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Copy a Submitted Proposal

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

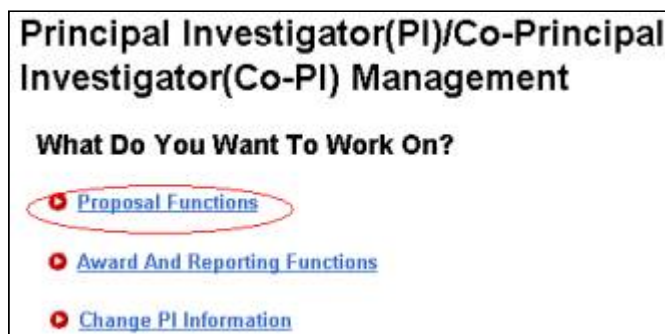


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

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 Preparation link is circled.

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: Effective January 14, 2013, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Revisions based on the NSB report have been incorporated into the Grant Proposal Guide (GPG), including the [Project Summary Section \(opens new window\)](#) and [Project Description Section \(opens new window\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The GPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

Name	Alan Alphaman		
Organization	National Science Foundation 4102852000		
Department	Information Systems		
Address	4201 Wilson Boulevard DIS ESB Arlington, VA 22230	Phone	(703) 292-7777
		Fax	(703) 292-9999
		E-Mail	gblock@nsf.gov
Country	US		

Gender	Male	Degree Year	2005
Citizenship	US citizen	Degree	MCE
Ethnicity	Hispanic or Latino		
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI. - Yes			

Figure 3 Principal Investigator (PI) Information screen. The View Submitted buttons are circled.

- Click either of the **View Submitted** buttons (Figure 3). The **Submitted Proposals** screen displays (Figure 4).

Submitted Proposals

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

Temp ID	Prop ID	Proposal Title	Status
X000709 - 0342137	- alan alphaman	- edi_4010_test_proposal	- Withdrawn
X000300 - 0201603	- alan alphaman	-	-
X000003 - 0073349	- alan alphaman	- edi_4010_test_proposal	-
7200391 - 0420099	- alan alphaman	- gpg 04-23 - do not delete	-
7200295 - 0420087	- alan alphaman	- mts 04022603	-
7200288 - 0420100	- alan alphaman	- richs sbir supplemental funding request	-
7200249 - 0420081	- alan alphaman	- sbir phase i: test for aftar #5	-
7200248 - 0420072	- alan alphaman	- sbir phase i: test for aftar #4	-
7200247 - 0420071	- alan alphaman	- sbir phase i: test for aftar #3	-
7200246 - 0420070	- alan alphaman	- sbir phase i: test for aftar #2	-
7200245 - 0420069	- alan alphaman	- sbir phase i: test for aftar #1	- Withdrawn
7200234 - 0420065	- alan alphaman	- career_nsf 02-111 testing	- Withdrawn

Figure 4 Submitted Proposals screen. The Copy button is circled.

- Highlight the proposal you want to copy from the **Submitted Proposals** list (Figure 4).

- Click the **Copy** button (Figure 4). If the proposal that is selected belongs to current GPG version , screen displays (Figure 5) a message that the proposal you selected is now copied to a new work in progress with a Temporary Proposal Number. If the proposal belongs to older GPG version, screen displays (Figure 5.1) a message that the proposal that you selected cannot be copied as it does not belong to current GPG. New Proposal can be created via "Prepare Proposal" process.



Figure 5 Screen with the message that the proposal is copied as a new proposal in progress with a Temporary Proposal Number. The OK button is circled.

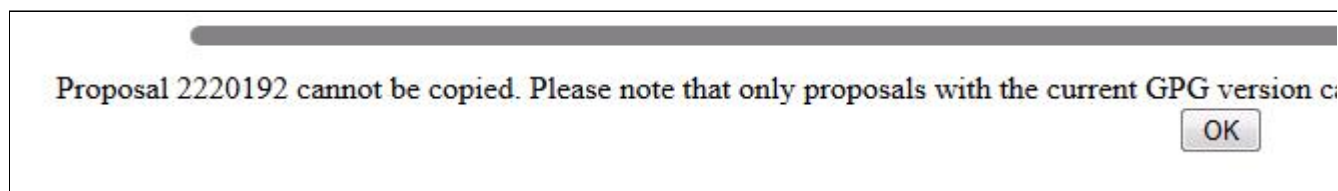


Figure 5.1 Screen with message that proposal cannot be copied as selected proposal does not belong to current GPG.

- Click the **OK** button (Figure 5 or 5.1). The **Submitted Proposals** screen displays (Figure 6).

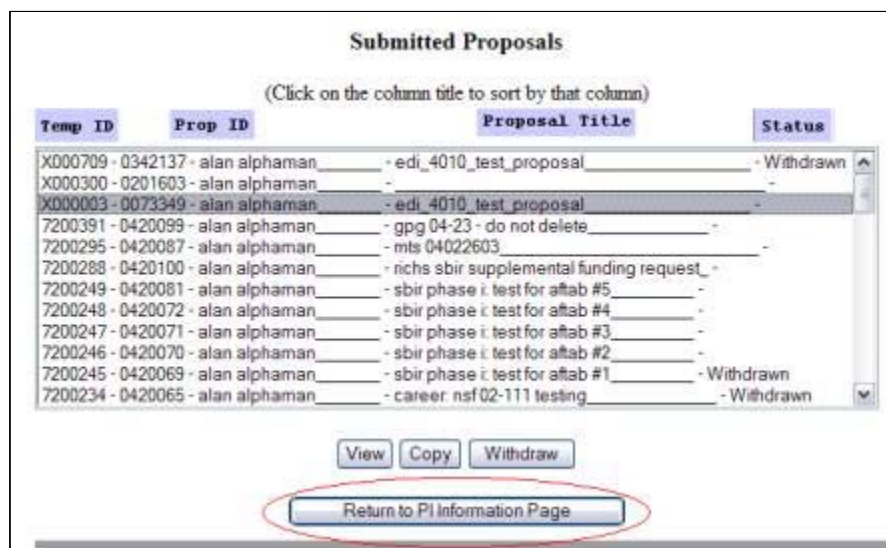


Figure 6 Submitted Proposals screen. The Return to PI Information Page button is circled.

- To edit the copied proposal, click the **Return to PI Information Page** button (Figure 6). The **Principal Investigator (PI) Information** screen displays (Figure 7).

Principal Investigator (PI) Information

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Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI. - Yes			

Figure 7 Principal Investigator (PI) Information screen. The Prepare Proposal buttons are circled.

9. Click one of the **Prepare Proposal** buttons (Figure 7). The **Proposal Actions** screen displays (Figure 8).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

6963171 - STTR Phase I	▲
6963170 - SBIR Phase I	▼
6963169 - EDI_4010_TEST_PROPOSAL	
6963167 - SBIR Phase I: SBIR Phase 1	
6963166 - SBIR Phase I:5th SBIR Proposal	▼

Create New Proposal

Figure 8 Proposal Actions screen with the newly copied proposal highlighted. The Edit button is circled.

10. Highlight the copied proposal in the **Temporary Proposals in Progress** list (Figure 8).

11. Click the **Edit** button (Figure 8). The **Form Preparation** screen displays (Figure 9) for the copied proposal. See [Prepare Proposal Forms](#) for instructions on how to work on all the forms in the **Form Preparation** screen.

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<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)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	
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 Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 9 Form Preparation screen for the copied proposal.

See also:

- [Create a new proposal](#)
- [Create a template for a proposal](#)
- [Create a new proposal from a template](#)
- [Edit a proposal](#)
- [Assign a PIN to a proposal](#)
- [Check a proposal for completeness](#)
- [Allow or Remove SPO access to a proposal](#)
- [Delete a proposal template](#)