



FastLane

PROPOSALS, AWARDS AND STATUS USER GUIDES

FastLane PI Transfer for the PI User Guide

*May 2005
Version 1.1*



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Overview

This document is intended to be used by PIs for guidance with the Proposals, Awards and Status module of FastLane only. SPOs (both original and new) should use the PI Transfer for the SPO User Guide located under the Research Administration section of the FastLane Help page for all PI Transfer guidance.

When a PI plans to leave an organization during the course of a grant, the organization has the prerogative to nominate a substitute PI or request that the grant be terminated and closed out. In those cases where the PI 's original and new organizations agree, NSF will facilitate a transfer of the grant and the assignment of the remaining unobligated funds to PI's new organization. The following conditions apply to initiate a PI Transfer Request:

1. PI Transfer should normally be completed with a tripartite agreement (involving NSF, the PI's original organization, and PI's new organization)

Or

PI Transfer should normally be completed by a subaward arrangement between the PI's original and new organization, subject to NSF consent.

2. Mandatory information must be included:
 - a. A brief summary of progress to date.
 - b. A description of work yet to be accomplished.
 - c. A completed on-line transfer request.
 - d. A detailed line item budget for the transfer amount.
3. A PI Transfer is Grantee Request Type that requires NSF Approval.

1. Prepare a PI Transfer Request

To initiate a PI transfer request, complete the following steps:

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

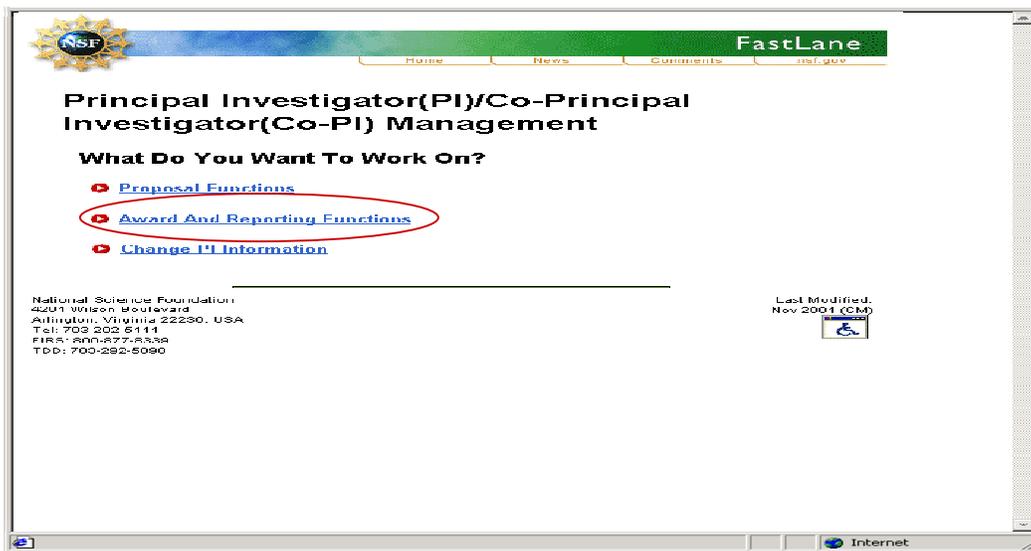


Figure 1. What Do You Want to Work On Screen

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).

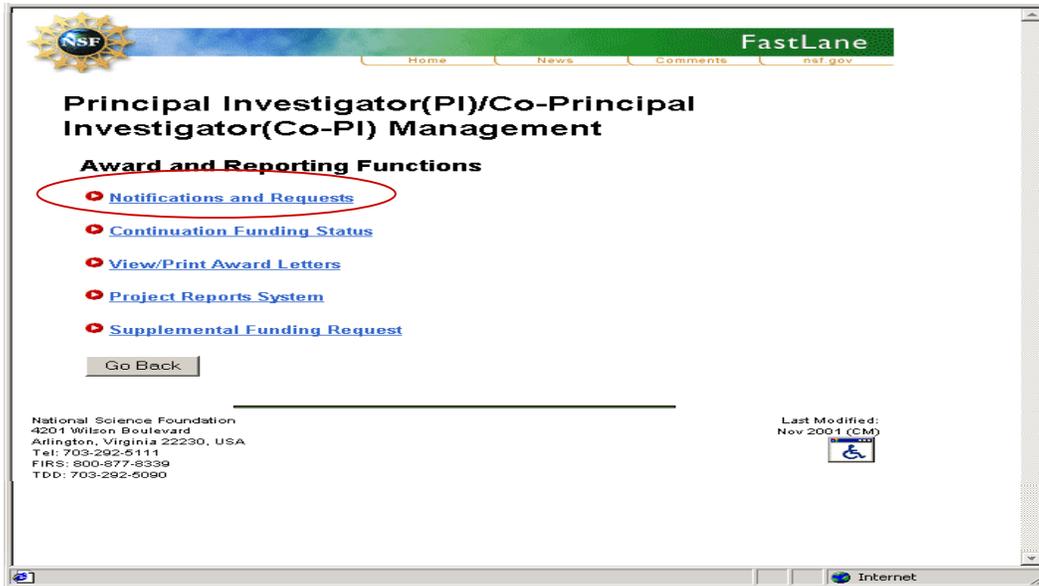


Figure 2. Award and Reporting Functions Screen

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

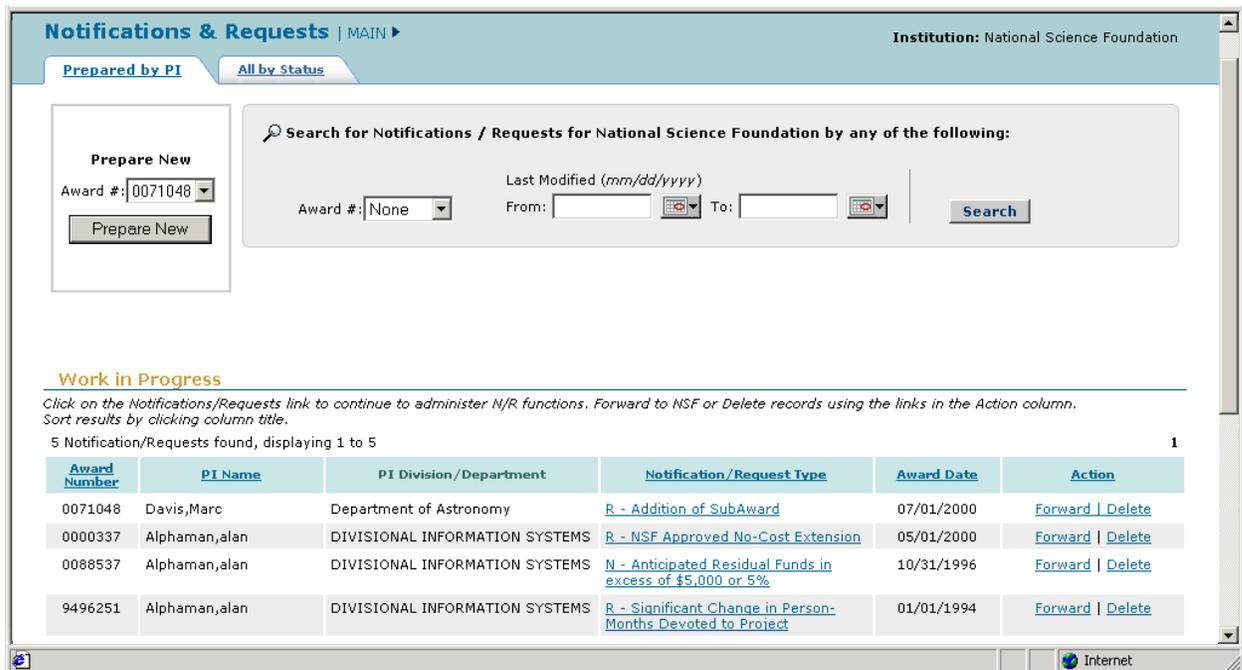
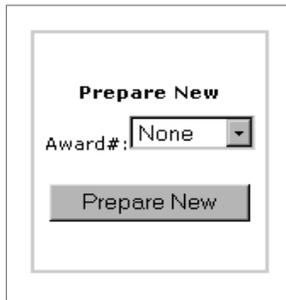


Figure 3. Prepared by PI Tab Screen

7. The **Prepare New** action (Figure 4), found in Figure 3, allows the PI to create a PI Transfer based on a specific award number.

- Select an applicable award number from the drop down menu. Awards that belong to the user will be shown here.



- Click **Prepare New**.

- The *Select the Notification or Request Type* Page (Figure 5) will appear.

- Click on **GPM** to view detailed information on the PI Transfer request type from the Grant Policy Manual (GPM).

Figure 4 Prepare New Action

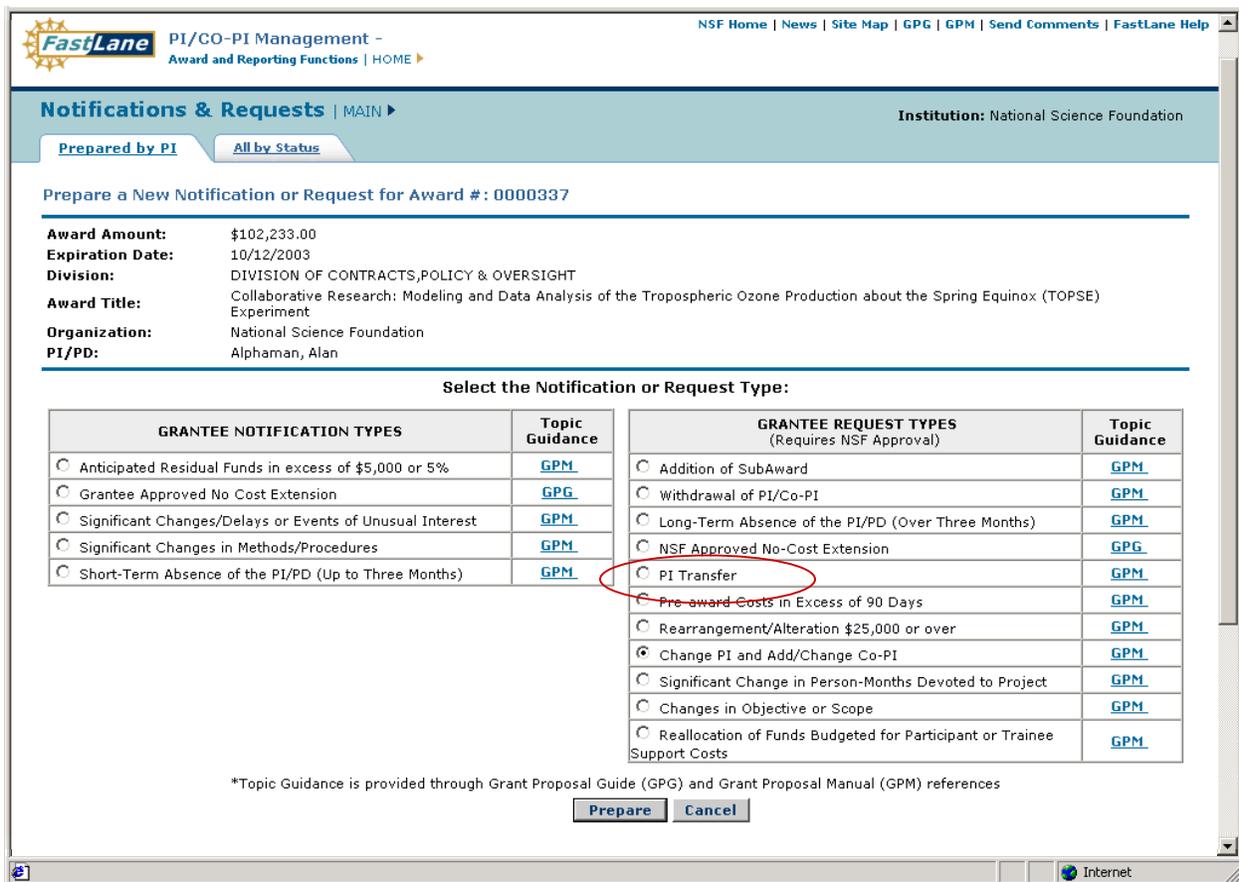


Figure 5: Select the Notification or Request Type

- Click on the “PI Transfer” radio button (circled in Figure 5) and click **Prepare**.

Or

Click **Cancel** to return to the *Prepared by PI Tab* (Figure 3). Do not go to Step 13.

13. The *Grant Transfer Request* screen will appear (Figure 6).

Figure 6: Grant Transfer Request Screen

14. Enter the *Effective Date of Transfer* in the provided text box (in mm/dd/yyyy format).

15. Select the New Awardee Organization.

- a. Click on **Select New Awardee Organization** button.
- b. The *Institutional Search* screen will appear (Figure 7).

Figure 7: Institutional Search

- c. Type all or a portion (at least three characters) of the new institution's name in the field provided.
- d. Click on the **Begins With**, **Ends With**, or **Contains** radio button to set the criteria for the institution search.
- e. Click on the **Locate** button.
- f. The *Institutions Located* Screen will appear (Figure 8).



Figure 8: Institutions Located Screen

- g. Click on the appropriate institution to highlight it.
- h. Click **Select**.
- i. The *Grant Transfer Request* form will appear with the institution you selected in the appropriate section.
- j. If you need to include a New Performing Organization, click **Select New Performing Organization**, and return to Step 15b.

Or

If you do not need to include a New Performing Organization, go to Step 16.

16. Enter the *Estimated Disbursement and Unpaid Obligations* (at effective date of transfer).
 - a. Click on **Calculate**.
 - b. The "Estimated Unobligated Balance" appears. If this amount is not correct, the PI should contact their business office or DGA.
17. Click on any of the following appropriate Special Cases:
 - a. Human Subjects
 - b. Vertebrate animals
 - c. Disclosure of Lobbying Activities
18. Click **Save and Continue**.
19. The *Click on a Link to Work Screen* appears (Figure 9).

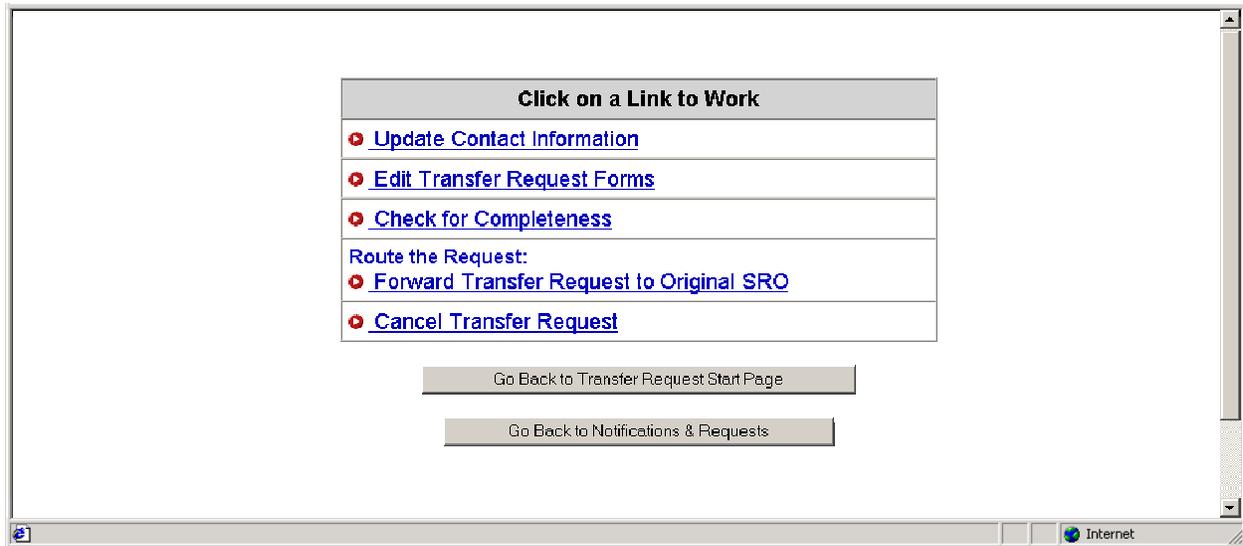


Figure 9: Click on a Link to Work Screen

20. As a PI, you are given the following links on this screen:

- a. Update Contact Information.
- b. Edit Transfer Request Forms
- c. Check for Completeness.
- d. Route the Request: Forward Transfer Request to Original SRO.
- e. Cancel Transfer Request

2. Update Contact Information

As a PI, you may view and update Contact Information. Complete the following steps:

1. Click **Update Contact Information** on the *Click on a Link to Work* page (Figure 9).
2. The *Principal Investigator (PI) Information* screen will appear (Figure 10).

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/2004/nsf042/bicexamples.pdf \(opens new window\)](http://www.nsf.gov/pubs/2004/nsf042/bicexamples.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

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Citizenship	US citizen	Degree	PhD
Ethnicity	Not Hispanic or Latino		
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI	- Yes		

Figure 10: PI Information Screen

3. Verify the listed information. If correct, click **Go Back** to return to the *Click on a Link to Work* screen (Figure 9). Do not go to Step 4.
Or

If not correct, click **Edit PI Information** (circled in Figure 10). Go to Step 4.

4. The *Edit Principal Investigator's (PI) Information* screen appears (Figure 11).

Edit Principal Investigator's (PI) Information

Why this information is being requested

Warning !

- Do not change to another person's name.
- Do not repeat Organization or Department in the "Street" and "Additional" address fields

First Name: Middle Initial: Last Name:

Organization: Institution Identification Number:

Department:

Street:

Additional:

City: State:

Zip:

Country:

Figure 11: Edit Principal Investigator's (PI) Information

5. Enter changes to fields in the provided text boxes.
6. If you are satisfied with the changes:
- Click **Save Changes** (changes are accepted and Figure 10 appears)
- Or
- Click **Cancel Changes** (changes are erased and original information will return)
- Or
- Click **Cancel** (Figure 11 closes and Figure 10 appears)

3. Edit Transfer Request Forms

Complete the following actions:

1. Click **Edit Transfer Request Forms** on the *Click on a Link to Work* page (Figure 9).
2. The *Form Preparation* screen appears (Figure 12).

The screenshot shows the 'Form Preparation' page with the following content:

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Progress Summary	04/11/02
<input type="button" value="GO"/> Description of Work	04/11/02	<input type="button" value="GO"/> Budgets (Including Justification)	N/A
<input type="button" value="GO"/> Supplementary Docs		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A

Figure 12: Form Preparation Page

3. The following forms can be accessed from this page by clicking on the corresponding **GO** button:
 - *PI/Co-PI Information* Form (Figure 13). This form is Read-Only.
 - *Progress Summary* Form (Figure 14).
 - *Description of Work to be Accomplished* Form (Figure 15)
 - *Budgets (Including Justification)* Form (Figures 16 and 17)
 - *Supplementary Docs* Form (Figure 18)
 - *Add/Delete Non Co-PI Personnel* Form (Figure 19)

3.1. PI/Co-PI Information Form (Read-Only)

FORM: FastLane.PI and CoPI Information PITransfer-SPO-6308134 Merrill

1225 Info

PI/CoPI Name	Gender	Citizenship	Race	Ethnicity	Disability Status	Other Federally Funded Project
Charles T Fulton Male		U.S. Citizen		Unknown		Yes

NAVIGATION

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[Grant Proposal Guide](#)
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Figure 13: PI/Co-PI Information Form

3.2. Progress Summary Form

FORM: FastLane.AllProj1.TextPIT PITransfer-SPO-6308134 Merrill

Progress Summary

Enter text for the Progress Summary or click on "Transfer File" to upload a file

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Figure 14. Progress Summary Form

Complete the following steps to fill out the form:

1. Enter text into the provided text box.

Or

Click **Transfer File** to upload a file.

2. Click **Delete Text** to delete text in the provided text box.
3. Click **Save**. Figure 12 will appear.

Or

Click **Go Back** to return to Figure 12.

3.3. Description of Work to be Accomplished Form

FORM: FastLane.A1Desc1 PITransfer-SRO-0308134 Merri

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.

NAVIGATION

PRINT
FORMS
BUDGET
SENIOR PER.
SUPP. DOCS.
SUMMARY
DESCRIPT.

Description of work to be Accomplished

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 15. Description of Work to be Accomplished Form

Complete the following steps to fill out the form:

1. Enter the name and location of the file to upload.

Or

Click **Browse...** to find a file.

2. Click **Upload File** to include the file in the transfer request.
3. Click **Save**. Figure 12 will appear.

Or

Click **Go Back** to return to Figure 12.

3.4. Budgets (Including Justification) Form

FORM: FastLane.AllBudgetListSelector PITransfer-SFO-6308134 Merrill

Organization	Project Budget			NAVIGATION
	Year	Amount	Last Mod. Date	
University of Puerto Rico Cayey University College	1 Funds	\$26,702	Dec-12-2003 10:43:46	PRINT FORMS BUDGET SENIOR PER. SUPP. DOCS. SUMMARY DESCRIPT.
Budget Justification				

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Figure 16. Project Budget Form Screen

This form is optional. Complete the following steps:

1. View the Project Budget Information and click on **Budget Justification** link.
2. The *Budget Justification screen* will appear (Figure 17)

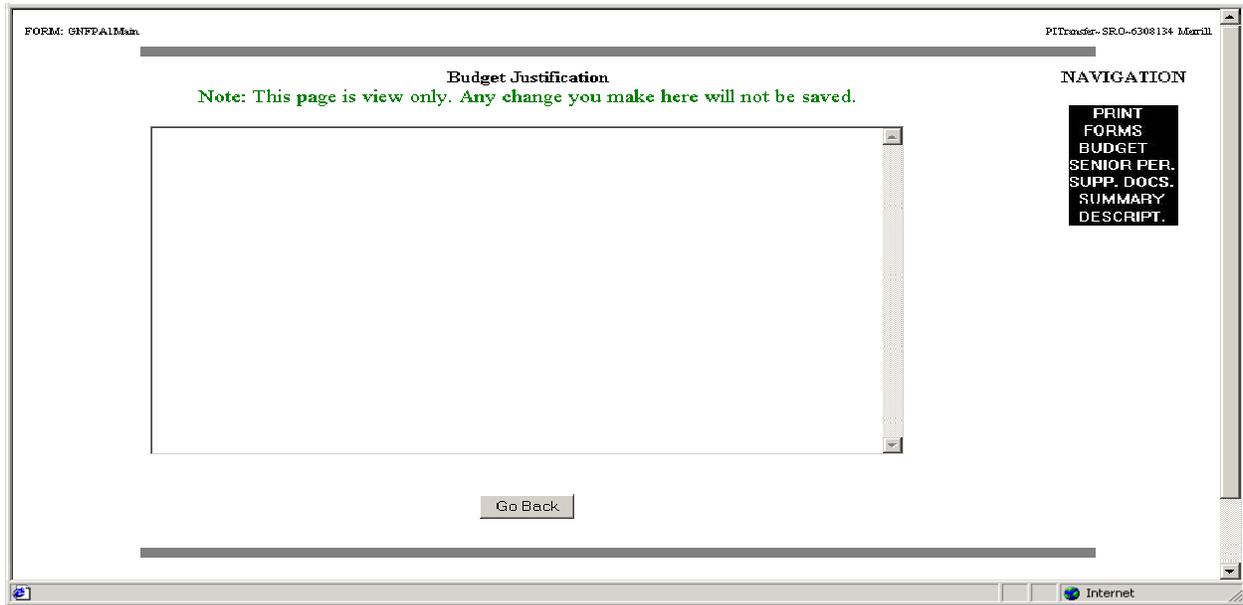


Figure 17. Budget Justification Screen

3. View the Budget Justification Screen and click **Go Back** to return to Figure 12.

3.5. Supplementary Documents Form

FORM: FastLane_A1SupplText

PITransfer-SRO-6308134 Merrill

Supplementary Docs

Enter text for the Supplementary Docs or click on "Transfer File" to upload a file

Save Text Delete Text Transfer File

Go Back

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Figure 18. Supplementary Documents Form

Complete the following steps to fill out the form:

1. Enter text into the provided text box.
Or
Click **Transfer File** to upload a file.
2. Click **Delete Text** to delete text in the provided text box.
3. Click **Save**. Figure 12 will appear.
Or
Click **Go Back** to return to Figure 12.

3.6. Add/Delete Non Co-PI Personnel Form

FORM: FastLane A1SPEdit PITransfer-SRO-6308134 Merrill

**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 #6308134

Note: Only the New SRO can add/edit Non Co-PI Senior Personnel information for a PI Transfer Request.

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Figure 19. Add/Delete Non Co-PI Personnel Form

As a PI, you will not be able to complete this form. Only new SROs can add Non Co-PI Senior Personnel.

Click **Go Back**. The *Click on a Link to Work* screen will appear.

4. Check for Completeness

Checking for Completeness allows you to ensure that your request is complete for forwarding to the SPO. Complete the following steps:

1. Click **Check for Completeness** on the *Click on a Link to Work* page (Figure 9).
2. The *Check for Completeness* screen will appear (Figure 20).

Completeness Checking of Request for Grant Transfer

Award Information:
Original Grant Number : 0103642
Title : NGS: Cache Efficient and Parallel Householder Bidiagonalization
Original Grantee Name : Florida Institute of Technology

- Please complete Progress Summary
- Please complete Description of work

Go Back

 [Send Comments to NSF](#)

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Figure 20. Check for Completeness

3. Messages will appear notifying you that the request is complete or that specific forms still need to be completed. Examples of these messages are circled in Figure 20.
4. Click **Go Back**. The *Click on a Link to Work* screen (Figure 9) appears.
5. Complete the forms to finalize the request and check for completeness again.

5. Forward to the Original SPO

Complete the following steps:

1. Click **Forward the PI Transfer Request to the Original SRO** on the *Click on a Link to Work* page (Figure 9).
2. The *Forward the Grant Transfer Request* screen (Figure 21) will appear.

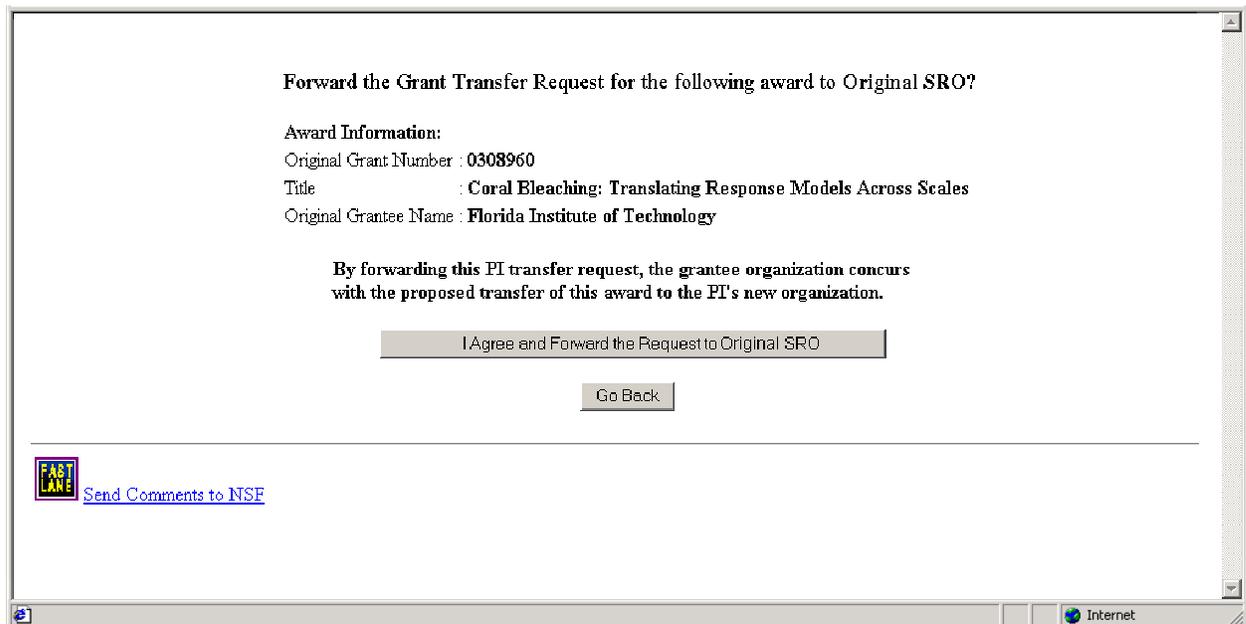


Figure 21. Forward the Grant Transfer Request

3. Click **I Agree and Forward the Request to Original SRO**. The *Confirmation* screen (Figure 22) will appear.

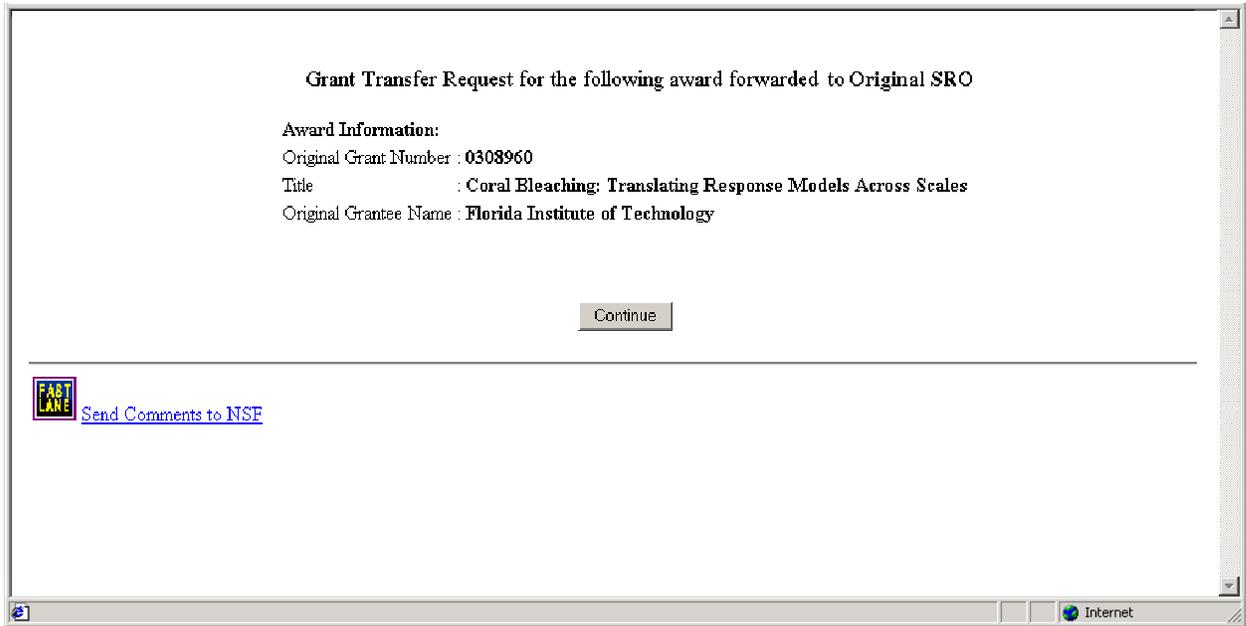


Figure 22. Confirmation Screen

4. Click **Continue**.
5. The *Click on a Link to Work* (Figure 23) will appear without the Forward the PI Transfer Request to the Original SRO or Edit Transfer Request Forms links.

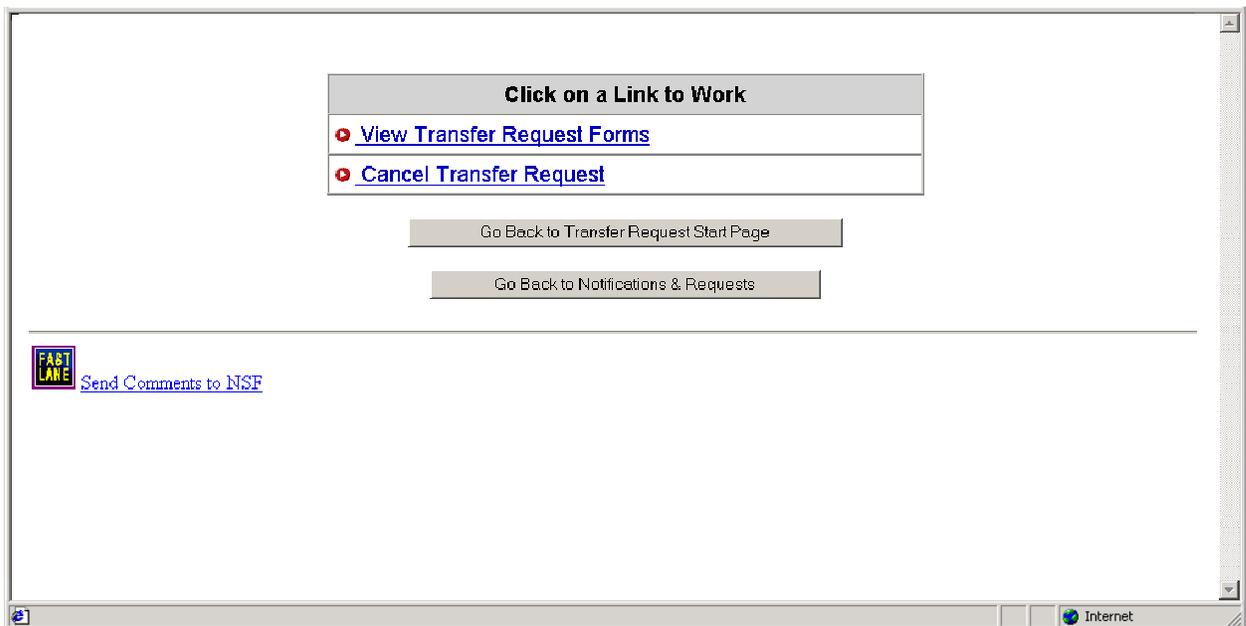


Figure 23. Updated Click on a Link to Work Screen

6. Cancel the PI Transfer Request

Complete the following steps:

1. Click **Cancel Transfer Request** on the *Check on a Link to Work* page (Figure 9).
2. A *Verification* screen (Figure 24) will appear.

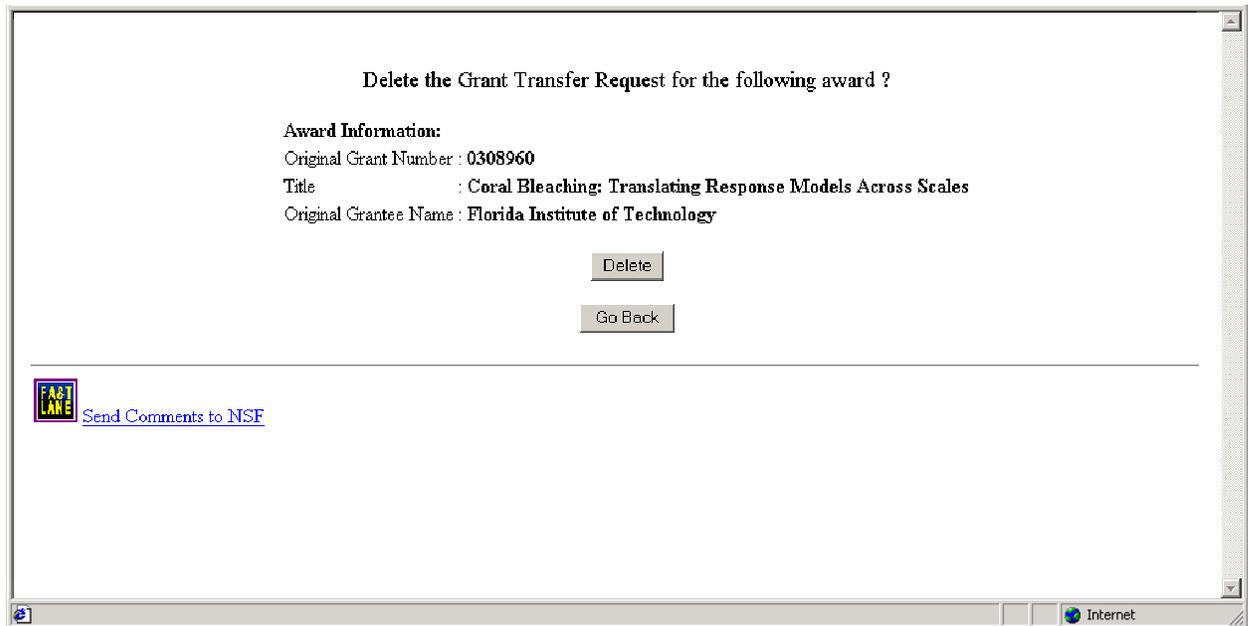


Figure 24. Verification Screen

3. Click **Delete**.
4. A *Confirmation* screen (Figure 25) will appear.

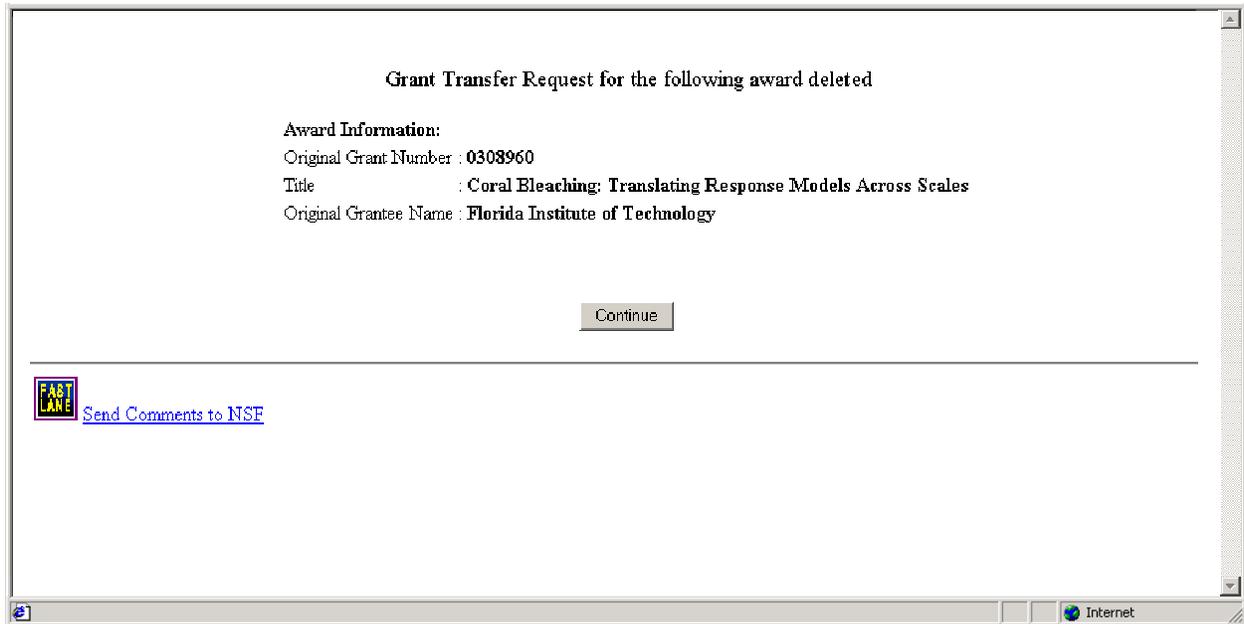


Figure 25. Confirmation Screen

5. Click **Continue** button.
6. The *Prepared by PI Screen* (Figure 25) will appear.