

Create a Proposal File Update

STEP 1

1. On the **FastLane Home Page** screen, log in to **Proposals**, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

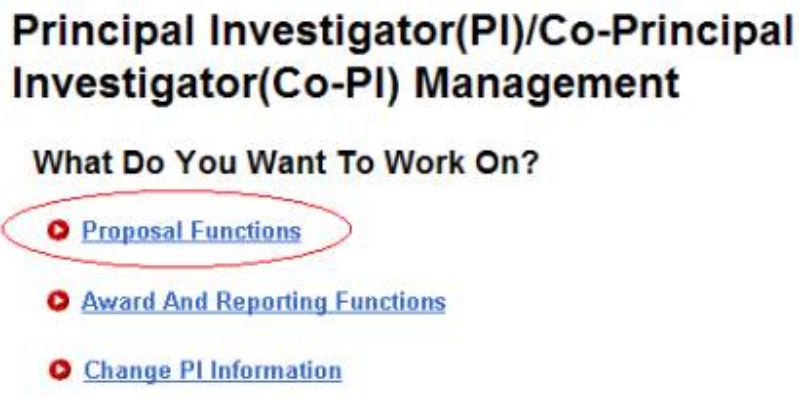


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The **Proposal Functions** link is circled.

2. Click **Proposal Functions** (Figure 1). The Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management **Proposal Functions** screen displays (Figure 2).

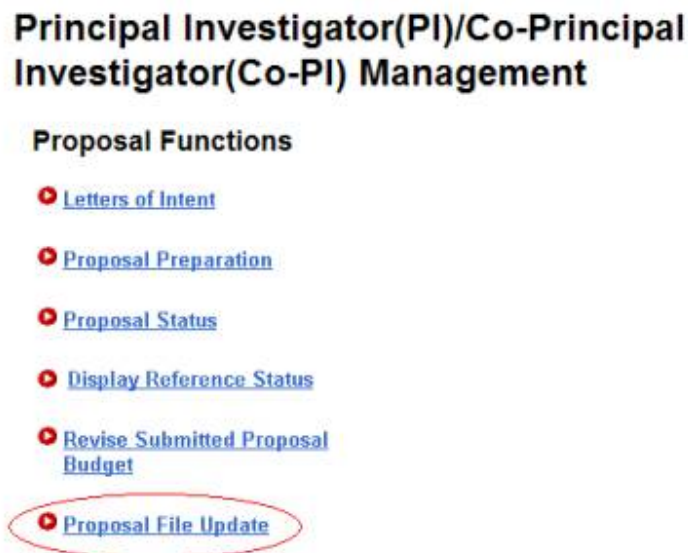


Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

3. Click Proposal File Update (Figure 2). The List of Proposals Eligible for Update screen displays (Figure 3).

List of Proposals Eligible for Update

Principal Investigator's Name: Alan Alphaman

Proposals are eligible for update after they have been submitted to the NSF but before they are sent to reviewers

(Click on the column title to sort by that column.)

Proposal ID	Received Date	Proposal Title
Select a Proposal to Work with:		
0420099	N/A	GPG 04-23 - Do NOT Delete
0420102	N/A	Test for Sept 1
0420108	N/A	Funds for Children of the Corn
0420115	N/A	this title put in by me prior to switch over to nsf 01-150

Figure 3 List of Proposals Eligible for Update screen. The Continue button is circled.

4. Highlight the proposal you want to work on in the List of Proposals Eligible for Update (Figure 3).

5. Click the Continue button (Figure 3). The Proposal Update Control screen for that proposal displays (Figure 4).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

There are no updates in progress for this Proposal.
Please click on the "Create Update" button to proceed.

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

Figure 4 Proposal Update Control screen for the selected proposal. The Create Update button is circled.

6. Click the **Create Update** button (Figure 4). The **Proposal Update Control** screen for the proposal displays (Figure 5).

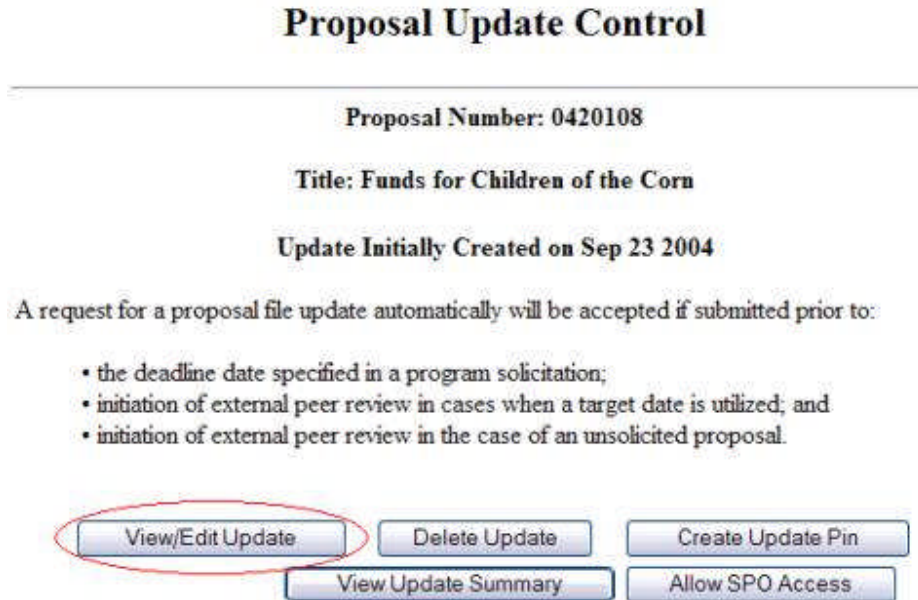


Figure 5 **Proposal Update Control** screen. The **View/Edit Update** button is circled.

7. Click the **View/Edit Update** button (Figure 5). The **Proposal Update Form Preparation** screen displays (Figure 6). This screen lists all the forms for the proposal; you can update any form.

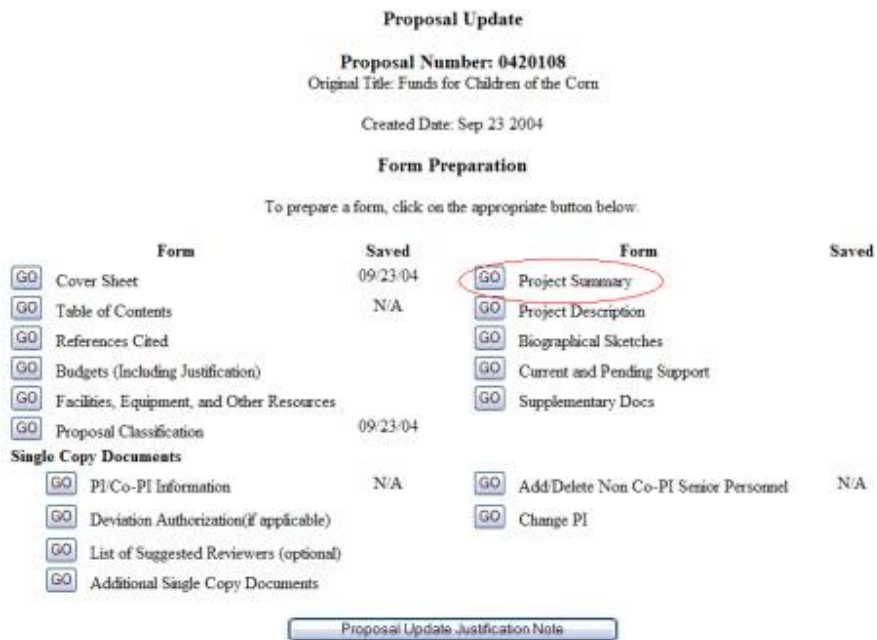


Figure 6 **Proposal Update** Form Preparation screen. The Go button for Project Summary is circled.

8. Click the **Go** button for the form that you want to **update** (Figure 6). See [Prepare Proposal Forms](#) for the instructions for any form.

9. Type or copy and paste text in the text box for the form or upload a new **file** to replace the old **file**. After you have accepted the uploaded form or saved the text in the text box, the **Proposal Update Form Preparation** screen displays (Figure 7). The **updated** form (the Project Summary in Figure 7 as an example) now displays in red and is marked as Changed with the date of the change.

Proposal Update

Proposal Number: 0420108
Original Title: Funds for Children of the Corn

Created Date: Sep 23 2004

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	09/23/04	<input type="button" value="GO"/> Project Summary (Changed)	09/23/04
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Supplementary Docs	
<input type="button" value="GO"/> Proposal Classification	09/23/04		
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorizations(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)			
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 7 **Proposal Update** Form Preparation screen. The **updated** form (circled) is in red and marked as Changed with the date of the change. The **Proposal Update Justification Note** button is circled.

10. Repeat Step 9 for any forms you want to replace.

11. Click the **Proposal Update Justification Note** button (Figure 7). The **Justification Note** screen displays (Figure 8) with a text box for entering the justification for the **Proposal File Update**.

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Please provide a justification for the requested form updates in the space provided below. Please note why you are requesting file replacement(s) and describe any changes between the original and proposed replacement forms.

Type your justification here.



Figure 8 Justification Note screen. The OK button is circled.

12. Type or copy and paste the Justification in the text box (Figure 8).

13. Click the **OK** button (Figure 8). A screen displays (Figure 9) with the message that the Justification Note has been saved.

Justification Note for the update has been saved.



Figure 9 Screen with the message that the Justification Note has been saved.

14. Click the **OK** button (Figure 9). The **Proposal Update Form Preparation** screen displays (Figure 7).

Now that you have provided a justification, go back to the Proposal Update Control screen and click on “Allow SPO Access.”

Proposal Update Control

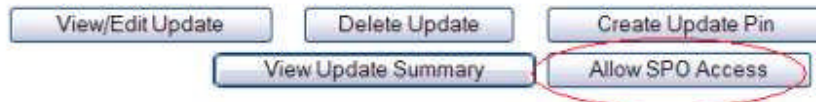
Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Initially Created on Sep 23 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.



Please confirm that you wish to grant access to the Proposal File Update 1 for Proposal No. 0420108. PIs may no longer edit an update after granting access to the SPO.



Click the **OK** button (Figure 2). The **Access to Proposal File Update Has Been Given to Your SPO** screen displays (Figure 3) with the message that the **SPO** has **access** to the Proposal File Update.

STEP 2

How do I Submit the Changes?

Go to <https://www.fastlane.nsf.gov/researchadmin/> and log in as the PI. Once you are logged in, you must go to the inbox where you will see 1 outstanding message. Click on the inbox and then follow instructions for submission.