



**FastLane**

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PROPOSALS, AWARDS AND STATUS USER GUIDES

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# **FastLane Proposal Status User Guide**

*May 2005  
Version 1.1*



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## Overview

The Proposal Status function of the Proposals, Awards and Status section of the FastLane website allows the Principle Investigator (PI), or Co-Principle Investigator (Co-PI) to view the detailed status of all proposals where the user has been assigned that role. In this area, the user may choose to view a list of proposals with their statuses, limit that list by entering search criteria, sort that list, view the detailed status of any of those proposals, view the review(s) and panels summaries released to them by their Program Officer, and in some cases, review the submitted Proposal Classification Form.

# 1. Proposal List and Status

## 1.1. View Proposal List and Status

To gain access to the Proposal Status section, the user needs to complete the following steps:

1. Log in to FastLane through the Proposals, Awards and Status PI Log In.
2. The *What Do You Want To Work On?* page will appear (Figure 1.1-1).
3. Click on the **Proposal Functions** link.
4. The *Proposal Functions* screen will appear (Figure 1.1-2).
5. Click on the **Proposal Status** link.

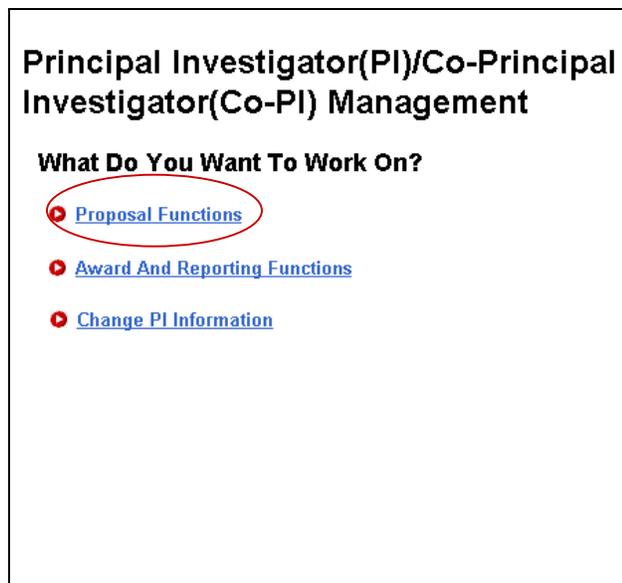


Figure 1.1-1: *What Do you want to Work On?* screen

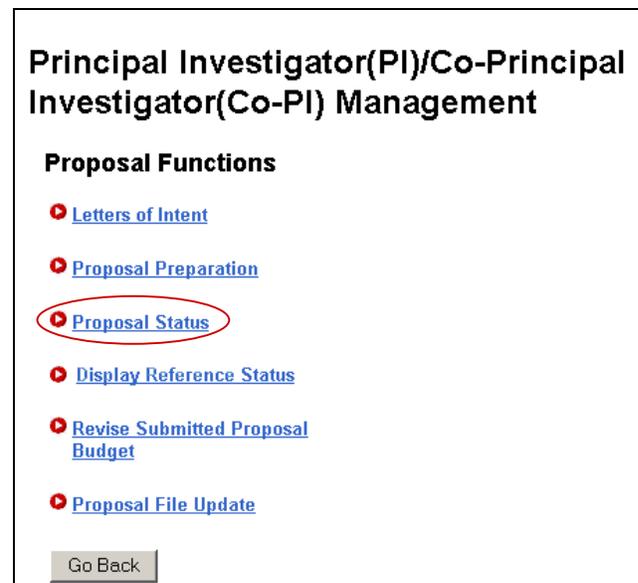


Figure 1.1-2: *Proposal Functions* screen

6. The *Proposal Status* screen will appear (Figure 1.1-3)

**Proposal Status** | MAIN ▶ Organization: ABC University

Search for Proposals by any of the following:

Proposal Number:  (Enter 7 digits)      Received By NSF Date Range (mm/dd/yyyy)  
 From:        To:       

**All Proposals by Status:**

To view detailed proposal status information, click the "Proposal Number" (e.g.: 0003337) link below. Sort results by clicking column titles.

**Principal Investigator's Name:** Bill Demo

33 proposals found, displaying 1 to 10 [Prev] 1, 2, 3, 4 [Next]

Division	Proposal Number	Performing Organization	Status	Status Date	Received by NSF	Requested Amount	Program Officer
Division of Information & Intelligent Systems	<a href="#">0111111</a>	ABC University	Pending	12/15/2004	12/15/2004	\$373,075.00	Nancy S. Fine
Division of Engineering Education and Centers	<a href="#">0111112</a>	ABC University	Awarded	11/09/2004	11/05/2004	\$17,750,000.00	Nathan R. Field
Division of Computer and Network Systems	<a href="#">0111113</a>	ABC University	Encouraged	09/24/2004	04/14/2004	\$880,272.00	Normand Farmer
Division of Civil and Mechanical Systems	<a href="#">0111114</a>	ABC University	Declined	07/22/2004	02/23/2004	\$722,745.00	Natasha Allen
Division of Bioengineering & Environmental Systems	<a href="#">0111115</a>	ABC University	Invited	06/07/2004	01/07/2004	\$100,000.00	Martin T. Walker
Division of Bioengineering & Environmental Systems	<a href="#">0111116</a>	ABC University	Not Invited	06/07/2004	01/07/2004	\$100,000.00	Nancy S. Fine
Division of Computer and Network Systems	<a href="#">0111117</a>	ABC University	Declined	09/02/2003	03/06/2003	\$2,385,279.00	Andrew Brown
Division of Civil and Mechanical Systems	<a href="#">0111118</a>	ABC University	Declined	07/07/2003	03/06/2003	\$746,657.00	Natasha Allen

Figure 1.1-3: Proposal Status screen

## 1.2. Search within Proposal List and Status

The user may perform either or both of 2 search types: Search by Proposal Number and Search by Date Range. To perform either of these searches, the user must first view the Proposal List and Status from the *Proposal Status* screen (Figure 1.1-3).

Search for Proposals by any of the following:

Proposal Number:  (Enter 7 digits)      Received By NSF Date Range (mm/dd/yyyy)  
 From:        To:       

Figure 1.2-1: Search Conditions area

### 1.2.1. Search by Proposal Number

To search by Proposal Number, the user must enter a valid 7 digit Proposal Number into the *Proposal Number* text box (Figure 1.2-1) that is within the user's Proposal List.

### 1.2.2. Search by Date Range

To search by date range, the user must enter a date prior to or the same as the date the proposal was officially received by the NSF in the *From* text box and a date the same as or after the date the proposal was officially received by the NSF in the *To* text box.

Both dates must be entered in the mm/dd/yyyy format. The mm/dd/yyyy format is composed of a 2 digit number month, then a 2 digit number day and then a 4 digit number year, each separated by a slash.

After filling in the desired search criteria the user may search by clicking the **Search** button (Figure 1.2-1). Any searches left blank will be skipped. To see all possible results again, leave both search field areas blank prior to clicking **Search**.

### 1.3. Sort within Proposal List and Status

To sort the proposal list (or search results), the user needs to complete the following steps:

1. View the Proposal List and Status (or search results) from the *Proposal Status* screen (Figure 1.1-3).
2. Click on the column header you wish to sort by. The proposal list (or results) may be sorted by any one of the following attributes: Division, Proposal Number, Performing Organization, Status, Status Date, Received by NSF, Requested Amount, or Program Officer.
3. The direction of the sort (ascending or descending order) may be reversed by clicking on the same column heading again.

### 1.4. Export List in Excel

The user can choose to export (open or save) all pages of the displayed proposal list (or search results) as a single Microsoft Excel spreadsheet.

To open or save the proposal list (or search results), as a spreadsheet the user needs to complete the following steps:

1. View the Proposal List and Status (or search results) from the *Proposal Status* screen (Figure 1.1-3).
2. Scroll to the bottom of the search results.
3. Click on the **Excel** link under *Export Options*.
4. If given option by browser, click on **Open** to immediately view the spreadsheet without saving for future reference, or click on **Save** or **Save As** to choose a location to save the document to be opened later.

## 2. Proposal Detail

### 2.1. View Proposal Detail

To view the details and detailed status of an individual proposal, the user needs to complete the following steps:

1. View the Proposal List and Status (or search results) from the *Proposal Status* screen (Figure 1.1-3).
2. Click on the link for the desired proposal in the *Proposal Number* column (Figure 2.1-1).

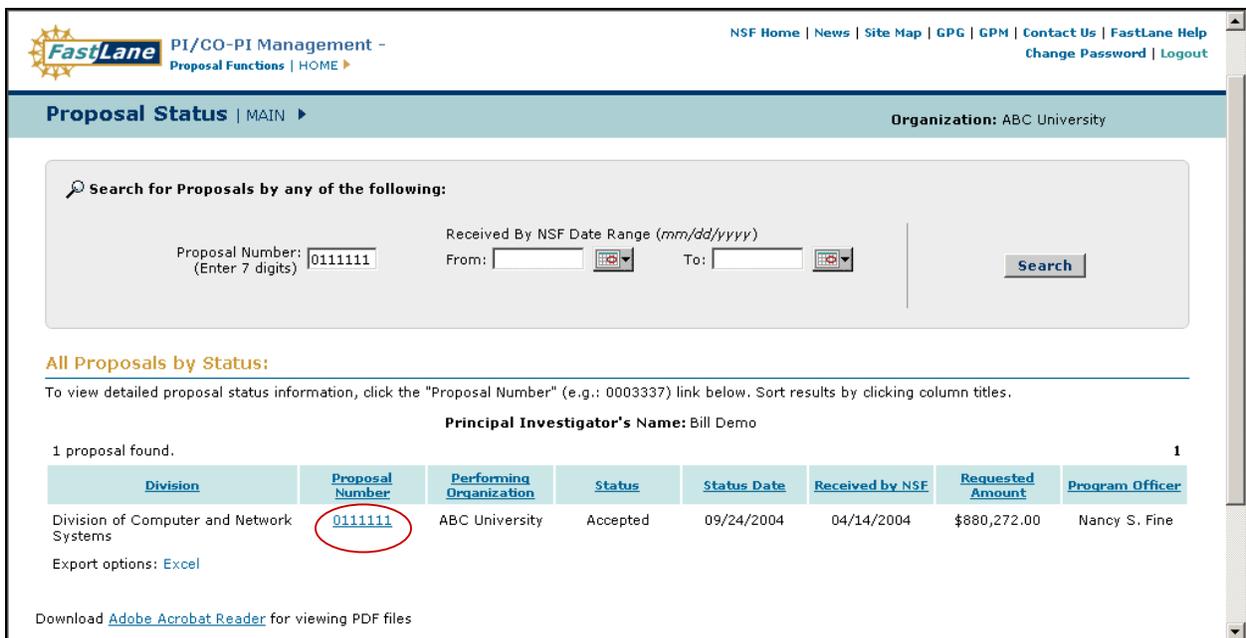


Figure 2.1-1: Portion of the *Proposal Status* screen

3. Scroll to view the *Proposal Information* section, *NSF Program Information* section, *Proposal Status* section, *Reviews* section, *Site Visit Report* section (when available), and *Context Statement* section (when available) (Figure 2.1-2).

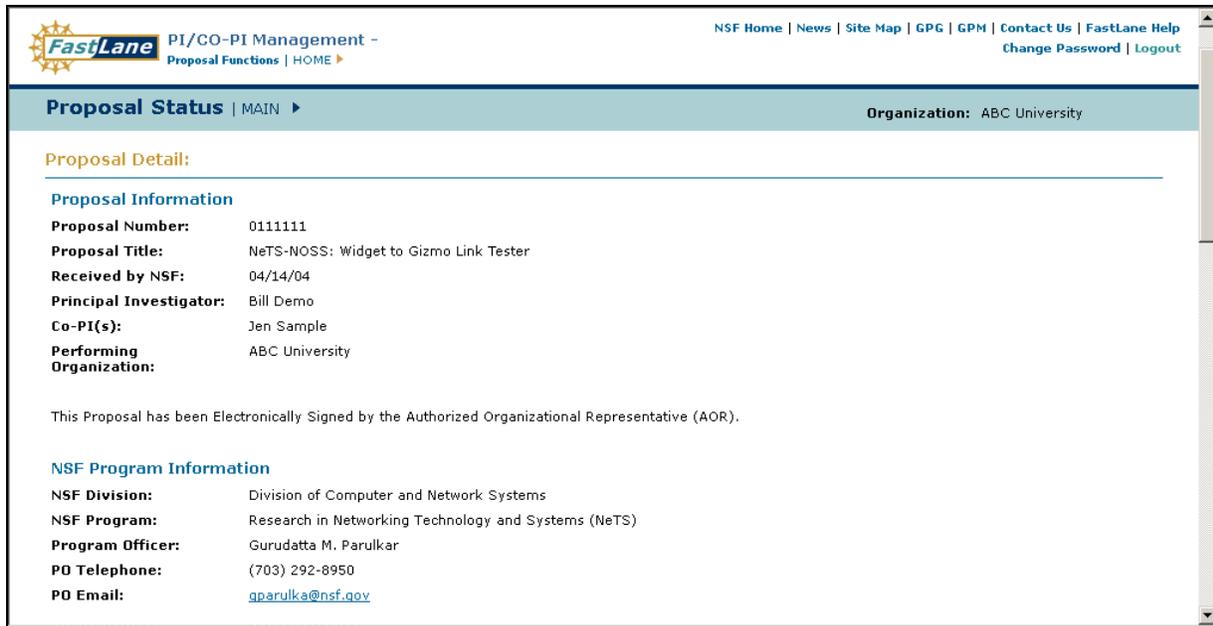


Figure 2.1-2: Proposal Detail screen

## 2.2. View Panel Summary or Proposal Review(s)

To view the Panel Summary or Proposal Review(s) that have been released to the user by the NSF Program Officer, the user needs to complete the following steps:

1. View the Proposal Detail (Figure 2.1-2).
2. Scroll down to the Reviews section (Figure 2.2-1).

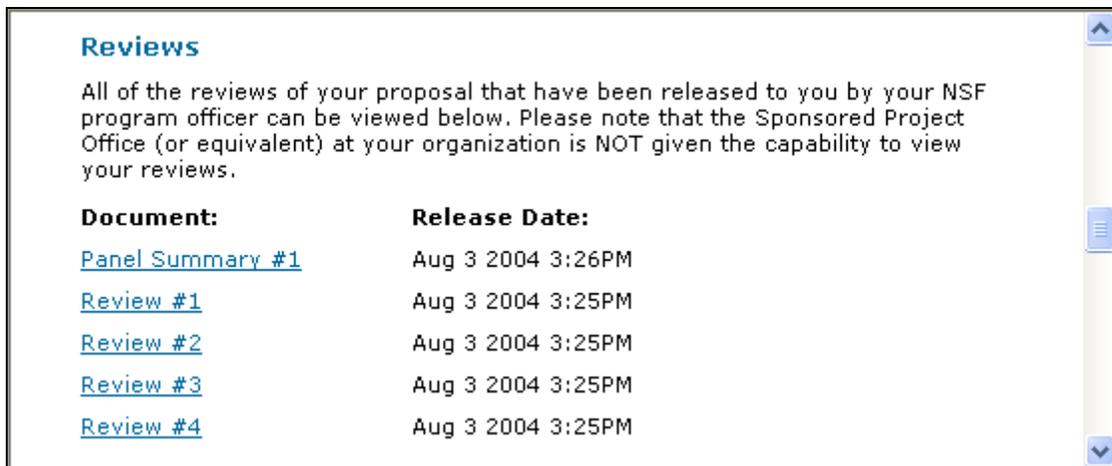


Figure 2.2-1: Reviews section of the Proposal Detail screen

3. Click on the desired Panel Summary or Review link.
4. From the *Panel Summary* screen (Figure 2.2-2) scroll to view the *Proposal Number*, the *Panel Summary* section (Proposal Summary, Intellectual merit, Broader impacts, and

Recommendation), and *Panel Recommendation*.

OR

From the *Review* screen (Figure 2.2-3) scroll to view the *Proposal Number*, *Performing Organization*, *NSF Program*, *Principal Investigator*, *Proposal Title*, *Rating*, and *Review* including the *Summary Statement*.

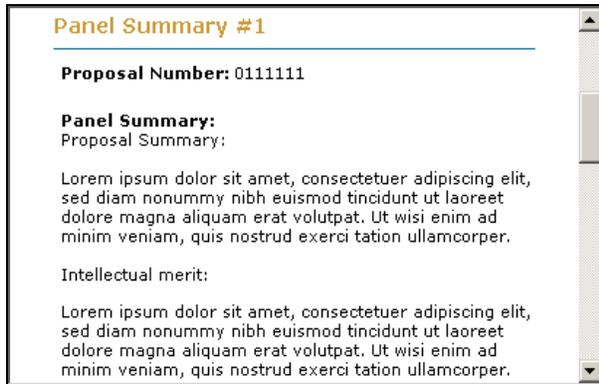


Figure 2.2-2: *Panel Summary* screen

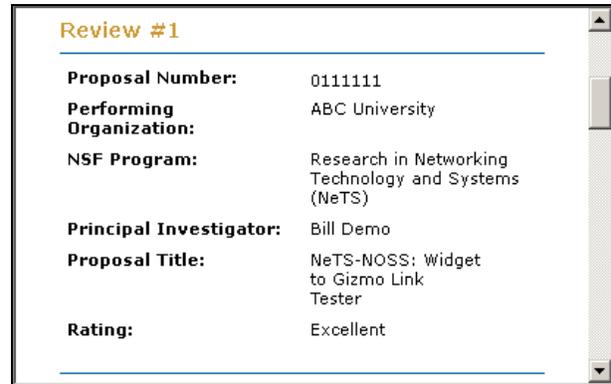
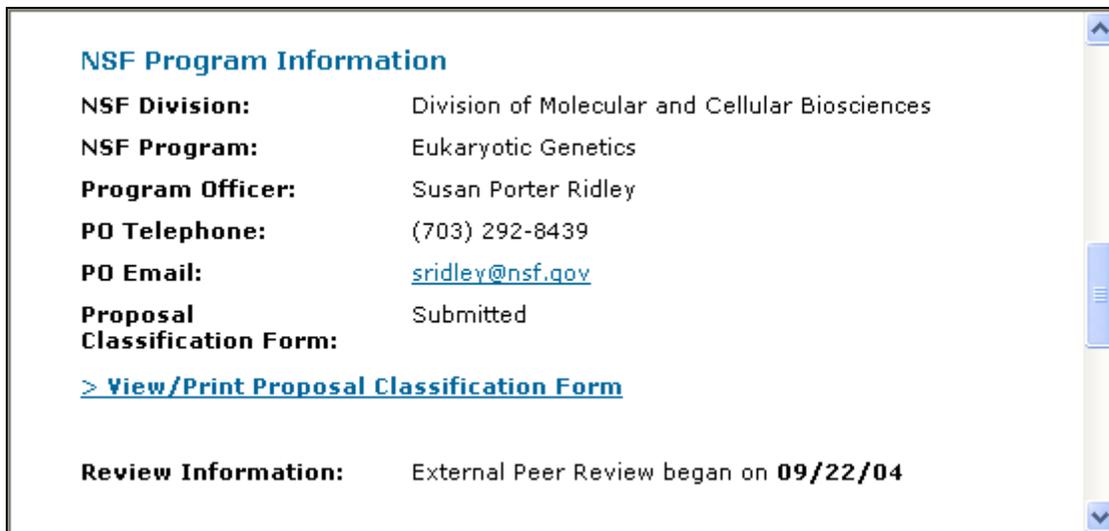


Figure 2.2-3: *Review* screen

### 2.3. View Directorate of Bio. Sciences Proposal’s Proposal Classification Form

When applicable, to view the Proposal Classification Form submitted by the user as a PDF document for a Directorate of Biological Sciences Proposal, the user must complete the following steps:

1. View the Proposal Detail (Figure 2.1-2).
2. Scroll down to the Proposal Classification Form section (Figure 2.3-1).



**NSF Program Information**

**NSF Division:** Division of Molecular and Cellular Biosciences

**NSF Program:** Eukaryotic Genetics

**Program Officer:** Susan Porter Ridley

**PO Telephone:** (703) 292-8439

**PO Email:** [sridley@nsf.gov](mailto:sridley@nsf.gov)

**Proposal Classification Form:** Submitted

[> View/Print Proposal Classification Form](#)

**Review Information:** External Peer Review began on **09/22/04**

Figure 2.3-1: NSF Program Information section of the Proposal Detail screen

3. Click on the [> View/Print Proposal Classification Form](#) link.
4. Click on **Open** to immediately view the PDF without saving for future reference, or click on **Save** or **Save As** to choose a location to save the document to be opened later.

**NOTE:** Adobe Acrobat Reader or equivalent PDF viewing program is required to open a PDF document. A link for downloading this program is available at the bottom of the FastLane screen whenever a link to a PDF document is present.