

NSF FastLane Helpful Information

FastLane Help Desk 1-800-673-6188
FastLane Availability 1-800-437-7408
FastLane Email Fastlane@nsf.gov

NSF FastLane Website: <https://www.fastlane.nsf.gov/fastlane.jsp>

NSF Proposal and Award Policies and Procedures Guide (as of 6/1/2007):
http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg

FastLane Help On-Line: <https://www.fastlane.nsf.gov/jsp/homepage/flhelp.jsp>

Rutgers Technical Assistance for FastLane

FastLane Passwords:

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Questions:

New Brunswick - Contact the Grant/Contract Specialist for your Dept or campus

Maryellen O'Brien	732/932-0150 x2111	obrien@orsp.rutgers.edu
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Camden – Sponsored Research Office 856/225-6249

Newark – Research Office 973/353-1537

All campuses - Mary Feldenkreiss 732/932-1050 x3015 felden@orsp.rutgers.edu

FastLane

Tips for Proposal Submission

revised 6/19/2007

- Effective June 1, 2007 - Proposal Margin and Spacing Requirements
The proposal must be clear, readily legible, and conform to the following requirements:
 - ▶ a. An Arial, Helvetica, Palatino (for Macintosh), Palatino Linotype (for Windows), Computer Modern (TeX only), or Georgia typeface, a black font color, and a font size of 10 points or larger must be used. (A Symbol font may be used to insert Greek letters or special characters; however, the font size requirement still applies.)
 - ▶ b. No more than 6 lines of type within a vertical space of 1 inch; and
 - ▶ c. Margins, in all directions, must be at least an inch.**NOTE: Times New Roman is NOT an acceptable font.**
- All PIs must be registered with FastLane and must have a FastLane Password before using the system. Contact ORSP (732-932-0150 x2113 or 2115).
- All CoPIs must be registered with NSF before they can be entered on a proposal. Co-PIs are added to proposals on the Cover Sheet by entering their Social Security Numbers or Email addresses. This must be done before they can be added to the budget. Any CoPIs will have access to the full proposal.
- If planning to submit a proposal to NSF, please notify the Grant/Contract Specialist for your dept. or campus-
New Brunswick Campus (732/932-0150), Camie Morrison-Camden Campus (856/225-6249) or Jackie Cornelius-Newark Campus (973/353-1538) of your intention to submit via FastLane at least 7 days before the proposal deadline.
- Fax, email or Allow SRO Access to the proposal budget for ORSP review at least 5 days before the proposal deadline.
- Using proposal entry forms:
 - ▶ The "OK" button means to save, while "GO BACK" exits screen and does not save.
 - ▶ On the budget page, click the "SAVE & CALCULATE" button to save and calculate before exiting
 - ▶ Most forms can be uploaded (transferred) directly into the FastLane system. PDF files will be created by FastLane.
 - ▶ Be sure that the Awardee Institution on the Cover Page of proposals from NB is 0026294000, from Camden-0047415000 and from Newark-0026310000.
- Print a copy of your completed proposal and review it before "Allowing SRO Access".
- After you click the "ALLOW SRO ACCESS" button to View, Edit and Submit, ORSP will assume that your proposal is ready for submission and a grant/contract specialist will submit your proposal to NSF. You will receive an email confirming submission from NSF.
- After the proposal has been submitted by ORSP, an endorsement form must be filled out and submitted to ORSP for sign-off.
- For specific directorates and programs, "GO" buttons may be added for additional forms required by NSF. EX: For Biology Programs upon proper completion of the Cover Sheet, a GO button will be added for the Proposal Classification Page. This form must be completed before submission.
- When submitting a pre-proposal, any form not required must have an N/A entered on the form. Then

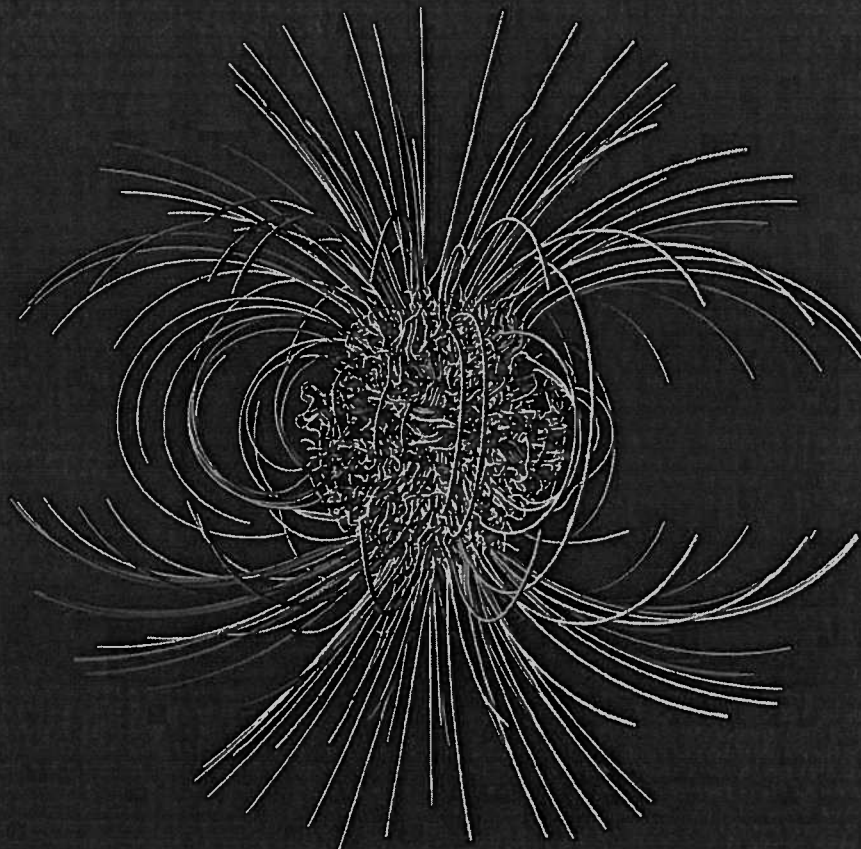
click the **OK** button to save.

- Subcontractors are entered in the Budget Section. Add New Organization and Change PI buttons are used to enter the information of the subcontracting organization and the subcontracting PI.
- Only the PI can begin a proposal or Allow SRO (Sponsored Research Office) Access to a proposal for submission.
- The Cumulative Budget (on the cover page) is calculated from the Budget year forms. It is not entered by the user.
- Always follow the NSF Guidelines in the Grant Proposal Guide and in the Program Announcement. Any authorized deviation must be documented under Deviation Authorization. Proposals have been rejected for incorrect font and margin size and for not adhering to the specified number of pages.
- As of 1/5/2001, Word Processing and PostScript files no longer need to be converted to pdf files for submission to FastLane. When files are uploaded (transferred) into FastLane, they will be converted automatically to pdf files. Please check them carefully for formatting, especially figures and diagrams.
- File upload procedure: 1. Click upload and Select your file; 2. Proofread the uploaded file; 3. Publish the file (if errors occur, try again after making corrections)
- When requested to send a Revised Budget, the revised budget must also be submitted via FastLane. Log in to PI/Co-PI Login under "Proposals, Awards & Status". Then click on "Proposal Functions" and "Revise Submitted Proposal Budget". Prepare budget and allow SRO Access for review and submission to NSF. Hard copy signatures by ORSP are still required.
- Beginning January 1, 2002, requests for PI Transfer, Change of PI, and Addition of Subaward must be submitted via FastLane. The PI must prepare and submit the request to ORSP or DGCA by allowing SRO Access.
- Effective October 26, 2001, a new procedure for linking collaborative proposals was instituted. The lead institution must be given the Temporary Proposal Numbers and assigned PINs from each collaborating institution. The numbers must be entered into the lead institution's proposal under "Link Collaborative Proposals".
- Effective October 1, 2002, the Withdrawal Process will be done electronically through FastLane. The PI initiates the request which is forwarded to the ORSP for submission to NSF.
- Effective October 1, 2002, Proposal File Updates will give organizations the ability to replace files associated with previously submitted proposals that were uploaded (transferred) into FastLane. This must be done before the review process has begun at NSF.
- As of August 6, 2004, all Letters of Intent are submitted electronically through FastLane.
- On June 27, 2005, NSF announced that it will begin receiving proposal submissions using Grants.gov. Use of Grants.gov is optional at this time.
- **Due to the increased volume of proposals, "Allowing SRO Access" to proposals must be done at least 5 days prior to the submission deadline to ensure on-time submission.**

[Return to ORSP Fastlane](http://orsp.rutgers.edu/Fastlane_tips.php)

THE NATIONAL SCIENCE FOUNDATION

PROPOSAL AND AWARD POLICIES AND PROCEDURES GUIDE



Part I - Proposal Preparation &
Submission Guidelines
GPG



APRIL 2007
EFFECTIVE JUNE 1, 2007
NSF 07-140

OMB Control Number: 3145-0058

Grant Proposal Guide

Summary of Significant Changes

Overall Document – Previously, the *NSF Grant Proposal Guide* (GPG) was a standalone document. It has now been incorporated as Part I of the new *NSF Proposal & Award Policies & Procedures Guide* (PAPPG). An Introduction precedes Part I of the Guide and contains updated sections, including:

- About the National Science Foundation;
- Foreword;
- Acronym list;
- Definitions and NSF-Grantee Relationships;
- Description of NSF Organizations; and
- NSF Organizational Chart (including hypertext links).

Part I contains NSF's proposal preparation and submission guidelines and currently consists of the GPG. The *NSF Grants.gov Application Guide* will be incorporated in the PAPPG at a later date.

The *NSF Grant Policy Manual* (GPM) has also been incorporated into the Guide as Part II and has been renamed the *NSF Award & Administration Guide* (AAG). Previous GPM references in the text of the GPG have been updated with references to the applicable AAG section. In addition, a Subject Index has been added to the GPG, internal references and links have been updated as necessary, and minor editorial changes have been made throughout the document to either clarify or enhance the intended meaning of a sentence or section.

Chapter I – Section A, NSF Proposal Preparation and Submission Mechanisms, has been revised to begin the GPG with a description of the two electronic mechanisms available to proposers in the preparation and submission of proposals to NSF – FastLane and Grants.gov. The title of Chapter I also has been changed to “Pre-Submission Information.”

Chapter I – Section E, Categories of Proposers, has been supplemented to clarify that the category “Universities and Colleges” is defined as institutions located and accredited in the US. The Federal Agencies category has also been supplemented to reflect that there are some unusual circumstances where other Federal agencies and FFRDCs may submit proposals directly to NSF. The cognizant NSF Program Officer makes the determination of whether the proposed project meets one of the list of exceptions provided in this section. Therefore, proposers who think their project may meet one of the exceptions should contact the cognizant Program Officer before preparing a proposal for submission.

Chapter I – Section F, When to Submit Proposals, has been updated with a new section on Special Exceptions to NSF's Deadline Date Policy. Should a natural or anthropogenic disaster temporarily prevent submission to NSF, proposers may request flexibility in meeting the announced deadline date by obtaining prior approval from the cognizant NSF Program Officer.

Chapter II – Section B.2, Proposal Margin and Spacing Requirements, has entirely new guidance which specifies the five fonts that may be used when preparing an NSF proposal. The page formatting section also has been revised to state that a standard, single-column format should be used in the body of the proposal.

Chapter II – Section C.1.e, Proposal Certifications, has been supplemented with additional proposal certifications. When the Authorized Organizational Representative electronically signs the proposal, they are now also submitting the Certification regarding Nondiscrimination (GPG Exhibit II-6 contains the full text of this certification) and, where applicable, the Certification regarding Flood Hazard Insurance. A description of both certifications is contained in this section.

Chapter II – Section C.2.a, Cover Sheet, has been revised to more closely follow the format of the Cover Sheet contained in FastLane and to provide explanatory information on each of the requested sections.

Chapter II – Section C.2.f, Biographical Sketch(es), has been clarified to emphasize that personal information should not be included on the Biographical Sketch or submitted with the proposal.

Chapter II – Section C.2.g, Budget, has been reorganized so that coverage in the GPG discusses the budget and allowability of costs from a budget preparation perspective and the AAG discusses it from an allowability and administration perspective. The cost principles that govern each type of awardee are included in this section as well.

Chapter II – Section C.2.g(i)(a), Salaries and Wages, has been clarified to show that individuals included on Lines A and B of the budget should be employees of the proposing organization. Compensation for consultants or subawardees, including salaries and wages, should not be included in that section of the budget. In addition, if it is anticipated that the proposer wants to provide salary compensation above the base salary (overload), that should be disclosed in the budget justification and must be approved in the NSF award notice. The salaries and wages policies contained in this section also apply to an independent institute or laboratory that employs college or university faculty on a part-time basis.

Chapter II – Section C.2.g(ii), Fringe Benefits, has been supplemented with further information on calculation of fringe benefits for different classes of employees.

Chapter II – Section C.2.g(v), Participant Support Costs, has been revised to show that for some educational projects conducted at local school districts, the participants are being trained as employees. If that is the case, the costs should be classified as participant support if a stipend or training allowance method is used.

Chapter II – Section C.2.g(vi)(a), Materials and Supplies, includes a definition and states that, for items that represent a substantial amount of the proposed materials and supplies line item cost, a cost estimate should be included in the proposal.

Chapter II – Section C.2.g(viii), Indirect Costs, has been supplemented with more detailed information on calculation and negotiation of applicable indirect cost rate(s), particularly for proposers that do not have a current negotiated rate agreement with a cognizant Federal agency. Further description is also included in the Exceptions to Basic Policy section.

Chapter II – Section C.2.g(xi), Cost Sharing, has been substantially revised to reflect the National Science Board's (NSB) decision to eliminate NSF program-specific cost sharing. In accordance with this NSB policy, there is no expectation by the Foundation that proposals submitted for funding will include cost sharing. In addition, there also has been a change to the previous statutory (1%) cost sharing requirement. In accordance with prior Congressional requirements, NSF required that each grantee share in the cost of research projects resulting from unsolicited proposals. The appropriations providing funds to NSF no longer contain this language and therefore, the statutory cost sharing requirement of 1% is eliminated.

Chapter II – Section C.2.j, Special Information and Supplementary Documentation, has been updated to expand information on the National Environmental Policy Act of 1969 (NEPA). Guidance also has been added on letters of support. Unless required by a specific program solicitation, letters of support should not be submitted with a proposal. If the solicitation does require them, the letters should be unique to the proposal submitted and cannot be altered without the author's explicit prior approval. Proposals that do not comply with these instructions may be returned without review.

Chapter II – Sections D.5 and D.6, Proposals Involving Vertebrate Animals and Proposals Involving Human Subjects, have been reorganized and the format synthesized with the requirements for human subjects and vertebrate animals contained in the SF 424 R&R form.

Chapter II – Section D.7, Proposals for Conferences, Symposia and Workshops, has been updated to reflect that costs associated with these types of proposal must be specifically and clearly identified in the proposed scope of work and budget and approved by NSF.

Chapter II – Section D.10, Support for Development of NSF Centers, is an entirely new section that describes NSF's support of various individual Centers and Centers programs. Proposers that would like to learn more about current or future NSF Centers are encouraged to contact the appropriate disciplinary Program Officer.

Chapter II – Section D.11, Support for Development of Major Facilities and Equipment, is another new section of the GPG that discusses NSF support for major research equipment and facilities construction. NSF depends on

the research communities to provide input for the planning, development, and implementation of Large Facility Projects.

Chapter II – Exhibits II-1 through II-7, had previously been located as appendices at the end of the *Grant Proposal Guide*. Since they relate to preparation of a proposal, they have been included as exhibits to Chapter II.

Chapter III – Section A, Review Criteria, has been supplemented with language reiterating that NSF strives to conduct a fair, competitive, and transparent merit review process. To aid proposers with understanding the NSF proposal and award process, a flowchart has been included as Exhibit III-1.

Chapter III – Section B, Selection of Reviewers, is an entirely new section that provides a description of the guidelines NSF uses for the selection of reviewers for proposals submitted to the Foundation.

Chapter IV – Section D, Reconsideration, has been expanded and, in order to maintain coverage of pre-award information in the GPG, the reconsideration information previously contained in the *Grant Policy Manual* has been moved to the GPG. When reconsideration by the cognizant Assistant Director/Office Head is requested, the timeframe to furnish the results of the reconsideration to the proposer has been revised to 45 days. GPG Chapter IV has also been renamed “Non-Award Decisions and Transactions.”

Chapter V – Section B, Accomplishment-Based Renewal, has been updated to show that accomplishment-based renewals are special types of renewal proposals that are appropriate only in certain circumstances. Investigators should contact the cognizant Program Officer before developing a proposal using this format.