



FastLane

PROPOSALS, AWARDS AND STATUS USER GUIDES

Accessing Functions: Log In and Password Change

User Guide

November 2005

Version 1.0

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Overview

The Proposals, Awards and Status module of FastLane is the primary NSF applicant interface. All its functions are intended for the use of Principle Investigators (PI's) and for Co-Principle Investigators (Co-PI's), and a few of them are accessible by Other Authorized Users (OAU's). The module can be used to access the following permission-based functions:

- **Proposal Functions**
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- **Award and Reporting Functions**
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System
 - Supplemental Funding Request
- **Change PI Information**

These functions are not discussed in detail in this user guide, but many of them are covered in subsequent user guides.

To gain access to this module, the user must have an account with the appropriate permissions for accessing at least one of the functions listed above. The user must log in each time he or she wishes to access the system. The user must also change his or her password at least every 365 days (or 120 days for users with Financial Functions permissions).

1. Log In

1.1. PI/Co-PI Log In

For the PI or Co-PI, the user needs his or her Last Name, Social Security Number (actual SSN or pseudo-SSN assigned at account creation), and Password. The user must also acknowledge the Rules of Behavior each time he or she changes his or her password (including during the user's first log in).

To access Proposals, Awards and Status, the user must complete the following steps:

1. From the FastLane home page, click on Proposals, Awards and Status using the main navigation bar (Figure 1-1).

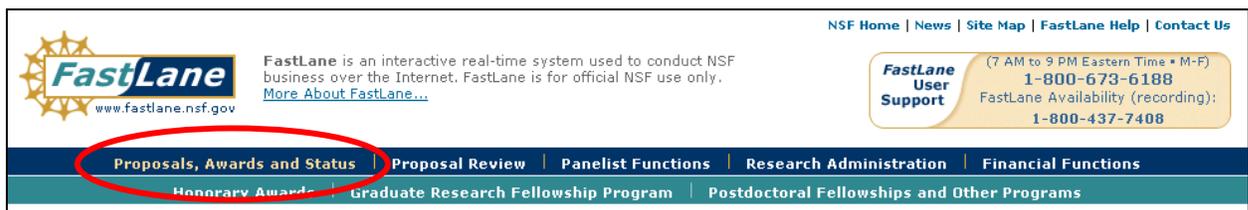


Figure 1-1: FastLane Home - Main Navigation

2. In the PI/Co-PI Log In (Figure 1-2), enter the Last Name, SSN, and Password.

▶ Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update

▶ Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System
 - Supplemental Funding Request

▶ Change PI Information

PI/Co-PI Log In

Last Name: Demo

SSN: *****
[Privacy Act](#)

Password: *****

Log In

[Forgot Password?](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name: pieta

OAU SSN: *****
[Privacy Act](#)

OAU Password: *****

Proposal ID: 9000050

Proposal PIN: ****

Select One: Proposal Preparation
 Revised Proposal Budget
 Proposal File Update

Log In

Log In by Award Number

Award Number: 0000337

OAU SSN: *****
[Privacy Act](#)

Award PIN: ****

Select One: Project Report

Log In

Figure 1-2: *Proposals, Awards and Status Log In* screen

3. Click **“Log In”** on the *Proposals, Awards and Status* screen (Figure 1-2).
4. In the following situations, the user must acknowledge Rules of Behavior and change his or her password before being admitted access to the system:
 - a. The user logs in for the first time following the account creation (by another user).
 - b. The user self-registers through Postdoctoral Fellowships or Other Programs.
 - c. The user chooses to reset his or her password following a warning after log in informing the user that his or her password will expire in 10 or fewer days.
 - d. The user, after a successful log in using an un-expired password, selects the Change Password link from the navigation.
 - e. The user logs in using an expired password. (A password expires 365 days after being set for most users. Passwords expire after 120 days for Financial Functions users.)
 - f. The user logs in after having FastLane reset his or her password through the “Forgot Password” or “Password Rest” link.
 - g. The user logs in after an NSF administrator has reset his or her password.
 - h. The user, prior to log in, clicks on “Change Password” link and logs in from the “Password Change” page. This link may be found on the left hand side of the Proposals, Awards and Status threshold page.

See Password Change on page 9 for detailed instructions on acknowledging Rules of Behavior and changing passwords.

1.2. OAU Log In by Proposal ID

For the Other Authorized User (OAU) Logging In by Proposal ID, the user needs his or her Last Name, Social Security Number (actual SSN or pseudo-SSN assigned at account creation), and Password as well as the Proposal ID and Proposal PIN associated with the proposal he or she wishes to view, edit, revise, or update. The user must also acknowledge the Rules of Behavior (ROB) each time he or she changes his or her password (including during the user’s first log in).

To access Proposals, Awards and Status, the user must complete the following steps:

1. From the FastLane home page, click on Proposals, Awards and Status using the main navigation bar (Figure 1-3).

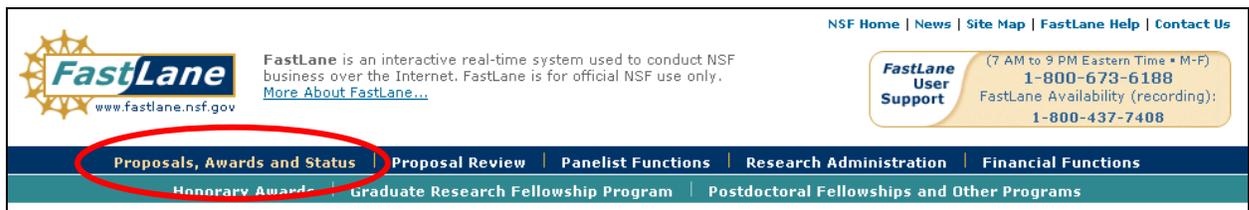


Figure 1-3: FastLane Home - Main Navigation

2. In the Other Authorized Users (OAU) Log In (Figure 1-4), enter the OAU Last Name, OAU SSN, OAU Password, Proposal ID, and Proposal PIN and select Proposal Preparation, Revised Proposal Budget, or Proposal File Update radio button.

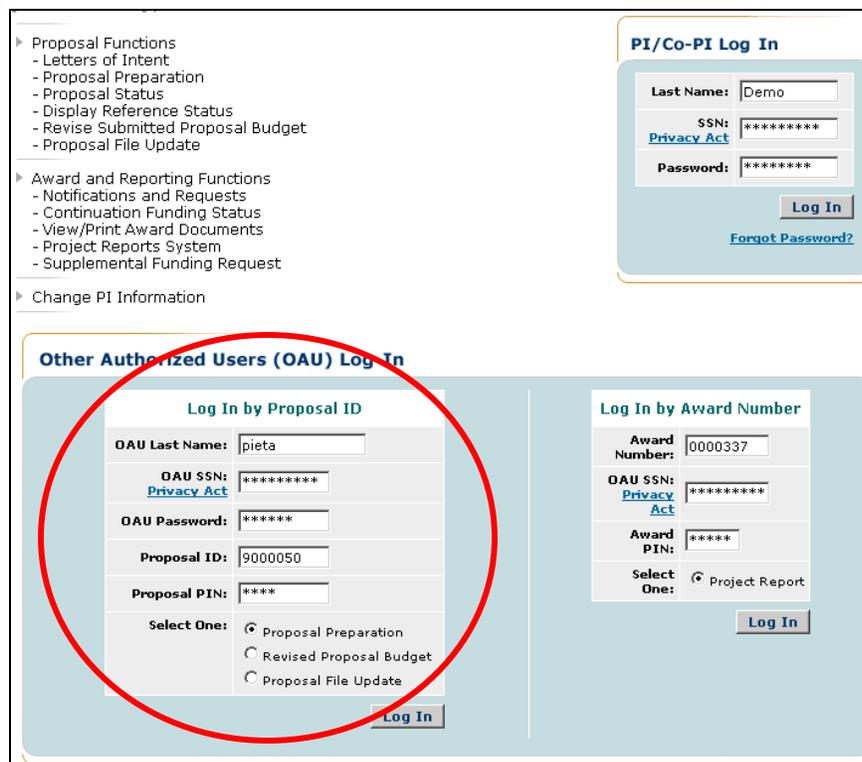


Figure 1-4: Proposals, Awards and Status screen

3. Click “**Log In**” on the *Proposals, Awards and Status* screen (Figure 1-4).
4. In the following situations, the user must acknowledge Rules of Behavior and change his or her password before being admitted access to the system:
 - a. The user logs in for the first time following the account creation (by another user).
 - b. The user self-registers through Postdoctoral Fellowships or Other Programs.
 - c. The user chooses to reset his or her password following a warning after log in informing the user that his or her password will expire in 10 or fewer days.
 - d. The user, after a successful log in using an un-expired password, selects the Change Password link from the navigation.
 - e. The user logs in using an expired password. (A password expires 365 days after being set for most users. Passwords expire after 120 days for Financial Functions users.)
 - f. The user logs in after having FastLane reset his or her password through the “Forgot Password” or “Password Rest” link.
 - g. The user logs in after an NSF administrator has reset his or her password.
 - h. The user, prior to log in, clicks on “Change Password” link and logs in from the “Password Change” page. This link may be found on the left hand side of the Proposals, Awards and Status threshold page.

See Password Change on page 9 for detailed instructions on acknowledging Rules of Behavior and changing passwords.

1.3. OAU Log In by Award Number

For the Other Authorized Users (OAU’s) Log In by Award Number, the user needs an Award Number for which the user is authorized to view a Project Report, an OAU Social Security Number (actual SSN or pseudo-SSN assigned at account creation), and the Award PIN associated with said award. The user must also acknowledge the Rules of Behavior (ROB) each time he or she logs in.

To access Proposals, Awards and Status, the user must complete the following steps:

1. From the FastLane home page, click on Proposals, Awards and Status using the main navigation bar (Figure 1-5).



Figure 1-5: FastLane Home - Main Navigation

2. In the OAU Log In by Award Number (Figure 1-6), enter the Award Number, the SSN, and the Award PIN.

Figure 1-6: *Proposals, Awards and Status* screen

3. Click “**Log In**” on the *Proposals, Awards and Status* screen (Figure 1-6).
4. Read the Rules of Behavior, and click on the “**I have read and accept the Rules of Behavior**” check box on the *Rules of Behavior* screen (Figure 1-7).

Figure 1-7: *Rules of Behavior* screen

5. Click “**Accept**” on the *Rules of Behavior* screen (Figure 1-7).

**Note: If you choose to decline the Rules of Behavior by clicking “Decline”, you will be logged out of the system. If you click “Accept” without clicking on the check box, you will receive an error message and be prompted to click on the check box.*

6. Please read the *Publicity, Patent Rights, and Privacy* screen then click “**Continue**” (Figure 1-8).

Publicity, Patent Rights, and Privacy

Throughout this system you will be given or offered (usually by clicking **Why?**) detailed explanations about the purposes for which the information we ask of you will be used. Most of the information you supply will be made available (over the Web or otherwise) to your community and the general public. However, demographic data on individual participants in the project will be held very closely to protect privacy. Where this system requests such data, we offer particularly detailed explanations about how it is intended to be used.

You should ensure that your project report contains no *Invention Disclosures* that might adversely affect patent rights in a subject invention under this award. For more information, consult the administrative office that handles patents and other intellectual property at your institution.

You may wish to review the *Official Privacy Act and Public Burden Statements* covering all information (except for demographic data on individuals) that NSF requests on proposal forms and project reports.

[Continue](#)

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

Last Modified: 04, 2001(MK)

Figure 1-8: Publicity, Patent Rights, and Privacy screen

2. Reset Password

A user who forgets his or her password can have the password reset as long as the user knows his or her Last Name, Social Security Number (actual SSN or pseudo-SSN assigned at account creation), and e-mail address that matches the e-mail address listed on his or her user account. To reset a password, the user must complete the following steps:

1. From the *Proposals, Awards and Status Log In* screen (Figure 1-2), click on the **Forgot Password** link.
2. Enter your SSN, Last Name, and E-Mail on the *Password Reset* screen (Figure 2-1).

NSF FastLane

Home News Comments nsf.gov

Password Reset

Social Security Number: [Privacy Act](#)

Your Last Name:

E-Mail:

Note: Self-reset of passwords by Financial Administrators and Financial Users is not allowed due to tighter security requirement. If you are a Financial Administrator or a Financial User, please contact appropriate person in your Sponsored Research Office who has password reset authority to reset your password for you.

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

Last Modified:
May 22, 2001 (RG)

Figure 2-1: Password Reset screen

3. Click **login** on the *Password Reset* screen (Figure 2-1).
4. Your temporary password will be sent to you via e-mail, and you will be required to acknowledge Rules of Behavior and change your password the next time you log in.

3. Password Change

When setting a new password, the user must first acknowledge Rules of Behavior (ROB).

To set a new password, the user must complete the following steps:

1. A password change may be initiated in any of the following ways:
 - a. The user logs in for the first time following the account creation (by another user).
 - b. The user self-registers through Postdoctoral Fellowships or Other Programs.
 - c. The user chooses to reset his or her password following a warning after log in informing the user that his or her password will expire in 10 or fewer days.
 - d. The user, after a successful log in using an un-expired password, selects the Change Password link from the navigation.
 - e. The user logs in using an expired password. (A password expires 365 days after being set for most users. Passwords expire after 120 days for users with Financial Functions permissions.)
 - f. The user logs in after having FastLane reset his or her password through the “Forgot Password” or “Password Rest” link.
 - g. The user logs in after an NSF administrator has reset his or her password.
 - h. The user, prior to log in, clicks on “Change Password” link and logs in from the “Password Change” page. This link may be found on the left hand side of the Proposals, Awards and Status threshold page.
2. Read the Rules of Behavior and click on the “**I have read and accept the Rules of Behavior**” check box on the *Rules of Behavior* screen (Figure 3-1).

RULES OF BEHAVIOR
Version#: 1.0 | Last Modified Date: 9/10/2005

To continue, you must accept the Rules of Behavior.

Please read the rules below, check the box and click the "Accept" button. Clicking the "Decline" button will take you to the Log In screen.

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

I have read and accept the Rules of Behavior.

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

[Privacy and Security](#)

Figure 3-1: Rules of Behavior screen

3. Click the “**Accept**” button on the *Rules of Behavior* screen (Figure 3-1).

**Note: If you choose to decline the Rules of Behavior by clicking “Decline”, you will be logged out of the system. If you click “Accept” without clicking on the check box, you will receive an error message and be prompted to click on the check box.*

4. Enter your current/old/temporary password (if requested), and a new password twice (once in each of the 2 text boxes) on the *Change Password* screen (Figure 3-2).

** Note: Passwords must be 6 to 20 characters in length, must contain at least 1 numeric and 1 alpha character, are not case sensitive, cannot be a repeat of one the previous 3 passwords, and expire every 365 days (120 days for users with Financial Functions permissions).*

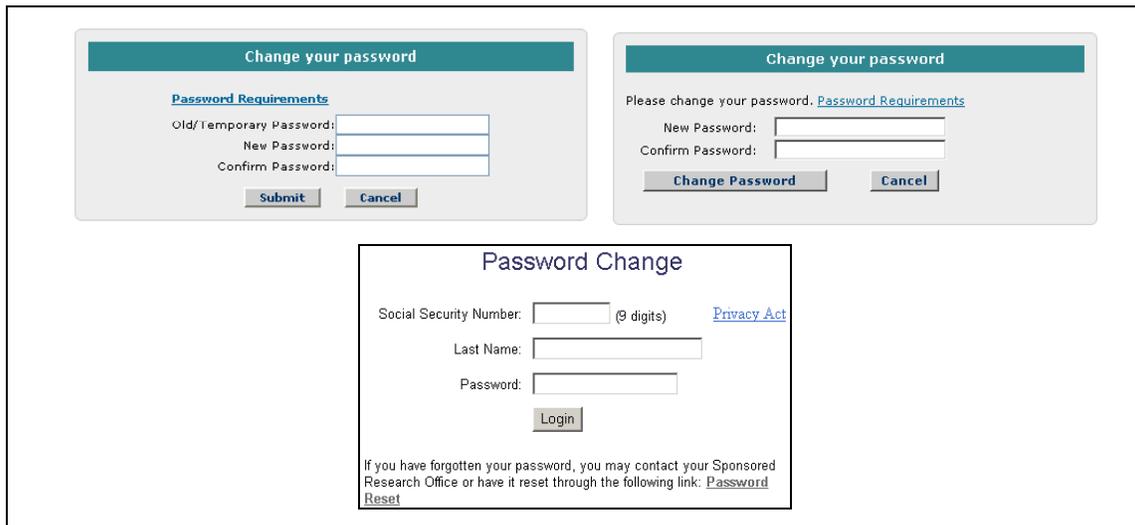


Figure 3-2: Change Password screen(s)

5. Click the button* on the *Change Password* screen to continue with the Password Change.

** Note: This button may be titled “Submit,” “Change Password,” or “Login.”*