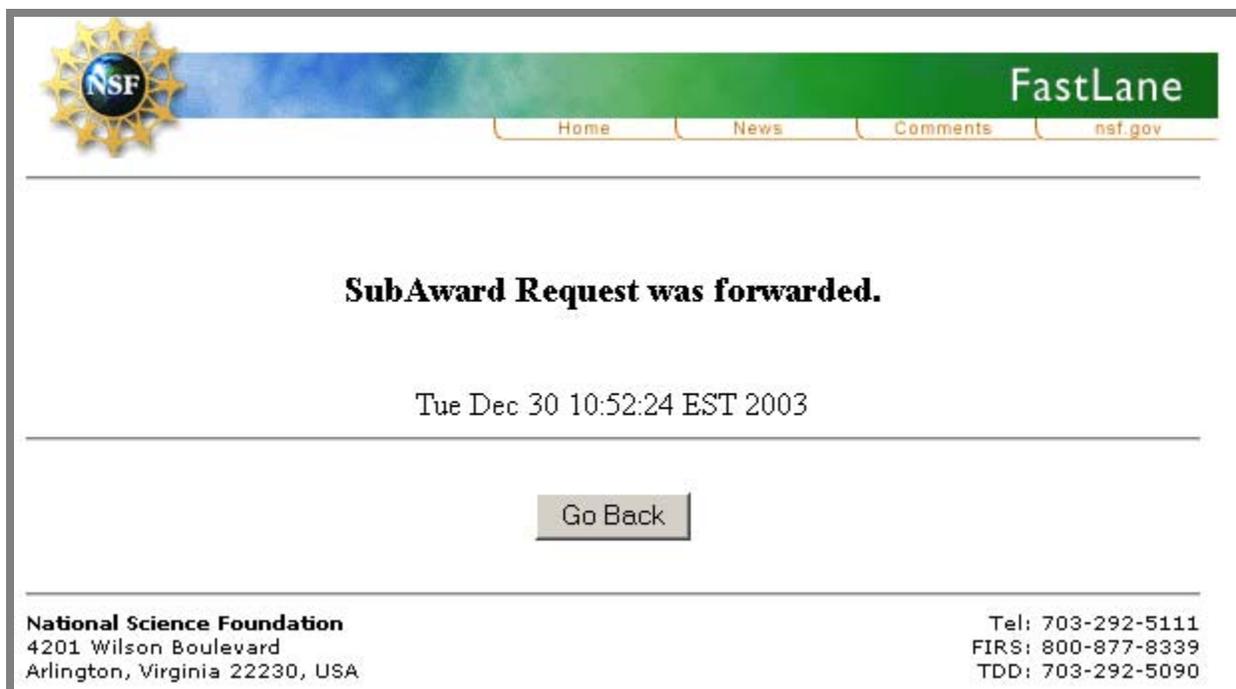


Figure 42. Confirmation Screen

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

2.2.2. 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 13) and click **Prepare**.
2. The *Withdrawal of PI/Co-PI Screen* (Figure 43) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

Modify Request for Award # : 9996340
Withdrawal of PI/Co-PI Topic Guidance: [GPM](#)

Status: New

Expiration Date: 12/31/2002

Award Title: CAREER: Transcending the Limits to ILP Processing

*Rationale for Withdrawal:

*Impact on the Project:

Save

Cancel

Internet

Figure 43. Withdrawal of PI/Co-PI Grantee Request

2.2.3. 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 13) and click **Prepare**.

2. The *Long-Term Absence of the PI/PD (Over Three Months) Screen* (Figure 44) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

The screenshot shows a web-based form titled "Modify Request for Award # : 9996340 Long-Term Absence of the PI/PD (Over Three Months)". The form includes the following elements:

- 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 format "(mm/dd/yyyy)".
- *To Date:** A date input field with a calendar icon and a dropdown arrow, followed by the format "(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 text areas.
- Topic Guidance:** A link labeled "GPM" is visible in the top right corner.
- Footer:** The browser's status bar shows "Internet".

Figure 44. Long-Term Absence of the PI/PD Grantee Request

2.2.4. 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 13) and click **Prepare**.
2. The *NSF Approved No-Cost Extension* Screen (Figure 45) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO*.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Screen (Figure 13).

Modify Request for Award # : 998447B
NSF Approved No - Cost Extension

Topic Guidance: [GPG](#)

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:

*** 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 comply with previously approved objections):

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

Save

Cancel

Internet

Figure 45. NSF Approved No-Cost Extension Grantee Request

2.2.5. 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 13) and click **Prepare**.
2. The *Pre-award Costs in Excess of 90 days Grantee Request Screen* (Figure 46) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

The screenshot shows a web-based form titled "Modify Request for Award # : 9996340 Pre-Award Costs in Excess of 90 days". 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 text input field with a calendar icon and the format (mm/dd/yyyy).
- To Date:** A text input field with a calendar icon and the format (mm/dd/yyyy).
- *Amount:** A text input field with the instruction (in whole dollar amount).
- *Justification for Pre-Award Costs in Excess of 90 days:** A large text area for entering justification.
- Buttons:** "Save" and "Cancel" buttons are located on the right side of the form.

The browser's address bar shows "Internet".

Figure 46. Pre-Award Costs in Excess of 90 Days Grantee Request

2.2.6. 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 13) and click **Prepare**.
2. The *Rearrangement/Alteration \$25,000 or over Grantee Request Screen* (Figure 47) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

Modify Request for Award # : 9996340
Rearrangement/Alteration \$25,000 or over (Construction) Topic Guidance: [GPM](#)

Status: New

Expiration Date: 12/31/2002 Save

Award Amount: \$200,000.00

Award Title: CAREER: Transcending the Limits to ILP Processing Cancel

*Construction Amount: (in whole dollar amount)

*Description of Construction Activity:

Internet

Figure 47. Rearrangement/Alteration \$25,000 or Over Grantee Request

2.2.7. Change PI and Add/Change Co-PI

The *Change PI and Add/Change Co-PI* Screen (Figure 48) appears when *Change PI and Add/Change Co-PI* is selected on the *Select the Notification or Request Type* Screen (Figure 14). 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 13) and click **Prepare**.
2. The *Change PI and Add/Change Co-PI* Screen (Figure 48) 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
 George Lee.

CURRENT CO-PI(s)
 CTRL + click to multiple select
 Please select from list below:
 Mai Tong

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

	PROPOSED PI SSN	PROPOSED NAME
Proposed PI:	<input type="text"/>	<input type="text"/>
Substitute Current PI w/ Current Co-PI:	Please select from list below: <input type="text"/>	
	PROPOSED CO-PI SSN	PROPOSED NAME
Proposed Co-PI:	<input type="text"/>	<input type="text"/>
Proposed Co-PI:	<input type="text"/>	<input type="text"/>
Proposed Co-PI:	<input type="text"/>	<input type="text"/>
Proposed Co-PI:	<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 48. 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 49). 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.

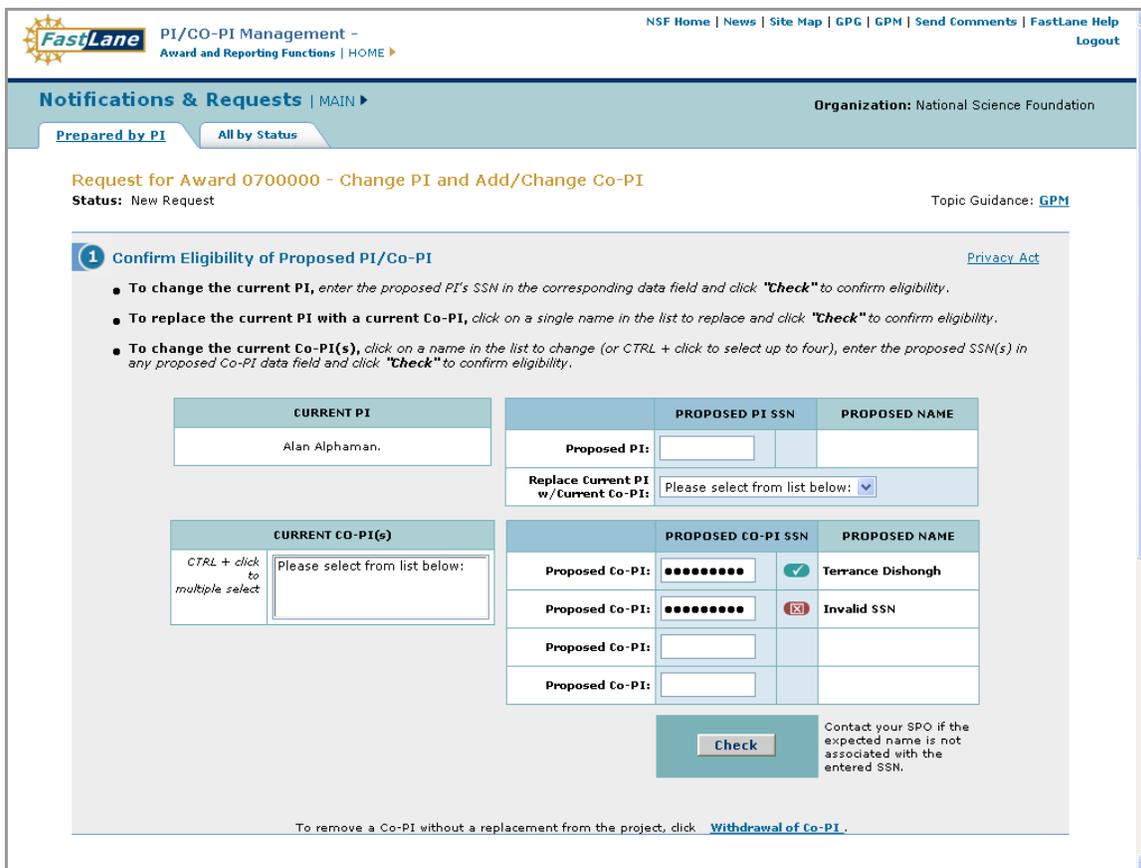


Figure 49. Incorrect Names

6. Associated Documents, Step 2, is enabled (Figure 50). 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**.

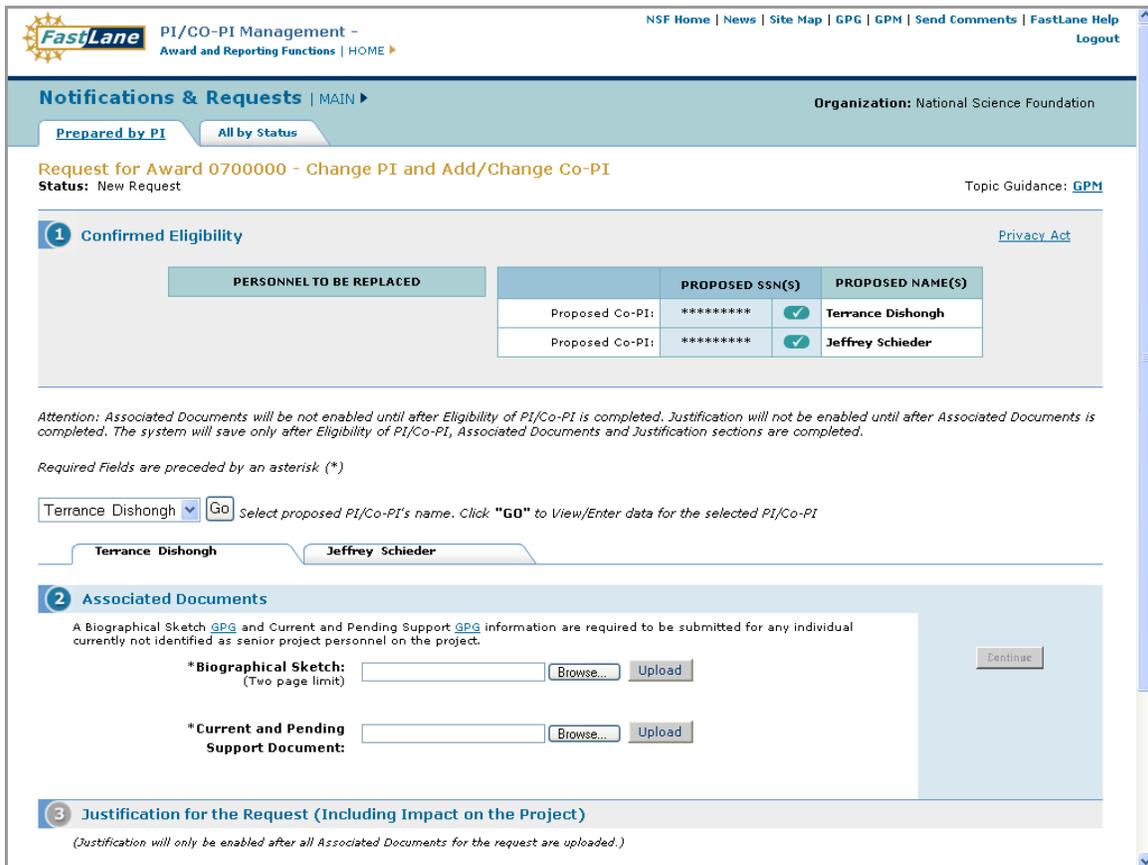


Figure 50. Associated Documents Section and Enabled

9. A PDF Conversion/Compliance Check Screen (Figure 51) will appear to notify you that the Biographical Sketch is being converted for compliance in the request application process.

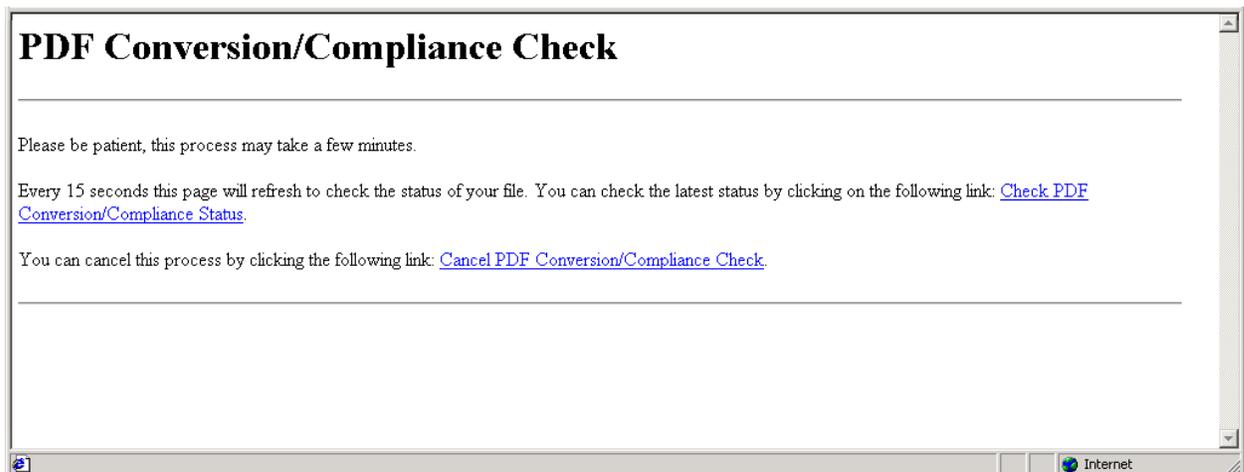


Figure 51. PDF Conversion/Compliance Check

- Once complete, a *File Successfully Converted/Checked* Screen (Figure 52) will appear. You will be able to proofread the Biographical Sketch.

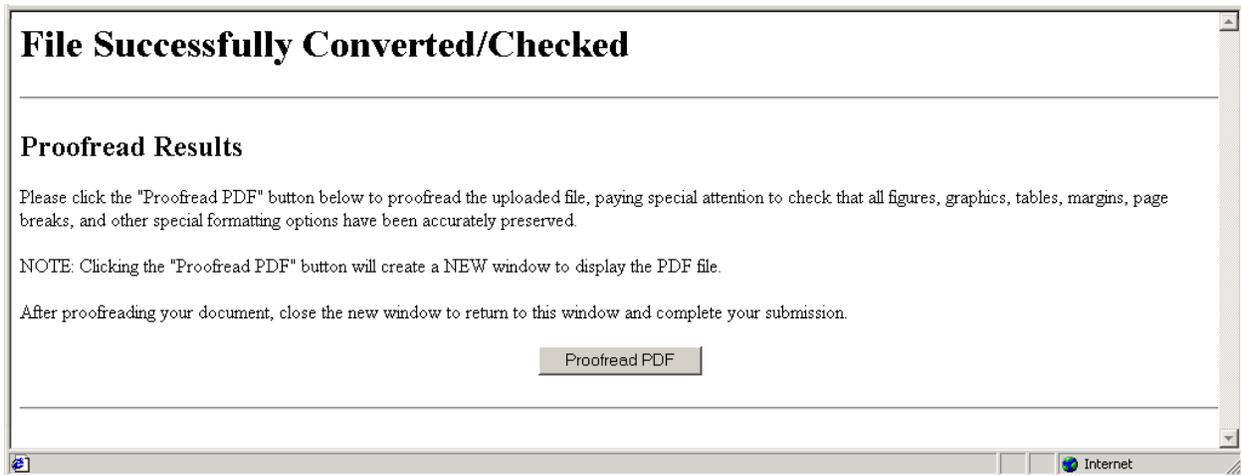


Figure 52. File Successfully Converted/Checked Screen

- After proofreading the PDF, close the preview window and click the **Accept** button.
- 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 53).

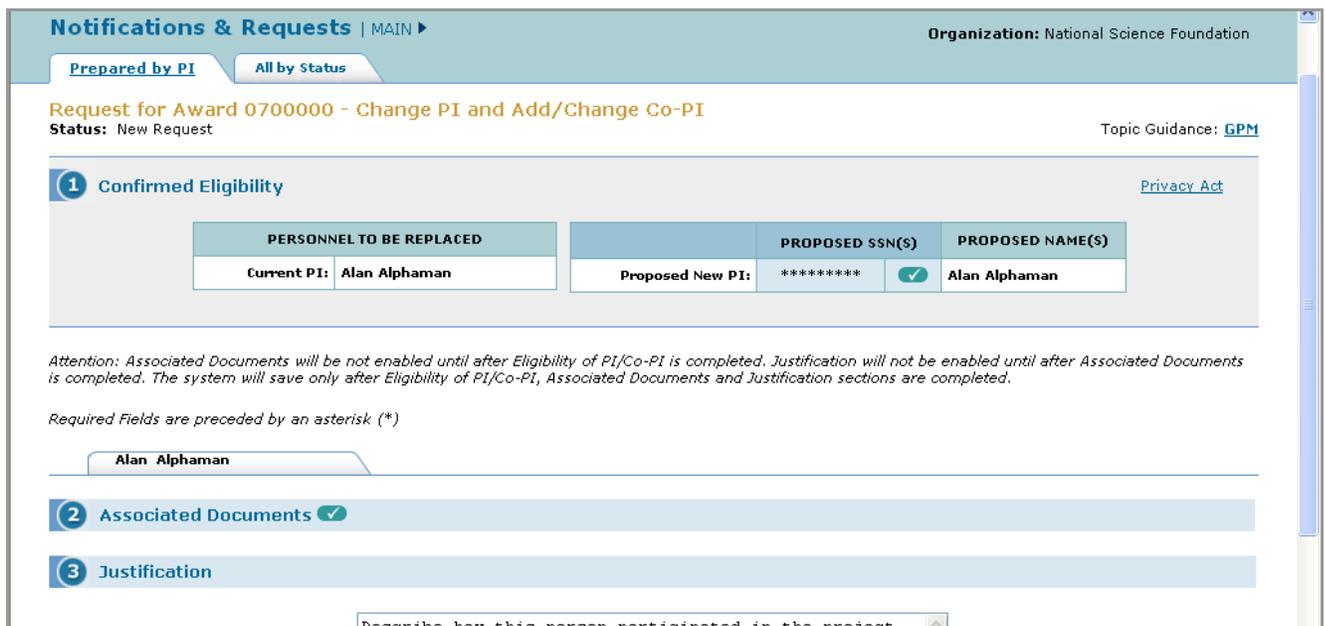


Figure 53. Justification Screen Enabled

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 Forward to SPO buttons are enabled (Figure 54).

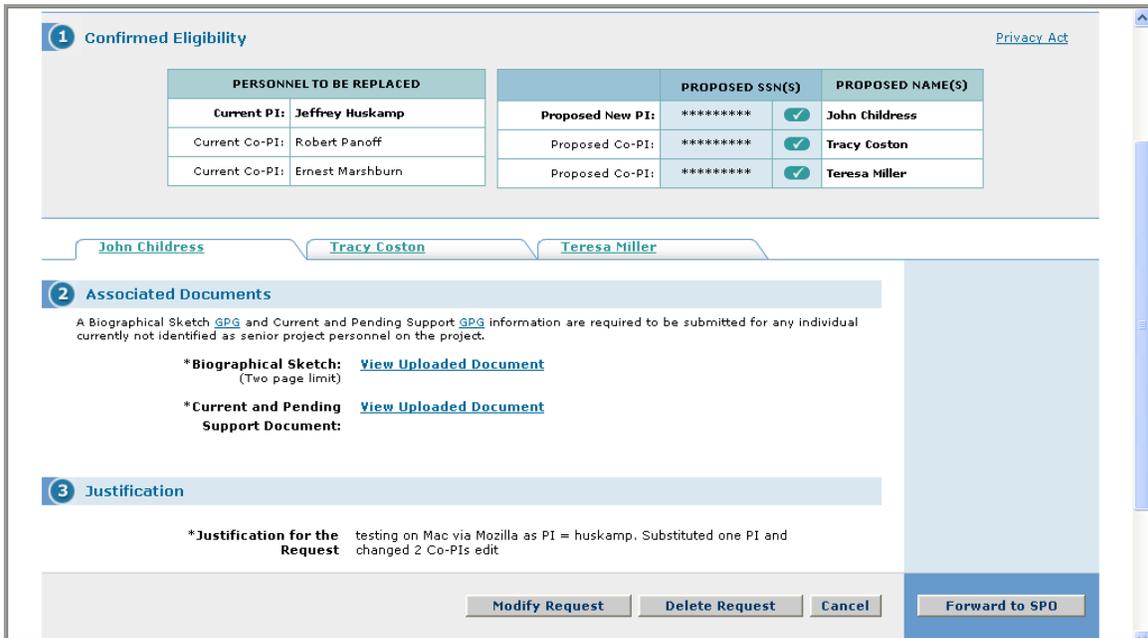


Figure 54. Buttons Enabled

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 41.
 - Or
 - Click **Forward to SPO**.
17. If Forward to SPO is selected, a screen will appear asking if you are sure about your action (Figure 55).

status: Prepared Topic Guidance: [GPM](#)

ARE YOU SURE?
Clicking "Forward to SPO" will forward Request to NSF. You cannot modify it once it is forwarded.
Click "Cancel" to return to previous screen.

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED		PROPOSED SSN(S)	PROPOSED NAME(S)
Current Co-PI:	Milton Cole	Proposed Co-PI: ***** <input checked="" type="checkbox"/>	Alan Alphaman

[Alan Alphaman](#)

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 nnnnn

Figure 55. Confirmation Screen

18. If you are sure, click **Forward to SPO**.

Or

If you do not wish to proceed, click **Cancel** to go back to Figure 54.

19. A Final Confirmation Screen will appear (Figure 56).

FORWARDED
Forwarded Add Co-PI/Change of PI/Co-PI to SPO
Award #:0000337

Tue Dec 09 10:01:54 EST 2003

The Request for a **Add Co-PI/Change of PI/Co-PI** has been
successfully **Forwarded** to SPO

[◀ Search Prepared By PI List](#)

Figure 56. Final Confirmation Screen

20. Click on **Search Prepared by PI List**.

21. The *Prepared by PI Tab* Screen (Figure 4) will appear.

2.2.8. 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 13) and click **Prepare**.
 2. The *Significant Change in Person-Months Devoted to Project Grantee Request Screen* (Figure 57) 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*.
22. Click on **Save**. A version of the *View Notification Request Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

Modify Request for Award # : 9996340
Significant Change in Person - Months Devoted to Project

Status: New

Expiration Date: 12/31/2002

Award Title: CAREER: Transcending the Limits to ILP Processing

*Original Time Commitment: (Months in integer number) **Save**

*Revised Time Commitment: (Months in integer number) **Cancel**

*Justification for Significant Change in Person-Months Devoted to Project:

*Impact on the Project:

Internet

Figure 57. Significant Change in Person-Months Devoted to Project Grantee Request

2.2.9. 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 13) and click **Prepare**.
2. The *Changes in Objective or Scope Grantee Request Screen* (Figure 58) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1) to Modify, Delete, or Forward to SPO.*

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

Modify Request for Award # : 9996340
Changes in Objective or Scope

Status: New

Expiration Date: 12/31/2002

Award Title: CAREER: Transcending the Limits to ILP Processing

*Proposed Changes in Objective or Scope:

*Justification for Changes in Objective or Scope:

Save

Cancel

Topic Guidance: [GPM](#)

Internet

Figure 58. Changes in Objective or Scope Grantee Request

2.2.10. 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 13) and click **Prepare**.
2. The *Reallocation of Funds Budgeted for Participant or Trainee Support Costs Grantee Request Screen* (Figure 59) 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 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section (Section 2.1)* to *Modify, Delete, or Forward to SPO*.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Screen* (Figure 13).

Modify Request for Award # : 9996340
Reallocation of Funds Budgeted for Participant
or Trainee Support Costs

Topic Guidance: [GPM](#)

Status: New

Topic Guidance: [GPM](#)

Expiration Date: 12/31/2002

Award Amount: \$200,000.00

Award Title: Non-FastLane

*Originally Approved Amount: (in whole dollar amount)

*Revised Amount: (in whole dollar amount)

*Justification for Reallocation of Funds Budgeted for Participant or Trainee Support Costs:

Save

Cancel

Internet

Figure 59. Reallocation of Funds Budgeted for Participant or Trainee Support Costs Grantee Request

3. All Notifications and Requests Submitted to NSF

The *All by Status Tab* (Figure 60) displays all notifications and requests submitted to the NSF that meet the search criteria you enter in either search. You may only make a search in one of the following two ways at a time. Combined searches are not supported.

- 1) Search by Award Number.
- 2) 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.

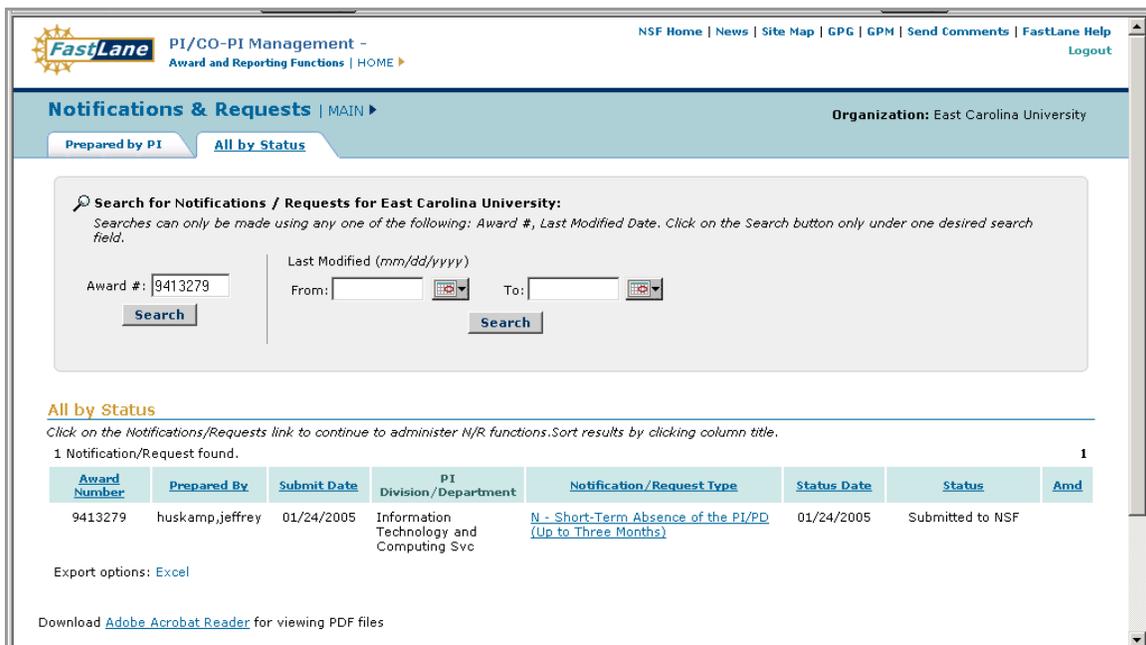


Figure 60. All by Status

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 61).

Notifications & Requests | MAIN ▶

Forwarded by PI Prepared by SPO Submitted to NSF

Organization: SUNY at Buffalo

Request for Award 0324277 - Change PI and Add/Change Co-PI

Status: Submitted Topic Guidance: [GPM](#)
[View Consolidated PDF](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED		PROPOSED SSN(S)	PROPOSED NAME(S)
Current PI:	Michel Bruneau	Proposed New PI: ***** <input checked="" type="checkbox"/>	Andrei Reinhorn
Current Co-PI:	Andrei Reinhorn	Proposed Co-PI: ***** <input checked="" type="checkbox"/>	Michel Bruneau

[Andrei Reinhorn](#)
[Michel Bruneau](#)

2 Associated Documents

A Biographical Sketch [GPS](#) and Current and Pending Support [GPS](#) 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

Figure 61. Previously Submitted NSF Notification/Request (Change PI and Add/Change Co-PI Request)