Workshop #5
NSF’s FastLane

Office of Research and Creative Activities
FastLane

• Proposal submission and tracking system for the National Science Foundation (NSF)

• Anyone can be registered as a user. (see ORCA staff to register)

• Available at http://www.fastlane.nsf.gov
FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is more about FastLane...

**Quick Link**

- Registration Information
- Award Search and Funding Trends
- FastLane FAQs (Opens new Browser Window)
- Grants.gov FAQ (Opens new Browser Window)
- DEMONSTRATION SITE

**System Use Notification**

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.

**Advisories**

- 01/18/11 - Special Instructions for Institutions and Businesses etc.
- 01/14/11 - Special Instructions for Doctoral Dissertation Improvement grants
- 01/06/11 - Register for the NSF Regional Grants Conference, March 18-19, 2011
- 12/16/10 - Important Reminder Regarding Implementation of the new FastLane
- 04/08/10 - Early A.M. Outages: FastLane is unavailable briefly from
- 01/01/10 - Special Exceptions to the NSF Deadline Date Policy Due...
Most often you’ll choose “Proposal Functions”
Most often you’ll then click on “Proposal Preparation”
This page hold the P.I. demographic information. This can be updated or changed at any time (see the “Edit PI Information” button). To continue press the “Prepare Proposal” button.
The 1st time in FastLane the box labeled “Temporary Proposals in Progress…” won’t be there as you have no temporary proposals. One you’ve gone in and started a proposal this page will appear as above.

Note the “Allow SRO Access” button. Also note the “Proposal PIN” button.
This is your base screen. The entire proposal is linked and can be accessed from here. We’ll begin with the Cover Sheet.

A new temp. proposal number has been created.
Once the Program Announcement and NSF Unit are chosen click on the "Remainder of the Cover Sheet"

Make sure that the Awardee and Primary Place of Performance are filled in.
Enter the Title of your project

The Requested Amount will be populated from your budget. Enter the duration and Start date.
This is the middle portion of the cover page. This is where you can add Co-principal investigators to your proposal.
Check all appropriate boxes to the left. See your ORCA administrator for help if you have questions.
The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1392, Title 21, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Certification Regarding Nondiscrimination

By electronically signing the NSF Proposal Cover Sheet, the Authorized Organizational Representative is providing the Certification Regarding Nondiscrimination contained in Exhibit II-6 of the Grant Proposal Guide.

Certification Regarding Flood Hazard Insurance:

Two sections of the National Flood Insurance Act of 1968 (42 USC §4012a and §4106) bar Federal agencies from giving

1. community in which that area is located participates in the national flood insurance program; and

2. building (and any related equipment) is covered by adequate flood insurance.

By electronically signing the NSF Proposal Cover Sheet, the Authorized Organizational Representative or Individual Applicant certifies:

1. for NSF grants for the construction of a building or facility, regardless of the dollar amount of the grant, and

2. for other NSF grants when more than $25,000 has been budgeted in the proposal for repair, alteration or improvement of the building or facility.

Certification Regarding Responsible Conduct of Research (RCR)

By electronically signing the NSF Proposal Cover Sheet, the Authorized Organizational Representative of the applicant institution certifies that in the event a plan is in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research.

The undersigned shall require that the language of this certification be included in any award documents for all subawards at all tiers.

Authorized Organizational Representative (AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.
You’ll notice that the date your cover sheet has been saved is recorded. This will occur with each element of the proposal. Next we’ll do the Budget.
To create the 1st year, click on “Add Year.” “Year 1” will appear here.....

After we are done with the 1st Year, subsequent years can be added in the same way.
Senior Personnel Salaries go here. Faculty will use either the **Academic Months** column or the **Summer Months** column.

Complete the boxes for **Other Personnel** if there are to be any in your project.
The total Fringe Benefits to be charged is inserted here (use the Summary Sheet to find the total).

Equipment is any single item that would cost $5,000 or more.

At any time you can click on the “Calculate” button to have the sheet automatically total your budget.

Insert the amounts for Foreign or Domestic travel; trip details should be put on the budget justification page.
Participant Support Costs are those costs for anyone who is brought to campus or to the location of the project to participate. It is not meant for BYU student wages.

Fill in those boxes that are needed to describe your budget. Consultants and/or Subcontracts are entered here.

6. Other can be used for such things as tuition or health insurance, etc. These should be described in the Budget Justification page.

When you are done filling in Year 1 budget items click on the “Calculate” button to create a total.
MTDC stands for Modified Total Direct Costs; it is bureaucratic code to NSF for the way most universities calculate indirect costs.

BYU’s negotiated indirect cost rate is 50%, which should always be used unless a different rate has been approved by ORCA.

Press any of the “Calculate” buttons to generate the “Amount of this Request”.

Insert the Base number that Indirect costs will be calculated upon. Often this will be the same as Total Direct Costs. Check the BYU Summary Sheet or contact an ORCA administrator.

When you’re done with Year 1 press the “Back” button (it is a bit hidden on this view).
Year 1 is complete and the total is found here...

Years 2 through … whatever can be added in the same manner as Year 1.
Remember to do a Justification Page to describe the various elements of your budget.

When you are done click on the “Go Back” button.
The date you saved and exited the Budget is noted here…
Project Summary Page (2 options)

• Cut and past text, or type directly into the text box provided.

• Transfer file
  • Upload a PDF (recommended), .docx or .doc, .xlsx or .xls, .pptx or .ppt, .rtf, or .txt, or .wpd
Project Description

• Transfer file

  • Upload a PDF (recommended), .docx or .doc, .xlsx or .xls, .pptx or .ppt, .rtf, or .txt, or .wpd
Current and Pending Support

• Create a “New Form” for each each of the PI’s

• Even if there is no Current Support, there will always be this proposal that you are about to submit that should be included in the Pending Support.
Current and Pending Support

When done click the “Go Back” button.
Facilities, Equipment, and Other Resources

- The proposal author is given a series of text boxes, you can directly type, or cut and paste from another document, or upload a document. The acceptable file formats are the same as those under “Project Description”

- There is no set university generated document for this given the breadth and scope of BYU’s facilities.
Data Management Plan

• Proposals submitted to the NSF must include a supplementary document of no more than two pages labeled “Data Management Plan” (DMP).

• This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. Proposals that do not include a DMP will not be able to be submitted.

• A template is available on the ORCA website at http://orca.byu.edu/research/Forms.php
Using the funding solicitation

• The solicitation carries specific instructions about page length, font type, margins, etc.

• Also included is instruction on which forms are necessary and which ones can be ignored.

• Read and re-read the Funding Solicitation.
Submitting your proposal

• Click on the “Allow SRO Access” button

• There will be three options presented:
  
  • Allow SRO to View Only
    
    • Allows ORCA to view proposal (give suggestions)
  
  • Allow SRO to View and Edit
    
    • Allows ORCA to make minor edits (minor corrections)
  
  • Allow SRO to View, Edit, and Submit
    
    • Tells ORCA you are done with your proposal and want it submitted.
Final thoughts

• The signed BYU Proposal Summary Sheet and the notice that the SRO (ORC) has access to submit must be received by ORCA 3-5 days ahead of the sponsor deadline.