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_co_principal_investigator_management.png)

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_co_principal_investigator_management_proposal_functions.png)

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

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

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

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

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/co... 11/6/2013
6. 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.](image)

**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.

![Proposal 2220192 cannot be copied. Please note that only proposals with the current GPG version can be copied.](image)

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

7. 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.](image)

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

8. To edit the copied proposal, click the **Return to PI Information Page** button (Figure 6). The **Principal Investigator (PI) Information** screen displays (Figure 7).
9. Click one of the Prepare Proposal buttons (Figure 7). The Proposal Actions screen displays (Figure 8).

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.

![Form Preparation Screen](https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/co... 11/6/2013)

**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](#)