National Science Foundation
Office of International Science & Engineering
How to Apply to the East Asia and Pacific Summer Institutes for U.S. Graduate Students (EAPSI) via NSF FastLane

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How to Apply to the East Asia and Pacific Summer Institutes for U.S. Graduate Students (EAPSI) via NSF FastLane

These instructions have two parts: Part 1 for PIs (Applicants) and Part 2 for Writers of Letters of Reference.

Technical questions about how to apply in Fastlane should be directed to the Fastlane Helpdesk 800-673-6188; fastlane@nsf.gov). Programmatic questions (e.g. content) about how to apply should be directed to the EAPSI Helpdesk 866-501-2922 or eapsi@nsfsi.org

PART 1: Instructions for PIs

It is advised to have your *Project Description* (five page limit), *References Cited*, *Biographical Sketch*, *Data Management Plan* (two page limit), *Undergraduate and Graduate Transcripts*, *Official Statement of Current Enrollment and List of Current Semester Courses*, *Communication with Potential Host Researchers and Host Letter of Acceptance*, *Project Synopsis and Timeline*, each ready as a word processing or PDF file for uploading to FastLane. PLEASE REMOVE SECURITY SETTINGS ON ADOBE FILES UPLOADED INTO FASTLANE.

See the program announcement for details on the content/requirements for each of these parts of your proposal.

- Access the FastLane web site: http://www.fastlane.nsf.gov/.
- Click on Postdoctoral Fellowships and Other Programs.
- Click the *GO* button next to *I am an Applicant*.
- Click the *GO* button next to *East Asia and Pacific Summer Institutes*.
- Click the *GO* button next to *How to Apply*. Print out the instructions.
- Click the Back arrow on your Browser three times to return to the *NSF Postdoctoral Research Fellowships and Other Programs* screen.

Step 1: Individual Registration

- Click the *GO* button next to *Individual Registration*.
- After reading the statement 'RULES OF BEHAVIOR', check the box and click the *Accept* button.
- On the *New Individual Registration Request* screen, type in your personal information. All fields preceded with an asterisk are required.
- Click the *Submit* button.
- After confirming information, click the *Approve* button.

- Click the *Continue* button to complete registration.

- Once completed you will receive an e-mail from FastLane containing you name, pseudo SSN if you did not use an actual SSN, and password.

Step 2: Log In

- On the *Postdoctoral Fellowships and Other Programs* screen, click the *GO* button next to *PI/Co-PI Login Page*.
- Type your Last Name, Social Security Number (SSN) and Password and then click the *Login* button.
- The first time you login, you will be asked to change your password. Write it down and keep in a safe place.
- On the *What Do You Want to Work On?* screen, click on *Proposal Functions*.
- On the *Proposal Functions* screen, click on *Proposal Preparation*.
- On the *Principal Investigator (PI) Information* screen, scroll down and check your information. To update, click the *Edit PI Information* button and update. When complete, click the *Save Changes* button.

Step 3: Create a Proposal

- On the *Principal Investigator (PI) Information* screen, click the *Prepare Proposal* button.
- On the *Create New Proposal* screen, click the *Create Blank Proposal* button.

The *Form Preparation* screen appears showing the *Temporary Proposal Number* at the top of the screen. Should you need assistance, provide this number to the FastLane Help Desk (800-673-6188; fastlane@nsf.gov).

Note: The proposal's *Project Summary*, *Table of Contents*, and *Budget* will be automatically generated by FastLane.

You must start first with the *Cover Sheet*.

Cover Sheet

- Click the *GO* button next to *Cover Sheet*.
- Confirm that your family name and given name are both listed for both the *Awardee Organization* and *Performing/Research Organization*. The *Inst. Code* should begin with a "P".

- Click the *GO* button next to *Program Announcement*.
- Scroll down to and highlight *East Asia and Pacific Summer Institutes.*
- Click on *Select.* The next screen will show both the *Program Announcement* and the *NSF Unit Consideration: 1. OISE - GLOBAL SCIENTISTS & ENGINEERS*.
- Click the *Go Back* button at bottom of the page.
- Click the *GO* button next to *Remainder of the Cover Sheet*.
- Select *OK* button when you see "The Remainder of the Cover Sheet has been automatically filled in and saved". The *Form Preparation* screen will appear.

Project Description, **References Cited**, **Biographical Sketch,** and **Data Management Plan**

- Repeat the procedure described in this section to upload files for *Project Description, References Cited, Biographical Sketch*, and *Data Management Plan*.

- Make sure your proposal adheres to <mark>formatting requirements</mark>:

  - Font: Arial, Courier New or Palatino Linotype at a font size of 10 points or larger; Times New Roman or Computer Modern family of fonts at a font size of 11 points or larger
  - Margins in all directions are at least one inch
  - Paginate the proposal
  - No more than 6 lines of text within a vertical space of one inch
  - References cited; must include bibliographic citations only
  - Project Description cannot exceed 5 pages
  - Biographical Sketch cannot exceed 2 pages
  - Data Management Plan cannot exceed 2 pages

Do not include any additional materials. If your proposal does not meet formatting requirements or includes additional materials, it will be returned without review.

- Click the *Go* button next to *Project Description, References Cited, or Biographical Sketches***.**
- Click the *Go* button next to your name [for *Biographical Sketches*].
- Enter information or click the *Transfer File* button to upload a file. Include proposal title in the *Project Description*. Use the Biographical Sketch template.
- Click the *Browse* button and find your word processing file. Double click on it so it fills the box next to the *Browse* button.

- Click the *Upload File* button. The program will convert your word processing file into a PDF file.
- Click the *Proofread PDF* button.
- View the file then click on the X in the upper right corner.
- Click the *Accept* button if the file is OK or the *Cancel* button to begin the process again.
- Click the *Go Back* button.

Supplementary Documents

Each of the required documents is a separate document. Repeat the procedure described in this section to upload PDF versions of the following documents:

a. **Undergraduate and Graduate Transcripts** (must be included, even without current semester grades).
b. **Official Statement of Current Enrollment** (an email from department administrator stating that you are actively enrolled is sufficient).
c. **List of Current Semester Courses** (a screen shot from your university registrar's website is sufficient; course titles should be legible).
d. **Two Letters of Recommendation** (one recommendation must be from your current research advisor, academic advisor or Department Chair) submitted by recommenders directly in FastLane.
e. One-page **Project Synopsis and Timeline**
f. **Responsible Conduct of Research (RCR) Statement**.
g. If your proposal involves human subjects, include information on **Institutional Review Board (IRB) Approval or Exemption**.
h. If your proposal includes vertebrate animals, include statement on **Use of Vertebrate Animals.**
i. **Letter of Acceptance from Foreign Host Researcher** (email is sufficient). Letter of Acceptance must state:

  - Host has read the project description
  - Host is willing to host the student
  - Host has the resources, facilities and equipment to support the proposed research.

j. **Communication with Potential Host Researcher** (email is sufficient). Include all email correspondence with the host discussing the proposed research that confirms mutual commitment to the project.

- Click the *GO* button next to *Supplementary Docs*.
- Enter text for the Supplementary Documents or click the *Transfer File* button to upload a file.
- Click the *Browse* button and find your file. Double click on it so it fills the box next to the *Browse* button.
- Click the *Upload File* button. The program will convert your file into a PDF file.
- Click the *Proofread PDF* button.
- View the file then click the *X* in the upper right corner.
- Click the *Accept* button if the file is OK or the *Cancel* button to begin the process again.
- Click the *Go Back* button.

Add/Delete Letter of Recommendation Writers

- Click the *GO* button next to *Add/Delete Letter of Recommendation Writers*.
- Click the *Add* Recommendation button.
- Type in the information about the writer and assign a unique password to each reference.
- Click the *Add* Recommendation button to save the reference information.

The next screen will ask if you want to send this person an e-mail with the Temporary Proposal Number and the Password.

- Click either the *Yes* or *No* button.

If you select *No*, contact each Recommendation Writer directly and provide him/her with the Temporary Proposal Number and the Password.

It is recommended that you cut/paste and send each Recommendation Writer Part 2 of this manual – "Instructions for Writers of Letters of Recommendation "

- Use the *Go Back* button to return to the *Form Preparation* screen.

You can check the status of letters of reference by clicking on the *GO* button next to *Status: Letters of Reference* on the *Form Preparation* screen.

Note: <u>Do not submit your proposal until the two required letters of recommendation are submitted</u>.

Application Form

Fill out the application form completely with your personal information and information about potential hosts.

Click the *GO* button next to *Application Form*.

Fill in the form.

- Do not list a host unless you are willing to accept placement there.
- List up to three (3) host locations in order of preference (Australia, China, Japan, Korea, New Zealand, Singapore, or Taiwan).

Fill out the application form with your personal information and information about potential hosts. Please note that you MUST secure a statement of commitment from your first choice host researcher.

- Click the GO button next to Application Form.
- Fill in the form.
- Click the OK button to save.

Applicants to China

Potential host institutions for China Summer Institute participants are listed on the China page. Host institutions must be approved universities, research institutes, or government laboratories. Institutions not on the list will be considered on a case-by-case basis. You must first contact the Helpdesk to inquire about approval for the host institution. Non-Governmental Organizations (NGO's) are not eligible. **Hong Kong is not part of the EAPSI program.**

Step 4: Submit the Completed Proposal - Do not submit your proposal until you are certain that the two required letters of reference are submitted.

Print out all the forms to review the proposal.

- Click the *Print* button under *Navigation* on the right side of the *Form Preparation* screen or on the *Proposal Actions* screen.
- View and print the entire proposal by clicking the *GO* button next to *Print Entire Proposal*.
- When satisfied that all documents are within the page limits and print out well, return to the *Proposal Actions* screen using the *Go Back* button.
- Highlight your application in the upper box.

- Click the *Submit* button.
- The screen shows the question, *Are you sure you wish to proceed with submission?* Click the *Continue* button.

If some parts of the proposal have not been saved, they will be listed along with a *Go Back* button. Otherwise, the screen will state, *All required forms are saved, you can submit proposal*.

- Scroll down and read the information under *Certification for Authorized Organizational Representative or Individual Applicant*.
- Keep scrolling down and reading until the *Sign and Submit* button appears. Click the *Sign and Submit* button.
- The next screen will show your **official NSF proposal number. KEEP this number for reference in all future correspondence with NSF about your application**.

Note: If you do not see the *Submit* button on the *Proposal Actions* screen, click the *Allow SRO Access* button. Click the *GO button* next to *Allow SRO to view, edit, and submit proposal* and follow instructions below.

- Return to the FastLane homepage. Click on *Research Administration* (in the upper left corner of the screen).
- On the login screen, type your last name, SSN and password. Click the *Login* button.
- Click the *GO* button next to *Submit Proposal to NSF*.
- Highlight your application in the upper box. Click the *Submit* button.
- Scroll down the screen and review the Cover Sheet information.
- Continue scrolling down until you see the question, *Submit to NSF?*
- Click the *Yes* button.
- The next screen will show your official NSF proposal number. Use this number for all correspondence with NSF about your application.

====================Send to Reference Letter Writers=============

PART 2: Instructions for Writers of Letters of Recommendation

For information about the East Asia and Pacific Summer Institutes for U.S. Graduate Students (EAPSI), please see www.nsf.gov/eapsi.

Please submit your reference as soon as possible so that the student can submit their application before the deadline.

It is advised to have the text of your reference ready as a word processing file for uploading to NSF's FastLane system. If you need to contact FastLane please see www.fastlane.nsf.gov/contacts/contact_fl.jsp.

Please identify any potential Conflicts-of-Interest, such as personal or familial relationships with the applicant.

- Access the FastLane website: http://www.fastlane.nsf.gov/.
- Click on *Postdoctoral Fellowships and Other Programs*.
- Click the *Go* button next to *I am a Letter of Reference Writer*.
- Type your Last Name, the Temporary Proposal Number, and your Password. Click on the *Create/Submit Letter of Reference* button.
- The first time you login, you will be asked to change your password.
- Type the new password in both boxes. Click the *Save* button.

Step 1: Rating

- Click on *Step 1: Go* button.
- The screen for *Step 1: Rating* appears.
- Complete all sections.
- Click the *Save* button.

Screen appears stating the Rating has been saved.

A table shows
Step 1: Rating - Green saved
Step 2: Letter - Red not uploaded
Step 3: Reference - Red Not Submitted.

Step 2: The Letter

- Click the *Step 2: Go* button.

The upload screen for the *Step 2: Letter* appears.

- Click the *Browse* button.

- Find the word processing file for your letter and double click on it so it fills the box next to the *Browse* button.
- Click the *Upload* button.
- After the file has been uploaded, Proofread.
- Click the *Accept* button.

Screen appears stating that the Letter has been Uploaded.

A table shows
Step 1: Rating - Green Saved
Step 2: Letter - Green Saved
Step 3: Reference - Red Not Submitted.

- Click the *OK* button to continue.

Step 3: The Reference

- Click the *Step 3: Go* button.
- Type name into signature box.
- Click the *Submit* button.

Screen appears stating *Reference has been submitted*.

A table shows
Step 1: Rating - Green Submitted
Step 2: Letter - Green Submitted
Step 3: Reference - Green Submitted.

- Click the *OK* button to continue.
- Return to Reference.

Reference Status box will show *Green submitted* for all three steps.

Step 4: Exit Application

Leave application by clicking the *Go Back* button in the lower left corner of the screen.

Important Note: You must SUBMIT your application.

If you save but not SUBMIT, your application will not be received by NSF!

Document Preparation Checklist

Main Part	1	Project Description (no more than 5 pages, adhere to formatting requirements)	
	2	References Cited	
	3	Biographical Sketch (use template, no more than 2 pages)	
	4	Two Letters of Recommendation (one recommendation must be from your current research advisor, academic advisor or Department Chair) submitted by recommenders directly in FastLane.	
	5	Data Management Plan (typically a paragraph, no more than 2 pages)	
Supplementary Documents	6	One-page Project Synopsis and Timeline (use template)	
	7	Letter of Acceptance from Foreign Host Researcher (email is sufficient). Letter of Acceptance must state: Host has read the project description; Host is willing to host the student; Host has the resources, facilities and equipment to support the proposed research.	
	8	Communication with Potential Host Researchers (email is sufficient). Include all email correspondence with the host discussing the proposed research that confirms mutual commitment to the project.	
	9	Undergraduate and Graduate Transcripts (must be included, even without current semester grades).	
	10	Official Statement of Current Enrollment (an email from department administrator stating that you are actively enrolled is sufficient).	
	11	List of Current Semester Courses (a screen shot from your university's Registrar's website is sufficient).	
	12	Responsible Conduct of Research (RCR) Statement (use template, sign and date).	
	13	If your proposal involves human subjects, include information on Institutional Review Board (IRB) Approval or Exemption	
	14	If your proposal includes vertebrate animals, include statement on Use of Vertebrate Animals (use template, sign and date).	

Proposal submission deadline is 5:00 pm submitter's local time on Wednesday, November 9, 2011.

EAPSI Fellowship is an individual award – you are acting as your own Authorized Organizational Representative (AOR).

Please do not forget to electronically sign your proposal. Please don't forget to hit the **SUBMIT** button!