

ELECTRONIC SIGNATURE SUBMISSION INSTRUCTIONS

1. On the FastLane Home Page (www.fastlane.nsf.gov), click **Research Administration**.

The screenshot shows the top navigation bar of the FastLane website. The 'Research Administration' link is highlighted with a red circle. Below the navigation bar, there is a 'Quick Link' section with four items: Registration Information, Award Search and Funding Trends, FastLane FAQs (Opens new Browser Window), and Grants.gov FAQ (Opens new Browser Window). To the right is an 'Advisories' section with four entries dated from 06/22/07 to 08/01/07, all mentioning changes to Social Security Number (SSN) use.

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FastLane
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

FastLane User Support (7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | **Research Administration** | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

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

Advisories

- 08/01/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/31/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/05/07** - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window)
- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

2. In the **Login** section, type the following information in the boxes (Figure 2):

- **Last Name**
- **NSF ID** (Your National Science Foundation Identification number)
- **Password**

3. Click the radio button for Research Administration (Figure 2).

The screenshot shows the 'Research Administration' login page. On the left, there is a list of permission-based functions. On the right, there is a 'Log In' form with fields for Last Name, NSF ID, and Password. Below the fields are radio buttons for 'Research Administration' (selected) and 'Submit EDI Proposals'. There is a 'Log In' button and links for 'Forgot Password?' and 'Lookup NSF ID'.

Research Administration

Login for the following permission based functions:

- ▶ Accounts Management
- ▶ Letters of Intent
- ▶ Proposals/Supplements/File Updates/Withdrawals
- ▶ Award Documents
- ▶ Forwarded/Submitted Revised Budgets
- ▶ Notifications & Requests
- ▶ Organizational Reports
- ▶ Project Reports
- ▶ Authorized Organizational Representative Functions

Log In

Last Name:

NSF ID: [Privacy Act](#)

Password:

Select one:

- Research Administration
- Submit EDI Proposals

[Forgot Password?](#)
[Lookup NSF ID](#)

4. Click the Login button (Figure 2). The Research Administration screen displays (Figure 3). On the Research Administration screen (Figure 4), click Authorized Organizational Representative Functions. The Authorized Organizational Representative Functions screen displays (Figure 5).



5. Authorized Organizational Representative Functions screen. The check box for signing a proposal is circled.

Click the check box next to the proposal you want to electronically sign.

Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays.

Electronic Signature Notice

Organization: University of California

Documents Selected To Sign

1 Document found.

1

Document Type	Proposal Award Number	Title
Proposal/Supplement	0413936	Modulation of Transmitter Release

CERTIFICATION INFORMATION

Certification for Authorized Organizational Representative or Individual Applicant:

By electronically signing the proposal, the individual applicant or the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge, and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding debarment and suspension, drug-free workplace, and lobbying activities (see below), as set forth in the *Grant Proposal Guide (GPG)*, NSF 04-23. **Willful provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).**

In addition, if the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of Grant Policy Manual Section S10; that to the best of his/her knowledge, all financial disclosures required by that conflict of interest policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of any funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.

Drug Free Work Place Certification

By electronically signing the NSF Proposal CoverSheet the Authorized Organizational Representative or Individual Applicant is providing the Drug Free Work Place Certification contained in Appendix C of the Grant Proposal Guide.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

- No
 Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

Certification Regarding Lobbying (GPG Appendix E)

This certification is required for an award of a Federal contract, grant or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

Certification for Contracts, Grants, Loans and Cooperative Agreements

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 1352, Title 31, 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.

6. Electronic Signature Notice screen. The Debarment and Suspension Certification section is boxed, and the Sign button is circled.

7. In the **Debarment and Suspension Certification** section of the **Electronic Signature Notice** screen (Figure 2), click the radio button for Yes or No to indicate if you are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

If you answered **Yes**, type an explanation in the text box below the radio buttons.

8. Click the **Sign** button (Figure 2) to confirm your acceptance of the conditions. The **Confirmation** screen displays (Figure 3) with a message that the proposal has been signed.



The image shows a confirmation screen with a blue header bar containing the text "CONFIRMATION" and "The Following Documents Have Been Signed:". Below this is a table with three columns: "Document Type", "Proposal Award Number", and "Title". The table contains one row of data: "Proposal/Supplement", "0455558", and "PWL Testing Post Doc". Below the table is a blue link that says "Return to AOR Functions Main".

Document Type	Proposal Award Number	Title
Proposal/Supplement	0455558	PWL Testing Post Doc

[Return to AOR Functions Main](#)

9. Confirmation screen with a message that the proposal has been signed.