Creating a proposal in Fastlane

1). Once you are logged on to Fastlane click on the **Proposal Functions** link;

2). Next click on the **Proposal Preparation** link;

3). Click on the **Prepare Proposal** button;

4). Click on the **Create Blank Proposal** button; (when returning, use the Edit button)

5). Click on the **GO** button beside **Cover Sheet**;

6). Click on the **GO** button beside **Program Announcement**, and select **the appropriate opportunity number** from the list, and then select a Unit if appropriate.

* From this point on, always use the **GO BACK** button at the bottom of the page, as using any other way to move around in the form will remove previous steps you have completed (I learned this the hard way).

7). Click on the **GO** button beside **Awardee Organization/Primary Place of Performance Selection** (you will not be able to complete the form until you do)

8). Click on the **GO** button beside Remainder of the **Cover Sheet**. Fill in the title, budget (without commas) and duration, requested starting date.

Enter the NSF ID numbers (or email addresses) for your CO-PI from the subaward (this is needed now so that they will appear as personnel in the budget).

When you have finished entering information on this page, click on the OK button, and then click on the **GO BACK** button.

9). Click on the **GO** button beside **Budgets**. Click on the Add Year link below University of Idaho, select 1, and then click on the Add button. Repeat this to add remaining years.

10). Click on the **GO** button beside **Add/Delete Non Co-PI Senior Personnel** (located in the lower right side of the Proposal Preparation page). You will be able to add Advisory Panel members and others here by entering their names. This will cause their names to appear in the **Biographical Sketches** section so their CVs can be uploaded.

11). Click on **Funds** for **Year 1**. This will take you inside the budget.   You will enter the budget year by year for each of the categories. When you get to the section for Indirect Costs, you will be able to enter just those direct costs that allow indirect costs, and the form will auto calculate the indirect costs for you.

12). Click on the link beside Year to add the **Budget Justification**. Click on the **Transfer File** button near the bottom of the page. Using the Browse button, locate your file, and click on the **Upload File** button. The Fastlane system will convert your file to a PDF. Click on the **Proofread PDF** button to view your file, and then click on the **Accept** button. Use the **GO BACK** button to return to the budget section of your NSF proposal. (I will send further instructions for setting up the subaward budget on Fastlane).

13). Using the method above, you will be able to click on the **GO** button beside all of the remaining sections of your proposal.

14). From the Proposal Actions page, please select the **Allow SRO Access button** (instructions are in separate document).

Assigning a PIN if when you have a DGA/Editor assisting you

After you have set up the information on the Cover Sheet, use the Go Back button to return to the Proposal Actions page. From there, you will see a button 'Proposal PIN' located below and to the right of the Temporary Proposal list.

Click on the 'Proposal PIN' button and type in any four or five digit number you choose. Retype it in the second box and then click 'OK'.

Click on the 'Go Back' button.

In the list of Temporary Proposals you will see the number for your proposal. Send that number and the PIN number to your DGA or Editor. They will be able to use those to log in on the same page that you did in the section labeled 'Log In by Proposal ID' (Be sure your SPA has set up an NSF account for your DGA/Editor so they will have an NSF User ID and password).