



## Submitting a SBIR/STTR Phase I Proposal in FastLane

The Phase I SBIR solicitation and STTR solicitation explain what information should go into the proposal. The following steps will walk through the process of submitting a proposal to FastLane, NSF's electronic submission system. Remember to submit your proposal early. Fastlane will not accept proposals after 5:00 pm submitter's time. The time zone of the submitting company is set during online registration in Research.gov.

ADA & 508 Compliance Assistance - Please Call the FastLane Help Desk at 1-800-673-6188.

### 1. Application Overview

#### Do you have the required registrations?

Before you can register your small business with NSF and prepare/submit a proposal - you MUST register your company to do business with the U.S. government through the System for Award Management (SAM). When you register in SAM, you'll have to share your company's "DUNS number" and bank account information.

You'll also have to have an original, signed notarized letter stating that you are the authorized Entity Administrator before your registration will be activated. The SAM.gov registration process is free and takes only 10-15 minutes to initiate but can take **up to one month to complete**. SAM registration expires after one year and must be updated annually.

Once your company is registered in SAM, you are able to register the organization with NSF in Research.gov. Only after registering with Research.gov can you login to FastLane and begin preparing your proposal. (SBIR and STTR proposals are not accepted in Research.gov).

Companies submitting SBIR or STTR proposals to the Federal government must also register with the Small Business Administration's Company Registry.

[Dun and Bradstreet Data Universal Numbering System \(DUNS\)](#)

[System for Award Management \(SAM\)](#)

[Small Business Administration \(SBA\) Company Registry](#)

[NSF Research.gov](#)- register company, Principal Investigator (PI) and Authorized Organizational Representative (AOR)

For SBIR applicants with subawardees and all STTR applicants, the subawardee should be registered in SAM. If the sub awardee organization is NOT registered in SAM, the principal investigator (PI) or a representative at the subawardee organization can call the [research.gov](#) or FastLane Help Desk. NSF will manually register them as an institution in the NSF system.

#### Register a New Organization

Organizations must be registered with the National Science Foundation (NSF) to submit proposals using NSF's systems. Before a new organization can register with NSF, it must first be registered in the System for Award Management (SAM - <https://www.sam.gov>) and have a DUNS number. Note that completion of the SAM registration process may take up to one month.

Follow the step-by-step process below to register a new organization in Research.gov.

#### How do I register a new organization with NSF?

- Open [Research.gov](#)
- Click "Sign In" located at the top right of the screen.
- Enter your NSF ID and password and click "Sign In."
- Click "My Profile" located at the top right of the screen.
- Click "Add New Role" from the left navigation bar.
- Click "Add Organizational Role" located in the "Add and Manage Organizations" box.
  - Note: If an organization is new to NSF, you must start the process by setting yourself up as the Administrator for the new organization. You must have an NSF account to start this process. The system will automatically detect that the organization is new and will walk you through setting up the organization and Administrator role.

### Add a New Role

For NSF ID ooogoo84

Welcome to the Add a New Role page. Here you can:

- Request one or more user roles
- Register a new organization by clicking on the "Add Organizational Role" button
- Get more information about a role category by clicking on the role details link below each button

For help and more information go to the [About Account Management](#) page

Select one to work on proposal and award activities.

**Prepare Proposals and Manage Awards**

Principal Investigator (PI) / co-Principal Investigator (co-PI), Postdoctoral Fellowship Investigator

**Add Investigator Role**

[Principal Investigator role details](#)

**Add and Manage Organizations**

Administrator (Admin), Authorized Organizational Representative (AOR), Sponsored Projects Officer (SPO), View Only User

**Add Organizational Role**

[Organizational role details](#)

**Manage Financials in Award Cash Management Service (ACM\$)**

Awardee Preparer, Awardee Certifier, Awardee Financial Representative

**Add Financial Role**

[Financial role details](#)

**Register as a Graduate Research Fellowship Program (GRFP) Official**

Coordinating Official (CO), Alternate Coordinating Official (Alt.CO), Financial Official (FO)

**Add GRFP Official Role**

[GRFP role details](#)

- Enter your organization is not already registered with NSF, a message will display to confirm that the organization is not found in NSF systems and you will be able to register the organization and become the first Administrator

Add a New Role to Add and Manage Organizations

1. Find Organization    2. Add Information    3. Choose Role(s)    4. Review    5. Confirmation

**⚠ Organization Not Registered:** This organization is not registered with NSF. You will be required to register as an Administrator on Step 3. If you believe your organization is already registered, please contact your Sponsored Projects Office or equivalent.

**Find Organization**

Enter DUNS number [What is a DUNS number?](#) [How can I find my DUNS number?](#)

079724686

OR

Select from your Organization and DUNS number list

Select One

Select	DUNS Number	Organization	Organization Contact(s)	Registered with NSF <a href="#">?</a>
<input checked="" type="radio"/>	079724686	PEREZ, EDUARDO A	EDUARDO A PEREZ <a href="#">See all (1)</a>	No

**Helpful Tip:** If a new organization is registered with NSF without an Administrator, the first user to request a role will become the organization's first Administrator.

- Enter your contact information for the Administrator role, add your organization's information, and then click "Next." (Figure 3)
- Notice the "Administrator" role is pre-selected. Click "Next." (Figure 4)
- Review your organization's information for accuracy and click "Submit." (Figure 5)
- The request to register your organization with NSF will be forwarded via email to your organization's SAM points of contact for their information only. The SAM points of contact will **not** need to approve the request. (Figure 6)

Add a New Role to Add and Manage Organizations

1. Find Organization ✓    2. Add Information    3. Choose Role(s)    4. Review    5. Confirmation

**Add Information**

The contact information will be used for all communications when performing in approved roles for this organization

\* Required

**Your Contact Details**

\* Work Phone  \* Work Email [?](#)

**Organization Details**

* Organization Short Name <input type="text"/>	* Organization Type <input type="button" value="Select One"/>	* Time Zone <a href="#">?</a> <input type="button" value="Select One"/>
* Organization Phone Number <input type="text"/>	Organization Fax Number <input type="text"/>	* Organization Email <input type="text"/>

## Add a New Role to Add and Manage Organizations

1. Find Organization ✓    2. Add Information ✓    3. Choose Role(s)    4. Review    5. Confirmation

Due to your selected organization, you will be registered for the following role:

Administrator (Manage Roles)

Previous

Next

## Add a New Role to Add and Manage Organizations

1. Find Organization ✓    2. Add Information ✓    3. Choose Role(s) ✓    4. Review    5. Confirmation

### Review

#### Your Contact Details

Organization Name: PLATING FOR ELECTRONICS, INC.

Role: Administrator

Work Email: RRWemail@RRWemail.com

Work Phone Number: 1111111111

#### Organization Details

Organization Short Name: 123

Organization Type: Work Through 12th Grade (Public, State)

Time Zone: America/Phoenix (GMT-7:00)

Organization Phone Number: 1231231231

Organization Fax Number:

Organization Email: 123@123.com

Previous

Submit

## Add a New Role to Add and Manage Organizations

1. Find Organization ✓    2. Add Information ✓    3. Choose Role(s) ✓    4. Review ✓    5. Confirmation

✓ Success - your request has been forwarded to the point(s) of contact below. Check the status of this request on the [View My Roles](#) page.

Show 5 ▾

Point(s) of Contact	POC Type
STEPHEN DAVINO	SAM POC
CORIE DAVINO	SAM POC

[Continue to My Profile >](#)

[Add Additional Roles >](#)

**Helpful Tip:** Once an organization is registered with NSF, any updates to organizational information must be made by an organizational Administrator in the FastLane Research Administration module.

## Add a New Role to Add and Manage Organizations

1. Find Organization ✓    2. Add Information ✓    3. Choose Role(s)    4. Review    5. Confirmation

Choose Role(s)

Select all roles that apply. [What are these roles?](#)

Administrator (Manage Roles)  
 Authorized Organizational Representative - AOR (Submit Proposals)  
 Sponsored Projects Officer - SPO (View/Edit Proposals)  
 View Only (View Reports)

It is recommended that the Principal Investigator also register as an "Authorized Organizational Representative – AOR" for the organization. The PI creates and uploads all proposal components to FastLane and the AOR formally submits the proposal to NSF. Only PIs with AOR privileges can submit the proposal. Failing to register as an AOR is not a valid excuse for missing the solicitation deadline.

## 2. Create Proposal

### Formatting Instructions

- 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 size of 11 points or larger
- A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters, but the text must still be readable.
- No more than six lines of text within a vertical space of one inch.
- Margins, in all directions, must be at least an inch.
- Proposers are strongly encouraged to use only a standard, single-column format for the text.

### Create Proposal

Go to the FastLane home page at <https://www.FastLane.nsf.gov>. Select the **Proposal, Awards & Status** link on the top (blue) menu bar.

The screenshot shows the FastLane homepage with the following elements:

- Header:** FastLane logo, subtext "FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only.", and links to "NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us".
- Top Navigation Bar:** Includes "FastLane User Support" with phone numbers (1-800-673-6188 and 1-800-437-7408), and a note about availability (7 AM to 9 PM Eastern Time • M-F).
- Main Navigation:** "Proposals, Awards and Status" (highlighted in blue), "Proposal Review", "Panelist Functions", "Research Administration", "Financial Functions", "Honorary Awards", "Graduate Research Fellowship Program", and "Postdoctoral Fellowships and Other Programs".

On the right side of the page, click "Sign In to FastLane/Research.gov"

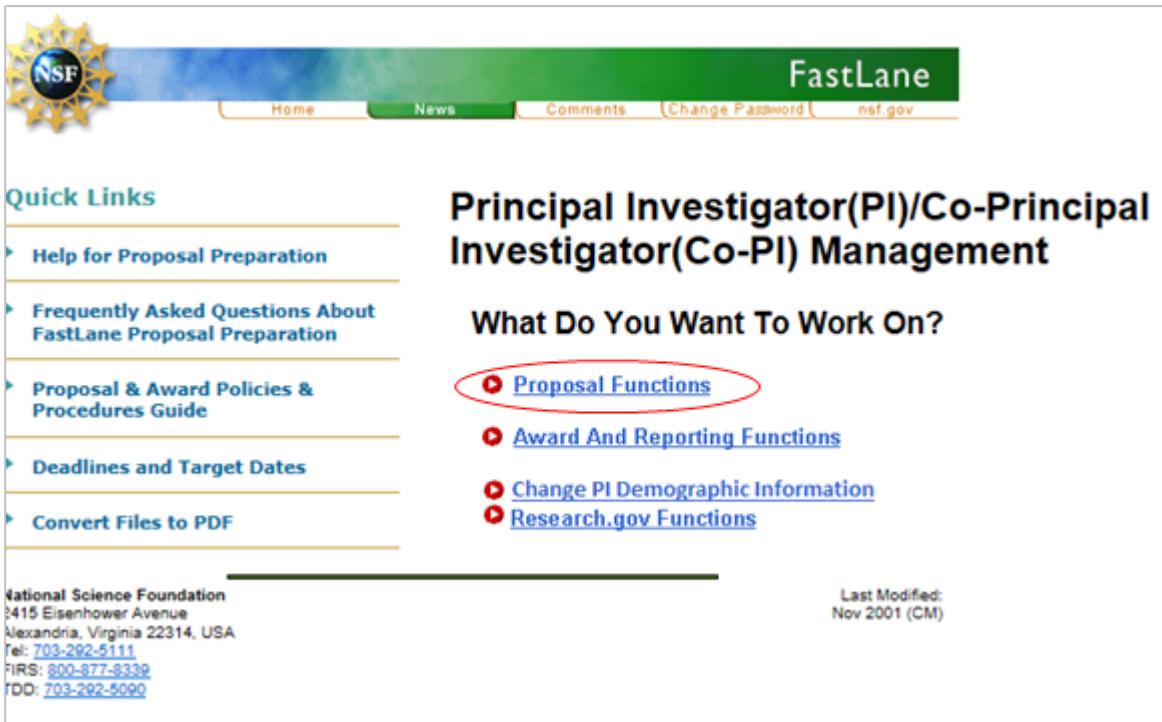


You will be taken to Research.gov Sign In page. Fill in Sign In information (NSF ID and Password) in the "NSF User Sign In" box on the left side of the screen. **Note: The Principal Investigator (PI) for the proposed Phase I project MUST login and prepare the proposal**

The screenshot shows the "NSF User Sign In" page with the following fields:

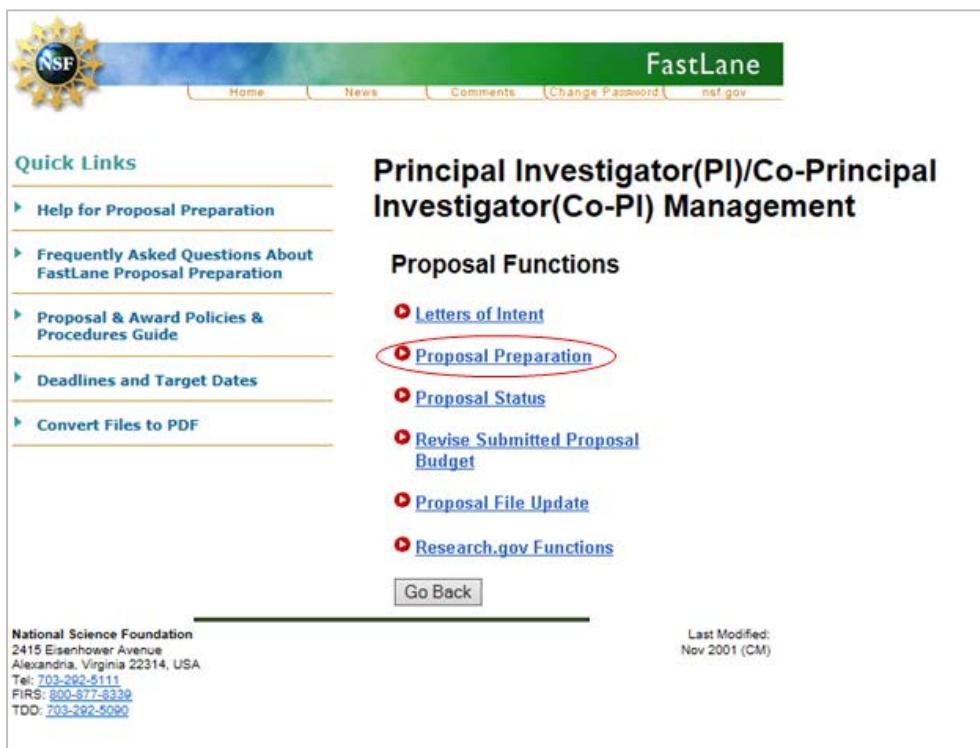
- Left Side:** "NSF ID" input field with "Forgot? / Look Up NSF ID" link, "Password" input field with "Forgot Password" link, and a "Sign In" button.
- Middle Column:** A "or" button separating the two sign-in methods.
- Right Side:** "Organization Credentials" section with a dropdown menu for "Pick Your Organization" and a "Sign In" button. Below it is a note: "Don't see your organization listed? Learn more / Register for InCommon".
- Bottom Left:** "New to NSF?" link with "Register" sub-link.
- Bottom Right:** "Sign in for NSF Staff" link.

On the Principal Investigator (PI)/Co-Principal Investigator (CO-PI) Management screen, select “Proposal Functions”



The screenshot shows the FastLane interface for PI/Co-PI management. On the left, there's a 'Quick Links' sidebar with links like 'Help for Proposal Preparation', 'Frequently Asked Questions About FastLane Proposal Preparation', 'Proposal & Award Policies & Procedures Guide', 'Deadlines and Target Dates', and 'Convert Files to PDF'. The main content area has a large title 'Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management'. Below it is a section titled 'What Do You Want To Work On?' with several options: 'Proposal Functions' (which is circled in red), 'Award And Reporting Functions', 'Change PI Demographic Information', and 'Research.gov Functions'. At the bottom left, there's contact information for the National Science Foundation, and at the bottom right, a note saying 'Last Modified: Nov 2001 (CM)'.

On the **Proposal Functions** screen, click “Proposal Preparation”



This screenshot shows the 'Proposal Functions' section of the FastLane interface. It includes a sidebar with 'Quick Links' and a main content area with a title 'Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management'. Under 'Proposal Functions', the 'Proposal Preparation' link is circled in red. Other listed functions include 'Letters of Intent', 'Proposal Status', 'Revise Submitted Proposal Budget', 'Proposal File Update', and 'Research.gov Functions'. A 'Go Back' button is at the bottom, and a note about last modification is at the bottom right.

On the **Principal Investigator (PI) Information** screen, check the PI information for accuracy. You may choose to update or edit the PI information by selecting the “Edit PI Information” button. You cannot change the PI here. Once finished, click the “Prepare Proposal” button.

[PI information](#)

Once you select to prepare your proposal, the "Proposal Actions" screen appears.

Scroll down past the **Temporary Proposals in Progress** section to the **Create New Proposal** section at the bottom, and click on the "SBIR Phase I" or "STTR Phase I" button.

FORM: FastLane.AIPropSel

General-PI~ Dickensx

**NAVIGATION**

Create New Proposal

Create Blank Proposal

**SBIR Phase I**   **SBIR Phase II**   **STTR Phase I**   **STTR Phase II**

Go Back

### Form Preparation

At the top of the **Form Preparation** page will be the text **Forms for Temp Proposal #** - this number will be used as a reference throughout the preparation process. When your FastLane Contact/SPO finally submits your proposal to NSF, your proposal will be assigned an official NSF proposal number, the first two digits of which will match the fiscal year in which the proposal was submitted (e.g. proposals submitted between October 1, 2018 and September 30, 2019 will be numbered 19xxxx). This official proposal number should be used in all further communications with NSF.

### Cover Sheet

Click on the "GO" button to the left of "Cover Sheet".

Cover sheet selection

**Important Proposal Preparation Information**

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide* (PAPPG) instructions described in Chapter II C.2. The PAPPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, FastLane will not accept the full proposal.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

**Forms for Temp. Proposal #7874717**

**Form Preparation**

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

Form	Saved	Form	Saved
<b>GO Cover Sheet</b>	08/23/18	<b>GO</b> Project Summary	
<b>GO</b> Table of Contents	N/A	<b>GO</b> Project Description	
<b>GO</b> References Cited		<b>GO</b> Biographical Sketches	
<b>GO</b> Budgets (Including Justification)		<b>GO</b> Current and Pending Support	
<b>GO</b> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<b>GO</b> Data Management Plan	
<b>GO</b> Mentoring Plan <sup>1</sup>	
<b>GO</b> GOALI - Industrial PI Confirmation Letter	
<b>GO</b> Project Summary with Special Characters	
<b>GO</b> RAISE - Program Officer Concurrence Emails	
<b>GO</b> Other Supplementary Docs	

**Single Copy Documents**

<b>GO</b> Collaborators and Other Affiliations	
<b>GO</b> Deviation Authorization(if applicable)	
<b>GO</b> List of Suggested Reviewers (optional)	
<b>GO</b> Additional Single Copy Documents	
<b>GO</b> Nature of Natural or Anthropogenic Event	

<b>GO</b> Add Delete Non Co-PI Senior Personnel	N/A
<b>GO</b> Change PI	
<b>GO</b> Link Collaborative Proposals	

**Go Back**

<sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

The Cover Sheet has been divided into 4 sections. To complete the Cover Sheet you must complete all 4 sections.

The first Cover Sheet "GO" Button is "Awardee Organization/Primary Place of Performance Selection"

## Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

**GO** Awardee Organization/Primary Place Of Performance Selection

Awardee Organization	Primary Place of Performance
TestProduction	

Address      4201 Wilson Blvd  
Arlington, VA 22230-1000

Time Zone    US-America/New\_York(GMT-5:00)

Inst. Code    6250005871

DUNS #

**GO** Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

No Program Announcement has been selected yet.

\*You must select one or the GPG prior to filling out the rest of the Cover Sheet

**GO** NSF Unit Consideration

No NSF Units have been selected yet.

\*You must select one prior to filling out the rest of the Cover Sheet

**GO** \*Remainder of the Cover Sheet

**Go Back**

### Awardee Organization

The Awardee Organization information is pre-populated from the PI information. Click on the "Add/Change Primary Place of Performance" button to make necessary updates.

FORM: FastLane.A1InstSel

### Institutions for this proposal

#### Awardee Organization

Address:      TestProduction  
                  TestProduction  
                  4201 Wilson Blvd  
                  Arlington, VA 22230-1000  
Time Zone:     US-America/New\_York(GMT-5:00)  
Institution    6250005871  
Code:  
DUNS  
Number:

**Change Awardee**

#### Primary Place of Performance

Address:

**Add/Change Primary Place of Performance**

**Go Back**

- STTR proposals should click "Add/Change Primary Place of Performance" and enter data for the mandatory sub-awardee research institution.
- SBIR proposers may select a sub-awardee research organization (if applicable) for the Primary Place of Performance, or should select "Same as Awardee Organization".

When inputting an address for the "Primary Place of Performance", you **must** include the **nine-digit zip code**.

(Proposers are advised to use the United States Postal Service website to look up their nine-digit zip code at [www.usps.com](http://www.usps.com))

After the Primary Place of Performance is identified, click "**Save Primary Place of Performance**".

FORM: FastLane.A1InstSel

### Add/Change Primary Place of Performance

\*Required Field

\*Organization Name  or  Same as Awardee Organization  
Please enter an Organization Name or select Same as Awardee Organization

Street Address   
City   
State  (Required if Country is United States)  
Zip Code (9 digit)  (Required if Country is United States)  
\*Country

**Save Primary Place of Performance**

**Go Back**

After saving, click "**Go Back**" on the "Add/Change Primary Place of Performance" and the "Institutions for this Proposal" page to return to the Cover Sheets Components Form.

FORM: FastLane.A1InstSel

### Add/Change Primary Place of Performance

\*Required Field

\*Organization Name  or  Same as Awardee Organization  
Please enter an Organization Name or select Same as Awardee Organization

Street Address   
City   
State  (Required if Country is United States)  
Zip Code (9 digit)  (Required if Country is United States)  
\*Country

**Save Primary Place of Performance**

**Go Back**

The second Cover Sheet "GO" Button is "**Program Announcement / Solicitation / Program Description**"

### Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

<input type="button" value="GO"/> Awardee Organization/Primary Place Of Performance Selection	Awardee Organization <b>Quantified Habits Inc.</b>	Primary Place of Performance
-----------------------------------------------------------------------------------------------	-------------------------------------------------------	------------------------------

Address

Arlington, VA 222023726

Time Zone

US-America/New\_York(GMT-5:00)

Inst. Code

6250037988

DUNS #

080149935

Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).

- NSF 18-550 - Small Business Innovation Research Program Phase I.

NSF Unit Consideration  
Current List of selected NSF UNITS:

#### 1. IIP - SMALL BUSINESS PHASE I

\*Remainder of the Cover Sheet

#### Frequently Asked Questions About FastLane Proposal Preparation

The third Cover Sheet “GO” Button is “**NSF Unit Consideration**”.

### Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

<input type="button" value="GO"/> Awardee Organization/Primary Place Of Performance Selection	Awardee Organization <b>Quantified Habits Inc.</b>	Primary Place of Performance
-----------------------------------------------------------------------------------------------	-------------------------------------------------------	------------------------------

Address

Arlington, VA 222023726

Time Zone

US-America/New\_York(GMT-5:00)

Inst. Code

6250037988

DUNS #

080149935

Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).

- NSF 18-550 - Small Business Innovation Research Program Phase I.

NSF Unit Consideration  
Current List of selected NSF UNITS:

#### 1. IIP - SMALL BUSINESS PHASE I

\*Remainder of the Cover Sheet

#### Frequently Asked Questions About FastLane Proposal Preparation

### Remainder of the Cover Sheet

The fourth Cover Sheet “GO” Button is “**Remainder of the Cover Sheet**”. Click the “GO” button and provide the required information to complete the cover sheet.

### Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

<input type="button" value="GO"/> Awardee Organization/Primary Place Of Performance Selection	Awardee Organization <b>Quantified Habits Inc.</b>	Primary Place of Performance
-----------------------------------------------------------------------------------------------	-------------------------------------------------------	------------------------------

Address

Arlington, VA 222023726

Time Zone

US-America/New\_York(GMT-5:00)

Inst. Code

6250037988

DUNS #

080149935

Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).

- NSF 18-550 - Small Business Innovation Research Program Phase I.

NSF Unit Consideration  
Current List of selected NSF UNITS:

#### 1. IIP - SMALL BUSINESS PHASE I

\*Remainder of the Cover Sheet

#### Frequently Asked Questions About FastLane Proposal Preparation

**"Title of Proposed Project":** The system has already been programmed for each title to begin with **SBIR Phase I:** or **STTR Phase I:**

- Please do include two spaces after the colon before typing the project title.
- Please do not use acronyms in the proposal title.

**Not for distribution**

**Remainder of the Cover Sheet**

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)  
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)  
[Primary Place of Performance](#) | [Other Information](#) | [SBIR/STTR](#) | [Certification](#)  
Authorized Representative  
[Top of Page](#) | [Bottom of Page](#)

**Title of Proposed Project**

Enter the Title of Your Proposed Project:  
SBIR Phase I:

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)  
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)  
[Primary Place of Performance](#) | [Other Information](#) | [SBIR/STTR](#) | [Certification](#)  
Authorized Representative  
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**Budget And Duration Information**

Requested Amount: \$  (Note: The requested amount is calculated from the budget forms.)

Proposal Duration (in months):  Requested Starting Date (MM/DD/YYYY):

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)

**"Budget and Duration Information":** Three items are requested.

- **Requested Amount:** Enter the requested amount of funds. (*SBIR and STTR Phase I budgets cannot exceed \$225,000. The requested amount on the Cover Page should match the total funds requested in the budget.*)
- **Proposal Duration:** Enter the proposed duration of the project in months (between 6 and 12 months).
- **Requested Starting Date:** For deadline dates in June, enter the following January 1st. For deadline dates in December, enter the following July 1st.

**Not for distribution**

**Remainder of the Cover Sheet**

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)  
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)  
[Primary Place of Performance](#) | [Other Information](#) | [SBIR/STTR](#) | [Certification](#)  
Authorized Representative  
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**Title of Proposed Project**

Enter the Title of Your Proposed Project:  
SBIR Phase I:

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)  
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)  
[Primary Place of Performance](#) | [Other Information](#) | [SBIR/STTR](#) | [Certification](#)  
Authorized Representative  
[Top of Page](#) | [Bottom of Page](#)

**Budget And Duration Information**

Requested Amount: \$  (Note: The requested amount is calculated from the budget forms.)

Proposal Duration (in months):  Requested Starting Date (MM/DD/YYYY):

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)

**"Announcement and Consideration Information", "Principal Investigator (PI) Information" and "Co-Principal Investigator (Co-PI) Information":** These sections will automatically populate.

## Announcement And Consideration Information

Program Announcement/Solicitation Number: **NSF 17-544**

Deadline/Target Date:

For consideration by the following listed NSF Organization Unit(s):

- **IIP - SMALL BUSINESS PHASE I**

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[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)  
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)  
[Primary Place of Performance](#) | [Other Information](#) | [SBIR/STTR](#) | [Certification](#)  
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## Principal Investigator (PI) Information

Name	Charlesx Dickensx
Organization	TestProduction
Department	EngineeringChemistry
Street #1	
Street #2	
City/State/Zip	
Country	US

## Announcement And Consideration Information

Program Announcement/Solicitation Number: **NSF 17-544**

Deadline/Target Date:

For consideration by the following listed NSF Organization Unit(s):

- **IIP - SMALL BUSINESS PHASE I**

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[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)  
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)  
[Primary Place of Performance](#) | [Other Information](#) | [SBIR/STTR](#) | [Certification](#)  
[Authorized Representative](#)  
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## Principal Investigator (PI) Information

Name	Charlesx Dickensx
Organization	TestProduction
Department	EngineeringChemistry
Street #1	
Street #2	
City/State/Zip	
Country	US

**"Previous NSF Award": Do not check the box.**

Preliminary proposals are not accepted by the SBIR/STTR Program.

<a href="#">Top of Page</a>   <a href="#">Bottom of Page</a>
<p><b>Previous NSF Award</b></p> <p>If this is a <b>preliminary proposal</b> then check here: <input type="checkbox"/></p> <p>If this is a Full Proposal and it is related to an associated preliminary proposal, please enter that preliminary proposal number here: <input type="text"/></p> <hr/> <p><a href="#">Proposal Title</a>   <a href="#">Budget and Duration</a>   <a href="#">Announcement and Consideration</a>   <a href="#">PI Information</a> <a href="#">Co-PI Information</a>   <a href="#">Previous NSF Awards</a>   <a href="#">Other Federal Agencies</a>   <a href="#">Awardee Organization</a> <a href="#">Primary Place of Performance</a>   <a href="#">Other Information</a>   <a href="#">SBIR/STTR</a>   <a href="#">Certification</a> <a href="#">Authorized Representative</a> <a href="#">Top of Page</a>   <a href="#">Bottom of Page</a></p>
<p><b>Other Federal Agencies</b></p> <p>If this proposal is being submitted to another Federal Agency (FA), please type a reasonable abbreviation (maximum of 10 characters) for each agency in a blank space below.</p> <p>1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/> 9. <input type="text"/> 10. <input type="text"/></p> <hr/> <p><a href="#">Proposal Title</a>   <a href="#">Budget and Duration</a>   <a href="#">Announcement and Consideration</a>   <a href="#">PI Information</a> <a href="#">Co-PI Information</a>   <a href="#">Previous NSF Awards</a>   <a href="#">Other Federal Agencies</a>   <a href="#">Awardee Organization</a> <a href="#">Primary Place of Performance</a>   <a href="#">Other Information</a>   <a href="#">SBIR/STTR</a>   <a href="#">Certification</a></p>

**"Other Federal Agencies":** Provide a listing of all other Federal agencies to which you have submitted, or plan to submit, this proposal.

<a href="#">Top of Page</a>   <a href="#">Bottom of Page</a>
<p><b>Previous NSF Award</b></p> <p>If this is a <b>preliminary proposal</b> then check here: <input type="checkbox"/></p> <p>If this is a Full Proposal and it is related to an associated preliminary proposal, please enter that preliminary proposal number here: <input type="text"/></p> <hr/> <p><a href="#">Proposal Title</a>   <a href="#">Budget and Duration</a>   <a href="#">Announcement and Consideration</a>   <a href="#">PI Information</a> <a href="#">Co-PI Information</a>   <a href="#">Previous NSF Awards</a>   <a href="#">Other Federal Agencies</a>   <a href="#">Awardee Organization</a> <a href="#">Primary Place of Performance</a>   <a href="#">Other Information</a>   <a href="#">SBIR/STTR</a>   <a href="#">Certification</a> <a href="#">Authorized Representative</a> <a href="#">Top of Page</a>   <a href="#">Bottom of Page</a></p>
<p><b>Other Federal Agencies</b></p> <p>If this proposal is being submitted to another Federal Agency (FA), please type a reasonable abbreviation (maximum of 10 characters) for each agency in a blank space below.</p> <p>1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/> 9. <input type="text"/> 10. <input type="text"/></p> <hr/> <p><a href="#">Proposal Title</a>   <a href="#">Budget and Duration</a>   <a href="#">Announcement and Consideration</a>   <a href="#">PI Information</a> <a href="#">Co-PI Information</a>   <a href="#">Previous NSF Awards</a>   <a href="#">Other Federal Agencies</a>   <a href="#">Awardee Organization</a> <a href="#">Primary Place of Performance</a>   <a href="#">Other Information</a>   <a href="#">SBIR/STTR</a>   <a href="#">Certification</a></p>

**"Awardee Organization Information":** This section has your Organization Name, Address, and Organization Code (this is a code assigned by NSF to your organization). All of this information should be pre-populated. The company's Employer Identification Number (**EIN**) and Taxpayer Identification Number (**TIN**) must be provided. Under the "Check all that apply to the Awardee Organization (see GPG for Definitions)" you should always check the following two boxes:

- For Profit
- Small Business

Check the appropriate box(s) if your company is a Minority or Woman-Owned Business

### **Awardee Organization Information**

**Organization:** TestProduction  
**Address:** TestProduction  
4201 Wilson Blvd  
Arlington, VA 22230-1000

**Organization Code:** 6250005871  
**DUNS Number:**  
**EIN<sup>1</sup> or TIN<sup>2</sup>:** 437984597

<sup>1</sup>Employer Identification Number    <sup>2</sup>Taxpayer Identification Number

Check all that apply to the Awardee Organization (See GPG for Definitions):

- For Profit
  - Minority Business
  - Small Business
  - Women-owned Business

Proposal Title	Budget and Duration	Announcement and Consideration	PI Information
Co-PI Information	Previous NSF Awards	Other Federal Agencies	Awardee Organization
Primary Place of Performance	Other Information	SBIR/STTR	Certification
	Authorized Representative		
	Top of Page	Bottom of Page	

### **Primary Place of Performance**

**Organization:** The National Science Foundation

**Address:**

VA 222031859.US

**“Primary Place of Performance”:** This section will automatically populate.

**“Other Information”:** Check the appropriate box(s) that are applicable to your proposal.

FORM: Cover Sheet Component Form

## Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

**[GO] Awardee Organization/Primary Place Of Performance Selection**

Awardee Organization

**Quantified Habits Inc.**

Primary Place of Performance

Address

Arlington, VA 222023726

Time Zone

US-America/New\_York/GMT-5:00

Inst. Code

6250037988

DUNS #

080149935

**[GO] Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).**

- **NSF 18-550 - Small Business Innovation Research Program Phase I.**

**[GO] NSF Unit Consideration**

Current List of selected NSF UNITS:

**1. IIP - SMALL BUSINESS PHASE I**

**[GO] \*Remainder of the Cover Sheet**

[Go Back](#)

[Frequently Asked Questions About FastLane Proposal Preparation](#)

[FastLane System Components](#)

**“Type of Proposal”:** Select “Research”

- Type of Proposal (select one)
- Research
- RAPID
- EAGER
- RAISE
- GOALI
- Ideas Lab
- FASED
- Conference
- Equipment
- Travel
- Center/Research Infrastructure
- Fellowship

**"Collaborative Status":** Select "Not a collaborative proposal". Note: The inclusion of a subaward to a university does not make this a 'collaborative' proposal. The SBIR/STTR Program does not accept collaborative proposals. The small business must upload all required budgets and subaward files into their single proposal submission.

### Collaborative Status (select one)

- A collaborative proposal from one organization (GPG II.D.4.a)
- A collaborative proposal from multiple organizations (GPG II.D.4.b)
- Not a collaborative proposal

**"Small Business Innovation Research":** Select the appropriate topic from the drop down box and type in the appropriate subtopic (reference solicitation).

### Small Business Innovation Research

**SBIR/STTR Phase I Topic:**

**SBIR/STTR Phase I Subtopic Letter(s), required:**  (ex. A1a)

**"The Small Business Concern Certifies":** Answer all of the following questions.

#### The Small Business Concern Certifies That:

1. It is a small business as defined in the solicitation.  
 YES  
 NO
2. It qualifies as a socially and economically disadvantaged business as defined in the solicitation (FOR STATISTICAL PURPOSES ONLY)  
 YES  
 NO
3. It qualifies as a women-owned business as defined in the solicitation (FOR STATISTICAL PURPOSES ONLY)  
 YES  
 NO
4. SBIR: A minimum of two-thirds of the research will be performed by this firm in Phase I.  
STTR: It will perform at least 40 percent of the work and the collaborating research institution will perform at least 30 percent of the work as described in the proposal.  
 YES  
 NO
5. The primary employment of the Principal Investigator (PI) will be with this firm at the time of award and during the conduct of the research.  
 YES  
 NO
6. It will permit the government to disclose the title and technical abstract page, plus the name, address and telephone number of a corporate official, if the proposal does not result in an award, to parties that may be interested in contacting the small business for further information or possible investment.  
 YES  
 NO
7. It will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations pursuant thereto.  
 YES  
 NO
8. It has previously submitted proposals to NSF.  
 YES  
 NO
9. It previously submitted this proposal (which was declined) and significant modifications have been made as described in the solicitation.  
 YES  
 NO
10. It has received Phase II awards from the Federal Government. If "yes" provide a company commercialization history in the supplementary documents module.  
 YES  
 NO
11. It is located in a Historically Underutilized Business Zone (HUBZone) as verified by the Small Business Administration (to verify HUBZone participation go to <http://map.sba.gov/hubzone/init.asp> ).  
 YES  
 NO

NOTE: If the PI responds "YES" to the question "It has received Phase II awards from the Federal Government", the company's Company Commercialization History must be provided in the Supplementary Documents module of the proposal or the entire proposal will be Returned Without Review. The [Company Commercialization History must be submitted on the NSF template](#).

**"Company Officer Information (For Business and Financial Matters)", "Other Information", "Affiliated Companies", "Research Institution Investigator" and "Proprietary Notice":** Fill in all requested information.

**Company Officer Information(For Business and Financial Matters):**Company Officer Name: Company Officer Title: Company Officer Telephone Number:  (Ex: 8885551212)**Other Information:**President's Name: Year Firm Founded:  (Ex: 1994)

Number of Employees (Including Parent, Subsidiary, and Predecessor)

 Current Number Of Employees Average Number Of Employees For Previous 12 Months**Affiliated Companies**

Name of any affiliated companies(Parent, Subsidiary, Predecessor):

Affiliate 1: Affiliate 2: Affiliate 3: Affiliate 4: **Research Institution Investigator**

Provide only if STTR

Research Institution: The National Science Foundation

Research Investigator Name: Research Investigator Phone Number:  (Ex: 8885551212)**Proprietary Notice:**

See solicitation for instructions concerning proprietary information.

 **Check here if proposal contains proprietary information.**

"Debarment and Suspension Certification" and "Authorized Representative": Read each section carefully, answer question(s) and provide any additional information (if applicable). Click "OK" and then select "Go Back" to return to the "Form Preparation" screen.

**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 Certification Pages, the Authorized Organizational Representative (or equivalent) or Individual Applicant is providing the Debarment and Suspension Certification contained in [Exhibit II-4 of the Grant Proposal Guide](#).

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.

## Add/Delete Non Co-PI Personnel

Click on the "Go" button to the left of "Add/Delete Non Co-PI Senior Personnel":

Important Proposal Preparation Information			
FastLane will check for required sections of the full proposal, in accordance with <i>Proposal &amp; Award Policies &amp; Procedures Guide</i> (PAPPG) instructions described in Chapter II.C.2. The PAPPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, <b>FastLane will not accept the full proposal</b> .			
Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.			
Forms for Temp. Proposal #7874717			
Form Preparation			
To prepare a form, click on the appropriate button below.			
<b>Form</b>	<b>Saved</b>	<b>Form</b>	<b>Saved</b>
<input type="button" value="GO"/> Cover Sheet <input type="button" value="GO"/> Table of Contents <input type="button" value="GO"/> References Cited <input type="button" value="GO"/> Budgets (Including Justification) <input type="button" value="GO"/> Facilities, Equipment, and Other Resources	08/23/18 N/A	<input type="button" value="GO"/> Project Summary <input type="button" value="GO"/> Project Description <input type="button" value="GO"/> Biographical Sketches <input type="button" value="GO"/> Current and Pending Support	
Supplementary Documents			
<input type="button" value="GO"/> Data Management Plan <input type="button" value="GO"/> Mentoring Plan <sup>1</sup> <input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter <input type="button" value="GO"/> Project Summary with Special Characters <input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails <input type="button" value="GO"/> Other Supplementary Docs			
<b>Single Copy Documents</b>		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel <input type="button" value="GO"/> Change PI <input type="button" value="GO"/> Link Collaborative Proposals	N/A
<input type="button" value="GO"/> Collaborators and Other Affiliations <input type="button" value="GO"/> Deviation Authorization(if applicable) <input type="button" value="GO"/> List of Suggested Reviewers (optional) <input type="button" value="GO"/> Additional Single Copy Documents <input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	N/A		
<input type="button" value="Go Back"/>			
<small><sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.</small>			

Click "Add Non Co-PI Senior Person to Proposal" after inputting the First Name, Middle Initial and Last Name of each person. STTR has 1 Co-PI and SBIR has 0 Co-PIs.

For the SBIR/STTR Program, senior personnel are individuals with critical expertise who will be working on the project and are employed at the proposing company or at a subaward institution. The company should upload a Bio Sketch and Current & Pending Support form (see relevant sections later in this document) for each person included as Senior Personnel.

FORM: FastLane A1SPedit	SBIRO1-PI-7666176 Dickensx
Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal	
<b>No Non Co-PI Senior Personnel</b>	
Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #7666176	
To Add a new Non Co-PI Senior Personnel to proposal #7666176, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.	
<input type="text" value="Enter the first name, middle initial, and last name."/> First Name: <input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text"/>	
<input type="button" value="Add Non Co-PI Senior Person to Proposal"/>	
<input type="button" value="Go Back"/>	

After adding all participants, click "Go Back" until you return to the "Form Preparation" screen.

For most proposal sections, there is a specific module in FastLane to which you should upload a PDF file prepared outside the system. Please note that FastLane will need to 'distill' each PDF and you will be prompted to review and approve each file as it is saved. For this reason, you are urged to allow ample time to prepare and submit your proposal. We strongly discourage waiting until the deadline date to submit as common compliance errors and processing delays could cause you to miss the deadline. Proposals cannot be accepted after the deadline per NSF policy.

## References Cited

Click on the "Go" button to the left of "References Cited":

**Provide a comprehensive listing of relevant references in this module.** You can directly enter the references into the text box or you can transfer a file. It is recommended that you do the file transfer.

All proposals must have something in the References Cited section. If you do not have any references to cite, put a statement to that effect into this module.

Important Proposal Preparation Information			
<p>FastLane will check for required sections of the full proposal, in accordance with <i>Proposal &amp; Award Policies &amp; Procedures Guide</i> (PAPPG) instructions described in Chapter II.C.2. The PAPPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment &amp; Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, <b>FastLane will not accept the full proposal</b>.</p> <p>Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.</p>			
Forms for Temp. Proposal #7874717			
Form Preparation			
To prepare a form, click on the appropriate button below.			
<input type="button" value="GO"/> Cover Sheet	Saved 08/23/18	<input type="button" value="GO"/> Project Summary	Saved
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input checked="" type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<b>Supplementary Documents</b>	
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
		<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	
		<input type="button" value="GO"/> Other Supplementary Docs	
<b>Single Copy Documents</b>			
<input type="button" value="GO"/> Collaborators and Other Affiliations		<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			
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event			
<input type="button" value="Go Back"/>			
<p><sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.</p>			

When this section is completed, click "**Go Back**" to return to the "Form Preparation" screen.

FORM: FastLane A1Ref1	SBIRONE-PI-7666176 Dickensx
<b>References Cited</b>	
Enter text for the References Cited or click on "Transfer File" to upload a file	
<div style="border: 1px solid black; height: 200px; width: 100%;"></div>	
<p>Not signed in </p>	
<input type="button" value="Save Text"/>	<input type="button" value="Delete Text"/>
<input type="button" value="Transfer File"/>	
<input type="button" value="Go Back"/>	

Follow the instructions on the below screen, then click "**Upload File**" to upload document. Click "**Go Back**" until you return to the "Form Preparation" screen.

## Budget

Click on the “Go” button to left of “**Budgets (Including Justification)**”:

**Important Proposal Preparation Information**

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide* (PAPPG) instructions described in Chapter II.C.2. The PAPPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketches; Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

**Forms for Temp. Proposal #7874717**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/23/18	<input type="button" value="GO"/> Project Summary	
<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 checked="" type="button" value="GO"/> Budgets (Including Justification)		<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"/> Collaborators and Other Affiliations	<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)	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents		
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event		

<sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

The budget should reflect the needs of the **proposed R&D project**.

The Project Budget Screen will appear. The company name should be highlighted; then Click on the “Add Year” button.

FORM: FastLane A1BudgetInstSelector

SBI

**Project Budget**

Organization	Year	Amount	Delete	Last Mod. Date
TestProduction				
	<a href="#">Add Year</a> <a href="#">Budget Justification</a>			

[Add Another Organization](#) [SpreadSheet Support](#)

Year 1 will be highlighted; then Click the “Add” button. FastLane will return to the Project Budget Screen.

**Project Budget**

Organization	Year	Amount	Delete	Last Mod. Date
Test Institution				
	<a href="#">Add Year</a> <a href="#">Budget Justification</a>			

[Add Another Organization](#) [SpreadSheet Support](#)

## Funds

Click on the “Funds” hyperlink (under the Year heading).

Project Budget							
Organization	Year	Amount	Delete	Last Mod. Date			
Test Institution <a href="#">Add Year</a> <a href="#">Budget Justification</a>	1 <a href="#">Funds</a> - <a href="#">Personnel</a>	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01			
<a href="#">Add Another Organization</a>							
<a href="#">SpreadSheet Support</a>							
<hr/>							
<a href="#">Delete Checked Year(s)</a>							
<a href="#">Go Back</a>							

**IMPORTANT:** To avoid budget reductions, NSF strongly advises you to visit the Department of Labor/Bureau of Labor Statistics website to determine the allowed pay scale for each budgeted position. In general, unless your company has other significant internal revenue sources, as well as recent payroll records showing a precedent for the requested salary, the NSF will not allow budgeted salaries in excess of the median salary for the same job title in the same geographical area. Click here to search for your city/state data. If your city is not listed, click here and use your state data. Remember that direct salaries and wages requested in an NSF SBIR/STTR budget are permitted only for work on R&D tasks.

In most cases, every employee listed in line A or B of the budget should fall under one of the following four occupational groups:

- [Management Occupations \(11-0000\)](#)
- [Computer and Mathematical Occupations \(15-0000\)](#)
- [Architecture and Engineering Occupations \(17-0000\)](#)
- [Life, Physical, and Social Science Occupations \(19-0000\)](#)

View the [SBIR Salary Validation Guide](#) for detailed salary survey guidance.

A. Senior Personnel section: Click the “Add/Remove Senior Personnel” button.

Budget Year 1 for Test Institution						
<a href="#">A. Senior Personnel</a>   <a href="#">B. Other Personnel</a>   <a href="#">C. Fringe Benefits</a>   <a href="#">D. Equipment</a>   <a href="#">E. Travel</a>   <a href="#">F. Participant Support Costs</a> <a href="#">G. Other Direct Costs</a>   <a href="#">H. Total Direct Costs</a>   <a href="#">I. Indirect Costs</a>   <a href="#">J. Total Direct And Indirect Costs</a>   <a href="#">K. Small Business Fee</a> <a href="#">L. Total Cost and Fee</a> <a href="#">Bottom of Page</a>						
<b>A. Senior Personnel</b>						
Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer	
John Doe	Senior Engineer	4.0	0.0	0.0	25000	
Jane Smith	Chief Technical Off	4.0	0.0	0.0	32000	
Total Senior Personnel: 2		8.0	0.0	0.0	\$ 57000	
<a href="#">Add/Remove Senior Personnel</a>						
<input type="button" value="Calculate"/>						

Check the box(s) for the “Senior Personnel” to be included on the budget and then click “Save” to return to the “Year 1 Budget” screen.

## Budget Personnel for year 1 for Test Institution

PI: A B

Personnel available to add  
Check to add  
 John Doe

Personnel currently assigned to budget year  
Check to remove

**None Available to Remove**

Provide the number of **CALENDAR months** and proposed cost for all "Senior Personnel"; then click "**Calculate**". You must enter information into the Calendar Months field on each line for which funds are requested.

## Budget Year 1 for Test Institution

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)  
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Small Business Fee](#)  
[L. Total Cost and Fee](#)  
[Bottom of Page](#)

### A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
John Doe	Senior Engineer	4.0	0.0	0.0	25000
Jane Smith	Chief Technical Off	4.0	0.0	0.0	32000
<b>Total Senior Personnel:</b>	<b>2</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$ 57000</b>

[Add/Remove Senior Personnel](#)

**B. Other Personnel section:** Provide all applicable information on personnel in the categories listed. Provide the number of **CALENDAR months** and proposed cost for all "Other Personnel"; then click "**Calculate**".

### B. Other Personnel

Number of Personnel	Type of Personnel	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
0	Post Doctoral Scholars	0.0	0.0	0.0	0
3	Other Professionals (Technicians, etc.)	10.0	0.0	0.0	38000
0	Graduate Students				0
0	Undergraduate Students				0
0	Secretarial - clerical				0
0	Other				0
<b>Total Other Personnel:</b> 3					<b>\$ 38000</b>

- Provide names and titles of all personnel in the budget justification, as well as a clear description of their responsibilities in the project.**Note: If you proposed new employees that are yet to be hired, simply list that position as a "potential hire" and proceed with the balance of the information as if they were already in your organization).**
- The small business concern should NOT budget any personnel or funds for "Post-Doctoral Scholars", "Graduate Students" or "Undergraduate Students".**
- In the Budget Justification, please include the actual annual salary information that justifies the calculation of the amounts requested (which should match the line item in the Budget) for all personnel in the project.

**C. Fringe Benefits section:** Provide the estimated amount of fringe benefits for Senior Personnel and Other Personnel; then click "Calculate".

It is recommended that proposers allot funds for fringe benefits here ONLY if the proposer's usual (established) accounting practices provide that fringe benefits be treated as direct costs. Otherwise, fringe benefits should be included in Line I, Indirect costs. (Line I+ Line C) should not be more than 150% of (Line A + Line B).

### C. Fringe Benefits

Description	Funds Requested By Proposer
Fringe Benefits ( If charged as direct costs )	19000
<b>Total Salaries, Wages and Fringe Benefits (A + B + C): \$ 114000</b>	
<input type="button" value="Calculate"/>	

**D. Equipment section:** No purchases of equipment are permitted in an NSF SBIR Phase I project; this section should be left blank.

### D. Equipment

List items and dollar amount for each item exceeding \$5000.

Equipment Item	Check here to delete item	Dollar Amount	Funds Requested By Proposer
1. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
2. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
3. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
4. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
5. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
6. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
7. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
8. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
9. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
10. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<b>Total Equipment:</b> \$ 0			

**E. Travel section:** One trip per year is required for attending the SBIR/STTR Phase I Grantees Workshop. A realistic estimate is \$2,000 per person. Travel in Phase I is only permitted if it is necessary for the completion of the project R&D activities. Foreign travel is **NOT** permitted. In Phase I, NSF funds are **NOT** permitted to be budgeted for travel to conferences and trade shows. After inputting the appropriate dollar amount, click "Calculate".

### E. Travel

Description	Funds Requested By Proposer
1. Travel Domestic (incl. U.S. Possessions)	4000
2. Travel International	0
<b>Total Travel:</b> \$ 4000	
<input type="button" value="Calculate"/>	

**F. Participant Support Costs section:** SBIR/STTR Phase I proposals do not use this budget line item; this section should be left blank.

## F. Participant Support Costs

Description	Costs	Funds Requested By Proposer
1. Stipends	<input type="text" value="0"/>	
2. Travel	<input type="text" value="0"/>	
3. Subsistence	<input type="text" value="0"/>	
4. Other	<input type="text" value="0"/>	
Number of Participants <input type="text" value="0"/>		
		<b>Total Participant Support Costs:</b> \$ 0
<input type="button" value="Calculate"/>		

**G. Other Direct Costs section:** Provide a dollar amount for the following line items; then click "Calculate". G.1. Materials and Supplies

G.2. Publication Costs/Documentation/distrib (generally not allowed in SBIR/STTR Phase I)

G.3. Consultant Services

G.4. Computer (ADPE) Services

G.5. Subcontracts - a separate budget is REQUIRED for each subcontractor; the total amount of all these subcontracts should be entered here. (In the small business concern's Budget Justification, please include a few sentences describing the scope and objective of the subaward.)

G.6. Other

Firstly, the applicant may budget up to \$10,000 as a direct charge on line G.6 to this Phase I award for the following specific purposes related to financials and accounting:

- Hiring a certified public accountant (CPA) to prepare audited, compiled, or reviewed financial statements
- Hiring a CPA to perform an initial financial viability assessment based on standard financial ratios so the awardee organization would have time to improve their financial position prior to submitting the Phase II proposal
- Hiring a CPA to review the adequacy of the awardee's project cost accounting system
- Purchasing a project cost accounting system

If the applicant elects to budget funds for one of the above purposes, the budget justification should include a brief description of the desired use of funds, and the use of funds must be approved by the cognizant Program Director, prior to award.

Second, the applicant may budget up to \$20,000 to cover costs related to NSF's "Beat-The-Odds Boot Camp" which is offered to all Phase I awardees.

This program is based on the NSF's Innovation Corps program, and more information can be found here. All Phase I awardees are strongly encouraged to participate in this activity. Costs that are allowable are limited to travel costs related to customer discovery (this could include costs associated with registration/attendance at events for the purpose of customer discovery) and salary/wages for team members who participated in the Boot Camp. All costs related to the Boot Camp must be in line with approved salary rates and other relevant Federal guidelines. International travel cannot be reimbursed, nor can any salary/wages for work done while outside of the United States. NSF recommends that, for the purposes of the proposal budget, applicants that plan to participate in this activity budget \$10,000 and simply list this as "Boot Camp" costs in the budget justification.

## G. Other Direct Costs

Description	Funds Requested By Proposer
1. Materials and Supplies	<input type="text" value="0"/>
2. Publication Costs/Documentation/distrib	<input type="text" value="0"/>
3. Consultant Services	<input type="text" value="0"/>
4. Computer (ADPE) Services	<input type="text" value="0"/>
5. Subcontracts	<input type="text" value="0"/>
6. Other	<input type="text" value="0"/>
<b>Total Other Direct Costs:</b> \$ 0	
<input type="button" value="Calculate"/>	

**H. Total Direct Costs section:** Click "Calculate" and the total of items A through G will update.

#### H. Total Direct Costs

Funds  
Requested By  
Proposer

**Total Direct Costs (A THROUGH G): \$ 190000**

I. Indirect Costs section: The budgeted indirect costs must be in line with your organization's past actual spending patterns. Note that the total sum of requested Indirect Costs (line I) plus Fringe Benefits (line C) cannot exceed 150% of the total Direct Labor Costs (line A + line B). Enter the requested amount, then click "Calculate".

#### I. Indirect Costs

Indirect Cost Item	Rate %	Base	Check here to delete item	Funds Requested By Proposer
1. Total Salaries and Wages	20.0	95000	<input type="checkbox"/>	19000
2.				
3.				
4.				
5.				
6.				

**Total Indirect Costs: \$ 19000**

J. Total Direct and Indirect Costs section: Click "Calculate" and the total of items H and I will update.

#### J. Total Direct And Indirect Costs

Funds  
Requested By  
Proposer

**Total Direct and Indirect Costs (H + I): \$ 209000**

K. Small business fee section: The "Small business fee" line is used to request a fee (profit) for the small business. If requested, the maximum amount of this profit must not exceed 7% of line item J. Click "Calculate" to update the amount.

#### K. Small Business Fee

If requested; maximum equals 7% of J.

Description	Small Business Fee
-------------	--------------------

Small Business Fee

14630

L. Total Cost and Fee section: After all applicable line items have been inputted into your budget, click "Calculate and Save"; then click "Go Back" to return to the "Project Budget" screen.

## L. Total Cost and Fee

Funds  
Requested By  
Proposer

**Total cost and Fees (J + K): \$ 223630**

[Calculate & Save](#)

[Go Back](#)

The cumulative budget will auto-populate after the completion of the "Year 1" and, if applicable, the subawardee budget.

**IMPORTANT NOTE - All non-zero budget line items MUST be explained in the budget justification. Additionally, letters of commitment from any consultants and subawardees should also be included as part of the budget justification. See section 9.f.3 of the solicitation for more details.**

**12a. Budget Justification** section: To complete the budget justification page, click on the "Budget Justification" hyperlink under your company name.

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
Test Institution <a href="#">Add Year</a> <a href="#">Budget Justification</a>	1 <a href="#">Funds</a> - <a href="#">Personnel</a>	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01
<a href="#">Add Another Organization</a>				
<a href="#">SpreadSheet Support</a>				
<hr/>				
<a href="#">Delete Checked Year(s)</a>				
<a href="#">Go Back</a>				

After cutting and pasting/typing the budget justification in text box, click "Save Text" and then "Go Back" to return to the "Project Budget" screen.

**Budget Justification**  
Enter text for the Budget Justification or click on "Transfer File" to upload a file

[Save Text](#) [Delete Text](#)  
[Transfer File](#)  
[Go Back](#)

If uploading a file, click "Transfer File" on the above screen.

If you prefer, follow the instructions on the below screen and click "Upload File" to upload document. Once the budget justification is complete, click "Go Back" until you return to the "Form Preparation" screen or until you return to the "Project Budget" screen to add a subawardee.

**Budget Justification for NSF**

**NEW! File uploads no longer have to be in PDF format!**

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the Browse button to select the file to upload

[Browse...](#)

[Upload File](#)

[Go Back](#)

## Subawardee Budget

12b. Subawardee Budget section: Click "Add Another Organization" if a subawardee budget is required.

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
Test Institution <a href="#">Add Year</a> <a href="#">Budget Justification</a>	1 <a href="#">Funds</a> - <a href="#">Personnel</a>	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01

[Add Another Organization](#) [SpreadSheet Support](#)

[Delete Checked Year\(s\)](#) [Go Back](#)

To add the organization to the budget, complete a search by the organization's name or DUNS number.

Current Budget Organizations	
Name	Org. Id.
Test Institution	5300010004

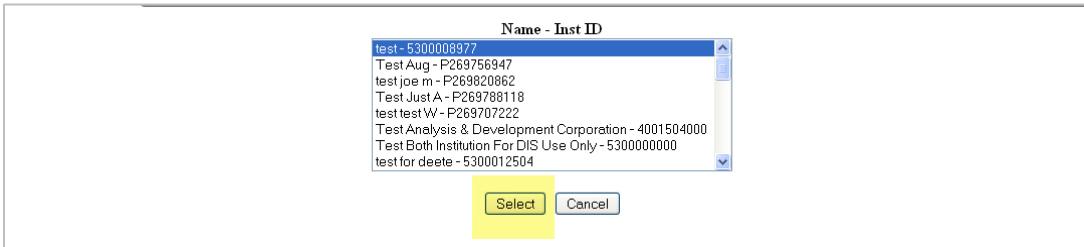
Add Organization - use any one of the following:

Name Search (ex. Cornell)  Begins With  Ends With  Contains  [Search by Name](#)

DUNS# (ex. 872612445)  [Search by DUNS](#)

[Go Back](#)

Highlight the appropriate organization from the results that appear in the box; then click "Select".



Note: The organization needs to be registered with NSF if it does not appear in the list. Call the FastLane Help Desk at 800-673-6188 for assistance with this process.

Highlight the subawardee PI from the listing of "Senior Personnel" participants that were added earlier in the process, then click "Select".

Principal Investigator Designation for test - 5300008977  
Please designate the Principal Investigator on this subcontract.

Currently PI is set to (none selected)

A scrollable list box shows a single entry: AB  
John Doe

[Select](#)

Return to the “**Project Budget**” screen and follow the previous instructions for adding the below data to the subawardee budget and budget justification when applicable.  
(Note: Subaward budget cannot include funds for “Permanent Equipment”, “Participant Support Costs”, or “Small business fee”.)

- Years
- Senior Personnel/Other Personnel
- Fringe Benefits
- Travel
- Other Direct Costs
- Total Direct Costs
- Indirect Costs
- Total Direct and Indirect Costs
- Total Cost and Small business fee

When applicable, provide quotes, price lists etc. (same as the main budget) in the budget justification. Do not upload quotes to the Supplementary Documents module.

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
Test Institution <a href="#">Add Year</a> <a href="#">Budget Justification</a>	1 <a href="#">Funds</a> - <a href="#">Personnel</a>	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01	
test <a href="#">Add Year</a> <a href="#">Change PI</a> <a href="#">Change Org</a> <a href="#">Budget Justification</a>	1 <a href="#">Funds</a> - <a href="#">Personnel</a>	\$0	<input type="checkbox"/>	Jun-17-2011 15:22:31	
<a href="#">Add Another Organization</a>					<a href="#">SpreadSheet Support</a>
<hr/>					
<a href="#">Delete Checked Organization(s)</a>		<a href="#">Delete Checked Year(s)</a>			
<a href="#">Go Back</a>					

After completing all budget requirements, click “**Go Back**” to return to the “Form Preparation” screen.

In most cases, every employee listed in line A or B of the budget should fall under one of the following four occupational groups:

- [Management Occupations \(11-0000\)](#)
- [Computer and Mathematical Occupations \(15-0000\)](#)
- [Architecture and Engineering Occupations \(17-0000\)](#)
- [Life, Physical, and Social Science Occupations \(19-0000\)](#)

Click [here](#) for detailed salary survey guidance

#### Samples

## PLEASE REVIEW THE SAMPLE BUDGETS AND BUDGET JUSTIFICATIONS BELOW

These sample budgets provide you with the level of detail NSF requires for all SBIR/STTR proposals. Too much information is always better than not enough. If you have questions regarding the budget preparation call the cognizant Program Director for guidance and clarification.

Sample budget populated as PDF:

**SUMMARY  
PROPOSAL BUDGET**      YEAR 1

ORGANIZATION <b>Test Institution</b>		FOR NSF USE ONLY						
		PROPOSAL NO.		DURATION (months)				
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR <b>Jane Smith</b>		AWARD NO.		Proposed	Granted			
<b>A. SENIOR PERSONNEL:</b> PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)		NSF Funded Person-months			Funds Requested By proposer	Funds granted by NSF (if different)		
		CAL	ACAD	SUMR				
		1. Jane Smith - Chief Technical Officer	4.00	0.00			0.00	<b>32,000</b>
		2. John Doe - Senior Engineer	4.00	0.00			0.00	<b>25,000</b>
		3.						
		4.						
		5.						
6. ( 0 ) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.00	0.00	0.00	<b>0</b>				
7. ( 2 ) TOTAL SENIOR PERSONNEL (1 - 6)	8.00	0.00	0.00	<b>57,000</b>				
<b>B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)</b>								
1. ( 0 ) POST DOCTORAL SCHOLARS	0.00	0.00	0.00	<b>0</b>				
2. ( 3 ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	10.00	0.00	0.00	<b>38,000</b>				
3. ( 0 ) GRADUATE STUDENTS				<b>0</b>				
4. ( 0 ) UNDERGRADUATE STUDENTS				<b>0</b>				
5. ( 0 ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				<b>0</b>				
6. ( 0 ) OTHER				<b>0</b>				
TOTAL SALARIES AND WAGES (A + B)				<b>95,000</b>				
<b>C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)</b>				<b>19,000</b>				
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)				<b>114,000</b>				
<b>D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)</b>								
TOTAL EQUIPMENT				<b>0</b>				
<b>E. TRAVEL</b>		1. DOMESTIC (INCL. U.S. POSSESSIONS)		<b>4,000</b>				
		2. INTERNATIONAL		<b>0</b>				
<b>F. PARTICIPANT SUPPORT COSTS</b>								
1. STIPENDS \$		<b>0</b>						
2. TRAVEL		<b>0</b>						
3. SUBSISTENCE		<b>0</b>						
4. OTHER		<b>0</b>						
( 0 ) TOTAL PARTICIPANT COSTS				<b>0</b>				
<b>G. OTHER DIRECT COSTS</b>								
1. MATERIALS AND SUPPLIES				<b>10,000</b>				
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION				<b>0</b>				
3. CONSULTANT SERVICES				<b>20,000</b>				
4. COMPUTER SERVICES				<b>0</b>				
5. SUBAWARDS				<b>40,000</b>				
6. OTHER				<b>2,000</b>				
TOTAL OTHER DIRECT COSTS				<b>72,000</b>				
<b>H. TOTAL DIRECT COSTS (A THROUGH G)</b>				<b>190,000</b>				
<b>I. INDIRECT COSTS (F&amp;A)(SPECIFY RATE AND BASE)</b>								
Total Salaries and Wages (Rate: 20.0000, Base: 95000)								
TOTAL INDIRECT COSTS (F&A)				<b>19,000</b>				
<b>J. TOTAL DIRECT AND INDIRECT COSTS (H + I)</b>				<b>209,000</b>				
<b>K. SMALL BUSINESS FEE (IF REQUESTED MAXIMUM = 7% OF J )</b>				<b>14,630</b>				
<b>L. TOTAL COST AND FEE (J + K)</b>				<b>223,630</b>				
PI/PD NAME <b>Jane Smith</b>		FOR NSF USE ONLY						
ORG. REP. NAME*		INDIRECT COST RATE VERIFICATION						
		Date Checked	Date Of Rate Sheet	Initials - ORG				

1 \*ELECTRONIC SIGNATURES REQUIRED ONLY FOR REVISED BUDGET

**SUMMARY  
PROPOSAL BUDGET**

Cumulative

ORGANIZATION <b>Test Institution</b>			FOR NSF USE ONLY			
			PROPOSAL NO.		DURATION (months)	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR <b>Jane Smith</b>			AWARD NO.			
A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)			NSF Funded Person-months		Funds Requested By proposer	
			CAL	ACAD	SUMR	Funds granted by NSF (if different)
1. Jane Smith - Chief Technical Officer			4.00	0.00	0.00	<b>32,000</b>
2. John Doe - Senior Engineer			4.00	0.00	0.00	<b>25,000</b>
3.						
4.						
5.						
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)			0.00	0.00	0.00	<b>0</b>
7. ( 2 ) TOTAL SENIOR PERSONNEL (1 - 6)			8.00	0.00	0.00	<b>57,000</b>
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)						
1. ( 0 ) POST DOCTORAL SCHOLARS			0.00	0.00	0.00	<b>0</b>
2. ( 3 ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)			10.00	0.00	0.00	<b>38,000</b>
3. ( 0 ) GRADUATE STUDENTS						<b>0</b>
4. ( 0 ) UNDERGRADUATE STUDENTS						<b>0</b>
5. ( 0 ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)						<b>0</b>
6. ( 0 ) OTHER						<b>0</b>
TOTAL SALARIES AND WAGES (A + B)						<b>95,000</b>
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)						<b>19,000</b>
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)						<b>114,000</b>
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)						
TOTAL EQUIPMENT						<b>0</b>
E. TRAVEL			1. DOMESTIC (INCL. U.S. POSSESSIONS)			<b>4,000</b>
			2. INTERNATIONAL			<b>0</b>
F. PARTICIPANT SUPPORT COSTS						
1. STIPENDS \$			0			
2. TRAVEL			0			
3. SUBSISTENCE			0			
4. OTHER			0			
( 0 ) TOTAL PARTICIPANT COSTS						<b>0</b>
G. OTHER DIRECT COSTS						
1. MATERIALS AND SUPPLIES						<b>10,000</b>
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION						<b>0</b>
3. CONSULTANT SERVICES						<b>20,000</b>
4. COMPUTER SERVICES						<b>0</b>
5. SUBAWARDS						<b>40,000</b>
6. OTHER						<b>2,000</b>
TOTAL OTHER DIRECT COSTS						<b>72,000</b>
H. TOTAL DIRECT COSTS (A THROUGH G)						<b>190,000</b>
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE)						
TOTAL INDIRECT COSTS (F&A)						<b>19,000</b>
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)						<b>209,000</b>
K. SMALL BUSINESS FEE (IF REQUESTED MAXIMUM = 7% OF J )						<b>14,630</b>
L. TOTAL COST AND FEE (J + K)						<b>223,630</b>
PI/PD NAME <b>Jane Smith</b>			FOR NSF USE ONLY			
ORG. REP. NAME*			INDIRECT COST RATE VERIFICATION			
			Date Checked	Date Of Rate Sheet	Initials - ORG	

C ELECTRONIC SIGNATURES REQUIRED ONLY FOR REVISED BUDGET

## Sample Budget Justification:

### A.1 Senior Personnel

Dr. Jane Smith, Chief Technical Officer, will work two person-months on the project (line A.1) at an hourly rate of \$48/hr. 2 months \* 173.33hrs/month \* \$48/hr = \$16,640.

### B. Other Personnel

Three other personnel will work on the project (line B.2).

An electrical engineer, Mr. Michael Jones, will spend four months of effort building the prototype amplifier circuitry, at a rate of \$24/hour. 4 months \* 173.33hrs/month \* \$24/hr = \$16,640.

Two technicians will spend a total of three months each doing electrical and mechanical characterization, respectively, at a rate of \$18/hour. 6 months \* 173.33hrs/month \* \$18/hr = \$18,720.

### C. Fringe Benefits

Fringe benefits are requested to cover medical, dental, and vision coverage for employees. The fringe benefits rate, based on company records, is 20% of direct labor costs. Therefore, requested fringe benefits are 0.20 \* \$52,000 (total direct labor) = \$10,400.

### E. Travel

Dr. Smith and Mr. Jones will travel to the Grantees Workshop, at an estimated cost of \$2,000 per person. Total cost for this trip is \$4,000. Dr. Smith will also make one two-day trip to visit collaborators at Brown University. This trip will include round-trip airfare (\$400), two nights at a hotel (\$300), meals (\$80), and a rental car (\$150). Total cost for this trip is \$930. Total budgeted travel is \$4,930.

### G.1. Materials and Supplies

The following is a list of materials and supplies to purchase, with quantity, unit cost, and total cost. Items with a total line item cost over \$5,000 have quotes or pricing documentation included as separate pages in this budget justification.

Chemical precursors: \$150/unit, 20 units, \$3,000.

Specialized alloys: \$600/kg, 10 kg, \$6,000.

Temperature sensors: \$250/unit, 8 units, \$2,000.

Total budgeted materials and supplies is \$11,000.

### G.3. Consultant Services

Dr. I. D. Snow will be our consultant. She will work for a total of ten days (80 hours/8 hours per day) at the maximum consultant rate of \$600/day. Total requested costs are \$6,000. A copy of the signed commitment letter from Dr. Snow is included with this budget justification.

### G.5. Subawards

One subaward has been reached with Brown University. A signed letter of commitment from the subaward lead, Dr. Fred Johnson, is included in the proposal package. A full subaward budget and budget justification is also included with the proposal (see below). The total subaward amount is \$35,000.

### G.6 Other

ABC Machining will manufacture two sample holders, requiring an estimated 20 hours of effort. The rate for this service is \$75/hour. Total cost is 20 \* \$75 = \$1,500. We will also pay for use of electron microscopes at Purdue University, with a total of 10 hours budgeted. The cost for outside industrial users (see attached price list) is \$200/hour, for a total cost of \$2,000. Total "other" costs are \$3,500.

### I. Indirect Costs

The indirect rate for this project is 40% of total salaries and wages, for a total of \$52,000 \* 40% = \$20,800.

### K. Fee

The fee is calculated as 4.43% of the total direct plus indirect costs (line J), or \$6,370. Taking the maximum allowed fee of 7% would lead to a project budget over the \$150,000 limit for Phase I.

## Facilities, Equipment, and Other Resources

13. Click on the “Go” button to the left of “Facilities, Equipment, and Other Resources”: Upload a document that addresses the requirements from the solicitation.

**A Facilities, Equipment and Other Resources document is required for all proposals to NSF.** If your proposed project does not require any facilities, equipment or other resources - please include a statement to that effect in this module

**Important Proposal Preparation Information**

FairLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide (PAPPG)* instructions described in Chapter II.C.2. The PAPPG requires submission of Project Summary, Project Description, References Cited, Biographical Sketch(es), Budget, Budget Justification, Current and Pending Support, Facilities, Equipment & Other Resources, Data Management Plan, and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, FairLane will not accept the full proposal.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

**Forms for Temp. Proposal #7874717**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="checkbox"/> Cover Sheet	08/23/18	<input type="checkbox"/> Project Summary	
<input type="checkbox"/> Table of Contents	N/A	<input type="checkbox"/> Project Description	
<input type="checkbox"/> References Cited		<input type="checkbox"/> Biographical Sketches	
<input type="checkbox"/> Budgets (Including Justification)		<input type="checkbox"/> Current and Pending Support	
<input checked="" type="checkbox"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="checkbox"/> Data Management Plan
<input type="checkbox"/> Mentoring Plan <sup>1</sup>
<input type="checkbox"/> GOALS - Industrial PI Confirmation Letter
<input type="checkbox"/> Project Summary with Special Characters
<input type="checkbox"/> RAISE - Program Officer Concurrence Emails
<input type="checkbox"/> Other Supplementary Docs

**Single Copy Documents**

<input type="checkbox"/> Collaborators and Other Affiliations
<input type="checkbox"/> Devotion Authorization(if applicable)
<input type="checkbox"/> List of Suggested Reviewers (optional)
<input type="checkbox"/> Additional Single Copy Documents
<input type="checkbox"/> Nature of Natural or Anthropogenic Event

**Buttons**

<sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.

FORM: FastLane.A1FacText

SBIRONE-PI-7666176 Dickensx

**Facilities, Equipment, and Other Resources**

**Instructions:** Upload an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Describe only those resources that are directly applicable. The description should be narrative in nature and must not include any quantifiable financial information. If there are no Facilities, Equipment, or Other Resources identified, a statement to that effect should be indicated in this section and uploaded into FastLane. See GPG II.C.2.i for more information.

**Upload File**

**Go Back**

## Project Summary

14. Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.

**Important Proposal Preparation Information**

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide* (PAPPG) instructions described in Chapter II C.2. The PAPPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

**Forms for Temp. Proposal #7874717**

**Form Preparation**

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

Form	Saved	Form	Saved
<a href="#">Cover Sheet</a>	08/23/18	<a href="#">Project Summary</a>	
<a href="#">Table of Contents</a>	N/A	<a href="#">Project Description</a>	
<a href="#">References Cited</a>		<a href="#">Biographical Sketches</a>	
<a href="#">Budgets (Including Justification)</a>		<a href="#">Current and Pending Support</a>	
<a href="#">Facilities, Equipment, and Other Resources</a>			

**Supplementary Documents**

<a href="#">Data Management Plan</a>
<a href="#">Mentoring Plan<sup>1</sup></a>
<a href="#">GOALI - Industrial PI Confirmation Letter</a>
<a href="#">Project Summary with Special Characters</a>
<a href="#">RAISE - Program Officer Concurrence Emails</a>
<a href="#">Other Supplementary Docs</a>

**Single Copy Documents**

<a href="#">Collaborators and Other Affiliations</a>	<a href="#">Add/Delete Non Co-PI Senior Personnel</a>
<a href="#">Deviation Authorization(if applicable)</a>	<a href="#">Change PI</a>
<a href="#">List of Suggested Reviewers (optional)</a>	<a href="#">Link Collaborative Proposals</a>
<a href="#">Additional Single Copy Documents</a>	
<a href="#">Nature of Natural or Anthropogenic Event</a>	

**Go Back**

<sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Type the “Project Summary” in the provided text boxes. When this section is completed, click “Save” and then “OK” to return to the “Form Preparation” screen. **Information MUST be entered into all three text boxes, or the proposal will not be accepted.**

**DO NOT CHECK THE BOX TO ENTER YOUR PROJECT SUMMARY AS A SUPPLEMENTARY DOCUMENT.**

Check here if your Project Summary is uploaded as a Supplementary Document.

**Overview:**

**Intellectual Merit:**

**Broader Impacts:**

**Save**   **Reset**  
**Go Back**

## Project Description

15. Click on the "Go" button to the left of "Project Description":

The Project Description must include all required sections as outlined in the solicitation. The Project Description (complete file) cannot exceed 15 pages or the proposal will be Returned Without Review. Do not include References Cited at the end of the Project Description. There is a separate module to indicate references.

Important Proposal Preparation Information			
FastLane will check for required sections of the full proposal, in accordance with <i>Proposal &amp; Award Policies &amp; Procedures Guide</i> (PAPPG) instructions described in Chapter II.C.2. The PAPPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, <b>FastLane will not accept the full proposal</b> .			
Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.			
Forms for Temp. Proposal #7874717			
Form Preparation			
To prepare a form, click on the appropriate button below.			
<b>Form</b>	<b>Saved</b>	<b>Form</b>	<b>Saved</b>
<input type="button" value="GO"/> Cover Sheet <input type="button" value="GO"/> Table of Contents <input type="button" value="GO"/> References Cited <input type="button" value="GO"/> Budgets (Including Justification) <input type="button" value="GO"/> Facilities, Equipment, and Other Resources	08/23/18 N/A	<input type="button" value="GO"/> Project Summary <input type="button" value="GO"/> Project Description <input type="button" value="GO"/> Biographical Sketches <input type="button" value="GO"/> Current and Pending Support	
<b>Supplementary Documents</b>			
<input type="button" value="GO"/> Data Management Plan <input type="button" value="GO"/> Mentoring Plan <sup>1</sup> <input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter <input type="button" value="GO"/> Project Summary with Special Characters <input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails <input type="button" value="GO"/> Other Supplementary Docs			
<b>Single Copy Documents</b>			N/A
<input type="button" value="GO"/> Collaborators and Other Affiliations <input type="button" value="GO"/> Deviation Authorization(if applicable) <input type="button" value="GO"/> List of Suggested Reviewers (optional) <input type="button" value="GO"/> Additional Single Copy Documents <input type="button" value="GO"/> Nature of Natural or Anthropogenic Event		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel <input type="button" value="GO"/> Change PI <input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="Go Back"/>			
<small><sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.</small>			

Follow the instructions on the below screen, then click "Upload File" to upload the document. This takes a few minutes! You will be required to review and accept the PDF version of the Project Description created by FastLane. Click "Go Back" until you return to the "Form Preparation" screen.

## Project Description

PIs are cautioned that the Project Description must be self-contained and that URLs must not be used because: 1) the information could circumvent page limitations; 2) the reviewers are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of review. PIs also are reminded to comply with the instructions contained in the GPG Chapter II.C.2.d(iii) on preparing the "Results from Prior NSF Support" section.

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

No file chosen

## Biographical Sketches

16. Click on the “Go” button to the left of “Biographical Sketches”:

**Biographical sketches or resumes for all individuals described as senior personnel are required.** Senior personnel are individuals with critical expertise who will be working on the project and are employed at the proposing company or at a subaward institution. Bio sketches are not to exceed two pages per person and should address the requirements in the solicitation.

**Important Proposal Preparation Information**

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide* (PAPPG) instructions described in Chapter II.C.2. The PAPPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

**Forms for Temp. Proposal #7874717**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/23/18	<input type="button" value="GO"/> Project Summary	
<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)		<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
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter
<input type="button" value="GO"/> Project Summary with Special Characters
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails
<input type="button" value="GO"/> Other Supplementary Docs

**Single Copy Documents**

<input type="button" value="GO"/> Collaborators and Other Affiliations	<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)	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents		
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event		

**Go Back**

<sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Click “Go” beside the appropriate person’s name to upload their biographical sketch. Biographical sketches may be uploaded individually or as one file (under the PI).

FORM: FastLane.A1BioSelector

**IMPORTANT NOTE:** A Biographical Sketch is required for all Senior Personnel and each individual's Biographical Sketch must be uploaded as a single PDF file associated with that individual. The text box entry function for Biographical Sketch information has been disabled, therefore you should upload a Biographical Sketch for each Senior Personnel by clicking on the Senior Personnel's button and then clicking on "Transfer File". On that screen click on the Browse button to select the file and then click on the "Upload File" button and follow the instructions.

For the "Other Personnel" categories listed in the GPG Chapter II.C.2.f(ii), their biographical sketch(es) should be clearly identified as "Other Personnel" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

For the "Equipment Proposals" category listed in the GPG Chapter II.C.2.f(iii), biographical sketch(es) for each auxiliary user should clearly be identified as "Equipment Proposal" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

Personnel assigned to proposal 7666176

<input type="button" value="Go"/> Charlesx Dickensx	PI Nothing
-----------------------------------------------------	------------

**Go Back**

Type/Upload the “Biographical Sketch” in the below text box. When this section is completed, click “Go Back” to return to the “Form Preparation” screen.

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.

## Bio Sketch

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

No file chosen

## Current and Pending Support

17. Click on the “Go” button to the left of “Current & Pending Support”:

Use the NSF Current & Pending Support form provided by FastLane. A form must be submitted for the PI (and co-PI for STTR) as well as any senior personnel.

**NSF considers the Phase I proposal being submitted as “Pending Support”. Therefore, ALL proposals to NSF must have at least one entry in the “Current & Pending Support” form for the PI and senior personnel (this proposal).**

**Important Proposal Preparation Information**

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide* (PAPPG) instructions described in Chapter II.C.2. The PAPPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

**Forms for Temp. Proposal #7874717**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/23/18	<input type="button" value="GO"/> Project Summary	
<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)		<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	
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	
<input type="button" value="GO"/> Other Supplementary Docs	

**Single Copy Documents**

<input type="button" value="GO"/> Collaborators and Other Affiliations	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	<input type="button" value="GO"/> Change PI	N/A
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents		
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event		

<sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Click the radio button beside the appropriate person's name and then click “New Form” to upload their Current & Pending Support

## Current and Pending Support

**IMPORTANT NOTE:** Each individual's Current and Pending Support information must be uploaded as a single PDF file or inserted as text associated with that individual.

### Existing Support Forms

No forms have been created yet.

### Current PI, Co-PIs, and Senior Personnel

Charlesx Dickensx

[New Form](#)

[Go Back](#)

Fill in all the required information, click “**Save Text**” and then “**Go Back**” until you return to the “Form Preparation” screen.

### Current and Pending Support

for Charlesx Dickensx on proposal# 7666176

#### Form Specific Instructions

Enter all dates in the format mm/dd/yy.

Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount:  Starting Date (MM/DD/YY):   
(#####) Ending Date (MM/DD/YY):

#### Support Type

- Current     Submission Planned in Near Future
- Pending     Transfer of Support (See [Note On Transfer](#))

#### Person-months Per Year Committed to the Project

Calendar (##,##):  Academic (##,##):  Summer (##,##):

#### Note On Transfer:

If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

[Back to Support Types](#)

[Save Text](#) [Delete Text](#) [Transfer File](#)

[Go Back](#)

Follow the instructions on the below screen, then click “**Upload File**” to upload the document. Click “**Go Back**” until you return to the “Form Preparation” screen.

## Current and Pending Support

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
 or click on the **Browse** button to select the file to upload

No file chosen

[Go Back](#)

## Data Management Plan

18. Click on the “Go” button to the left of “Data Management Plan”:

Proposals **must** contain a supplementary document labeled “Data Management Plan” which can simply consist of the statement, “**All data generated in this SBIR (or STTR) Phase I project is considered proprietary.**”

**Important Proposal Preparation Information**

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide* (PAPPG) instructions described in Chapter II.C.2. The PAPPG requires submission of Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

**Forms for Temp. Proposal #7874717**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/23/18	<input type="button" value="GO"/> Project Summary	
<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)		<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
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter
<input type="button" value="GO"/> Project Summary with Special Characters
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails
<input type="button" value="GO"/> Other Supplementary Docs

**Single Copy Documents**

<input type="button" value="GO"/> Collaborators and Other Affiliations	<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)	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents		
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event		

<sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Follow the instructions on the below screen, then click “Upload File” to upload the document. Click “Go Back” until you return to the “Form Preparation” screen.

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Per the NSF Grant Proposal Guide (GPG) Chapter II.C.2.j, a data management plan of up to two pages is required. Unless otherwise specified in the solicitation, the data management plan may not exceed the two page limitation. Proposals containing data management plans that exceed two pages may be returned without review if this issue is not corrected prior to proposal submission.

While the supplementary document containing the data cannot exceed two pages, proposers who feel that the plan cannot fit within the supplement limit of two pages may use part of the 15-page Project Description for additional data management information.

## Data Management Plan

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload or click on the **Browse** button to select the file to upload

No file chosen

## Mentoring Plan

19. Click on the “Go” button to the left of “Mentoring Plan”:

If the SBIR or STTR project will include a sub-award to an academic institution, and that institution is requesting funding for postdoctoral researchers, a “Post Doc Mentoring Plan” must be included as a supplementary document in this proposal. Otherwise, you may skip this section. **Note that employees of the small business or other for-profit companies DO NOT count as postdocs, as they relate to this requirement, and should not be budgeted on line B.1.**

Please consult the solicitation for more information and a sample mentoring plan.

**Important Proposal Preparation Information**

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide* (PAPPG) instructions described in Chapter II.C.2. The PAPPG requires submission of: Project Summary, Project Description, References Cited, Biographical Sketches; Budget, Budget Justification, Current and Pending Support, Facilities, Equipment & Other Resources, Data Management Plan, and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

**Forms for Temp. Proposal #787471**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/23/18	<input type="button" value="GO"/> Project Summary	
<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)		<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
<input type="button" value="GO"/> <b>Mentoring Plan<sup>1</sup></b>
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter
<input type="button" value="GO"/> Project Summary with Special Characters
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails
<input type="button" value="GO"/> Other Supplementary Docs

**Single Copy Documents**

<input type="button" value="GO"/> Collaborators and Other Affiliations	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel
<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)	<input type="button" value="GO"/> Link Collaborative Proposals
<input type="button" value="GO"/> Additional Single Copy Documents	
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	

<sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Follow the instructions on the below screen, then click “Upload File” to upload the document. Click “Go Back” until you return to the “Form Preparation” screen.

FORM: FastLane A1Mentor

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

**Notice:** Mentoring plans are not required for conference, symposia or workshop proposals. When submitting this type of proposal, a document must be uploaded, in place of the Mentoring Plan, stating only ‘Not applicable - Conference, symposia or workshop proposal.’ For further information on proposal preparation instructions for these types of proposals, please refer to the GPG chapter II.D.8

Per the NSF Grant Proposal Guide (GPG) Chapter II.C.2.j, each proposal that requests funding to support postdoctoral researchers must include a mentoring plan of up to one page. Unless otherwise specified in the solicitation, the mentoring plan may not exceed the one page limitation. Proposals containing mentoring plans that exceed one page may be returned without review if this issue is not corrected prior to proposal submission.

### Mentoring Plan

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload or click on the **Browse** button to select the file to upload

No file chosen

## Other Supplementary Docs

20. Click on the “Go” button to the left of “Other Supplementary Docs”:

**Important Proposal Preparation Information**

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide* (PAPPG) instructions described in Chapter II C.2. The PAPPG requires submission of Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

**Forms for Temp. Proposal #7874717**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/23/18	<input type="button" value="GO"/> Project Summary	
<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)		<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
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter
<input type="button" value="GO"/> Project Summary with Special Characters
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails
<input type="button" value="GO"/> Other Supplementary Docs

**Single Copy Documents**

<input type="button" value="GO"/> Collaborators and Other Affiliations	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel
<input type="button" value="GO"/> Devotion Authorization(if applicable)	<input type="button" value="GO"/> Change PI
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	<input type="button" value="GO"/> Link Collaborative Proposals
<input type="button" value="GO"/> Additional Single Copy Documents	
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	

<sup>1</sup>Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

**Reference the current solicitation for restrictions and explanations of what NSF requires and what NSF allows in the Supplementary Documents. Items beyond those specifically requested and permitted should not be included.** You are encouraged to compile and convert all of your Supplementary Documents into a single PDF file and upload using the “Transfer File” button below.

Type/Upload your necessary information in the below text box. When this section is completed, click “Go Back” to return to the “Proposal Actions” screen.

FORM: FastLane\_A1SuppText SBIRONE-P

**Other Supplementary Docs**

Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Proposal Actions” screen.

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

**Supplementary Documents**

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

No file chosen

### 3. Application Overview

#### Print Proposal

If you have completed all the above actions you are now ready to submit your proposal. If you want to print out your proposal before moving to the submission and printing section below, return to the "Proposal Actions" screen and click on the "Print" button. **This will allow you to have a hard copy of what you have entered into FastLane.** (The printed proposal is not your official proposal). NOTE: Only the organization's AOR (Authorized Organizational Representative) can submit the proposal to NSF. The AOR is also sometimes referred to as the SPO (Sponsored Project Officer) in the NSF systems.

-If you have SPO Access Rights, you can click the "**Submit SBIR**" or "**Submit STTR**" button and the proposal will be submitted to NSF. You will receive a confirmation email with the new NSF Proposal ID.

-If you **do not** see the "Submit SBIR" or "Submit STTR" button on the "Proposal Action" screen, you do not have the FastLane SPO Access Rights. **Follow the instructions outlined below.**

#### Allow SPO Access

1. To begin the submission process, return to the Proposal Actions screen; select and highlight the proposal you wish to submit and click on the button "**Allow SPO Access**".

FORM: FastLane.A1PropSel

### Proposal Actions

**\*Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress					
Temporary Proposal # - Title of the Proposal - Deadline Date					
7666176 -					
7666175 -					
<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Check</a>	<a href="#">Allow SPO Access</a>	<a href="#">Proposal PIN</a>	<a href="#">Print</a>
Create New Proposal					
<a href="#">Create Blank Proposal</a>					
<a href="#">SBIR Phase I</a>	<a href="#">SBIR Phase II</a>	<a href="#">STTR Phase I</a>	<a href="#">STTR Phase II</a>		
<a href="#">Go Back</a>					

2. At this point, FastLane may notify you of some warnings and/or errors related to the proposal. "**Errors**" will prevent you from submitting the proposal until they are remedied. You will receive an "error" if modules or required documents are missing that must be included per NSF policy. Proposers are strongly encouraged to submit their proposal early (days, not hours) to ensure adequate time is afforded to troubleshoot any errors that will prevent submission at this stage. FastLane will not accept any proposals after 5:00 pm submitter's time. Your organization's time zone is set in the registration section of Research.gov.

## Proposal Errors/Warnings For Temporary Proposal Id 7666176

### Proposal Errors

Items listed here will prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

- Collaborative Status Unanswered: Select an option on the Cover Sheet
  - No Funding Mechanism Selected: Select a Funding Mechanism on the Cover Sheet
  - Invalid Year Firm Founded - Enter a 4-digit Year Firm Founded on the SBIR/STTR section of the Remainder of the Cover Sheet form.
  - Small Business Concern 1 Unanswered - Enter a response to Small Business Concern Item 1 on the Remainder of the Cover Sheet form.
  - Small Business Concern 2 Unanswered - Enter a response to Small Business Concern Item 2 on the Remainder of the Cover Sheet form.
  - Small Business Concern 3 Unanswered - Enter a response to Small Business Concern Item 3 on the Remainder of the Cover Sheet form.
  - Small Business Concern 4 Unanswered - Enter a response to Small Business Concern Item 4 on the Remainder of the Cover Sheet form.
  - Small Business Concern 5 Unanswered - Enter a response to Small Business Concern Item 5 on the Remainder of the Cover Sheet form.
  - Small Business Concern 6 Unanswered - Enter a response to Small Business Concern Item 6 on the Remainder of the Cover Sheet form.
  - Small Business Concern 7 Unanswered - Enter a response to Small Business Concern Item 7 on the Remainder of the Cover Sheet form.
  - Small Business Concern 8 Unanswered - Enter a response to Small Business Concern Item 8 on the Remainder of the Cover Sheet form.
  - Small Business Concern 9 Unanswered - Enter a response to Small Business Concern Item 9 on the Remainder of the Cover Sheet form.
  - Small Business Concern 10 Unanswered - Enter a response to Small Business Concern Item 10 on the Remainder of the Cover Sheet form.
  - Small Business Concern 11 Unanswered - Enter a response to Small Business Concern Item 11 on the Remainder of the Cover Sheet form.
  - No Topic Selected - Select an SBIR/STTR Phase I Topic on the Remainder of the Cover Sheet form.
- 
- Project Summary: You must enter information in all three text boxes on the Project Summary Page.
  - No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the 'Supplementary Documents: Data Management Plan' section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
  - No Deadline/Target Date - a deadline or target date has not been selected on the Cover Sheet of the proposal. To correct this error, update the Cover Sheet by selecting an appropriate deadline or target date from the 'Deadline/Target Date' dropdown.

FastLane may also give you “**warnings**” that do not prevent proposal submission, but could indicate missing items that are required by the solicitation. Please be sure to review and address these warnings in the context of the specific solicitation requirements.

### Proposal Warnings

Items listed here will not prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Title - A Title for the Proposed Project has not been entered on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.
- No Year Firm Founded - The Year Firm Founded has not been entered as a four-digit number on the Remainder of the Cover Sheet form.
- No Past Year Employee Count - The Average Number of Employees for the Previous 12 Months has not been entered on the Remainder of the Cover Sheet form.
- No Employee Count - The Current Number of Employees has not been entered on the Remainder of the Cover Sheet form.
- No Officer Name - The Company Officer Name has not been entered on the Remainder of the Cover Sheet form.
- No Officer Title - The Company Officer Title has not been entered on the Remainder of the Cover Sheet form.
- No Officer Phone Number - The Company Officer Telephone Number has not been entered on the Remainder of the Cover Sheet form.
- No President Name - The President Name has not been entered on the Remainder of the Cover Sheet form.
- Missing DUNS Number - Enter a valid 9 digit DUNS Number for the Institution.
- Organization-DUNS Conflict - The Identified organization cannot be found in the System for Award Management (SAM) as the organization is either: (1) not registered in SAM or (2) the record in FastLane Research Administration (Including the DUNS number and address) does not match the data in SAM. Proposers are required to register in SAM prior to proposal submission. Failure to complete the SAM registration process prior to proposal submission may impact the processing of the proposal.

When you are ready to continue, click “**Proceed**” to continue the submission process.

3. If you are ready to complete the submission process, select the third “**Go**” button for “Allow AOR to view, edit and submit proposal.”

FORM: FastLane A1FormSel

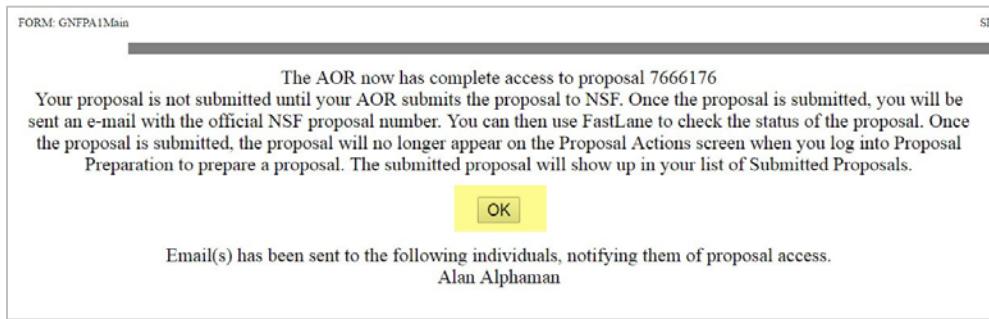
SPO

### Sponsored Project Office (SPO) Access Control

Current SPO Access for proposal 7666176 is set to None

Allow SPO to view proposal  
 Allow SPO to view and edit the proposal  
 Allow AOR to view, edit and submit proposal

4. Then click the "OK" button on the below screen.



## SRO Access Steps

At this point, the Sponsored Project Officer (SPO) has to take the following steps to submit the proposal to NSF.

1. Go to the FastLane Home Page and select the "Research Administration" link.

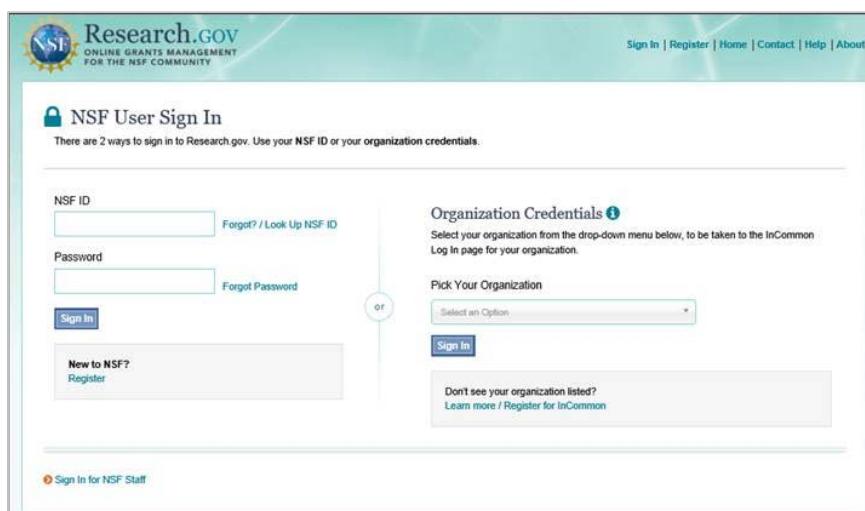


2. Click on the "Sign In to FastLane/Research.gov" button to log in.



- 2a. The authorized organizational representative will be asked to provide the following Sign-in information:

-Last name  
-NSF ID  
-Password



2b. Navigate to 'Research Administration' from the 'My Desktop'

The screenshot shows the 'My Desktop' section of the NSF FastLane Services interface. At the top, there is a navigation bar with five tabs: 'My Desktop', 'Prepare & Submit Proposals', 'Awards & Reporting', 'Manage Financials', and 'Administration'. Below the navigation bar, the title 'My Desktop' is displayed. Underneath the title, there is a sidebar titled 'NSF FastLane Services' containing four links: 'Proposals, Awards & Status', 'Research Administration', and 'Lookup NSF ID'. The 'Research Administration' link is highlighted.

3. Click "Proposals/File Updates/Withdrawals". The screen displays on the Documents in Progress tab.

The screenshot shows the 'Research Administration' page. At the top, there is a sidebar with a list of functions: 'Accounts Management', 'Letters of Intent', 'Proposals/Supplements/File Updates/Withdrawals' (which is highlighted), 'Award Documents', 'Forwarded/Submitted Revised Budgets', 'Notifications & Requests', 'Organizational Reports', 'Project Reports', and 'Authorized Organizational Representative Functions'. To the right of this sidebar, there is a blue callout box with the heading 'New In Box'. It contains the text: 'Now you can easily review current work in progress directly from this page.' and 'Click below to select current items for review.' Below the sidebar, there is a section titled 'In Box' which lists five items: 'Proposals/Supplements/File Updates/Withdrawals' (1 item for review), 'Forwarded/Submitted Revised Budgets' (0 items for review), 'Notifications & Requests' (0 items for review), 'AOR Functions' (0 items for review), and 'Letters of Intent' (0 items for review).

Click "Submit" in the row for the proposal you want to submit.

The screenshot shows the 'Proposals/Supplements/File Updates/Withdrawals' page. At the top, there is a header with the title 'Proposals/Supplements/File Updates/Withdrawals | MAIN' and 'Organization: Test Institution'. Below the header, there is a navigation bar with three tabs: 'Documents in Progress' (which is highlighted), 'Withdrawals In Progress', and 'Submitted Documents'. In the center of the page, there is a search bar with the placeholder text 'Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:'. Below the search bar, there are two input fields: 'Temporary Proposal ID:' and 'PI Last Name:'. The 'Temporary Proposal ID:' field has the value '2154556' and the note '(Enter 7 digits)'. The 'PI Last Name:' field has the value 'B, A' and the note '(Enter at least first two characters)'. To the right of the search bar, there is a 'Search' button. Below the search bar, there is a section titled 'All Documents' with the sub-instruction 'Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.'. There is a message '1 Document found.' followed by a table. The table has columns: 'Temp ID', 'Type', 'Access Level', 'PI Name', 'Proposal Title', 'Check', 'Edit', 'Submit', and 'Return to PI'. The single row in the table contains the values: '2154556', 'Proposal', 'View/Edit/Submit', 'B, A', 'SBIR Phase I: test title', and four buttons: 'Check', 'Edit', 'Submit' (which is highlighted in yellow), and 'Return to PI'. At the bottom of the table, there is a link 'Transfer Data to: Excel' and a 'Cancel' button.

The “Proposal Errors/Warnings” screen gives you the capability to submit the proposal, if there are no errors that prevent submission. Warnings will not prevent submission, but may alert you to missing items that are required by the specific program or solicitation. You are urged to address and correct these issues.

**Proposals/Supplements/File Updates/Withdrawals | MAIN ▶**

**Organization:** Test Institution

**Documents in Progress**   **Withdrawals In Progress**   **Submitted Documents**

**Proposal Errors/Warnings For Temporary Proposal Id 7154556**

**Proposal Warnings**

Items listed here will not prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

● Invalid Zip Code Found - The Zip Code of the institution must be 9 digits.  
● Missing DUNS Number - Enter a valid 9 digit DUNS Number for the institution.  
● Organization-DUNS Conflict - The identified organization cannot be found in the Central Contractor Registration (CCR) as the organization is either: (1) not registered in CCR or (2) the record in FastLane Research Administration (including the DUNS number and address) does not match the data in the CCR. Effective January 5, 2008, proposers are required to register in the CCR prior to proposal submission. Failure to complete the CCR registration process prior to proposal submission may impact the processing of the proposal.

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[Debarment Section](#)  
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[Signature Section](#)

## Submit Proposal

5. There are two options at this point: **Submit and Sign the Proposal** or **Submit the Proposal Only**. The steps below are for the **Submit and Sign the Proposal** option. (*If you are an SPO with AOR permissions, you have the capability to submit and sign the proposal. If you submit without signing, please have the AOR sign the proposal within 5 days of submission.*)

5a. **“Debarment and Suspension”**: click the **radio button** for “Yes or No” if there are any debarments or suspensions of you or of your organization from transactions with federal agencies. (*If you answered Yes, provide an explanation in the text box.*)

### 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 Certification Pages, the Authorized Organizational Representative (or equivalent) or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit II-4 of the Proposal & Award Policies & Procedures Guide.

5c. **Proposal Submission Confirmation** screen: Displays a message that the proposal has been successfully submitted to NSF. It also displays the official NSF proposal number which has been assigned.

- Write down the NSF proposal number
- Print a copy of the **Proposal Submission Confirmation** screen, if desired
- Click the “OK” button to return to the “Documents in Progress” tab

PROPOSAL SUBMISSION CONFIRMATION

**Proposal 7789518 has been successfully submitted to  
NSF**

Oct 05 2017 2:59PM EDT

This proposal has now been assigned the following NSF Proposal Number:  
**1800006**

Please make a note of this number, it is the official NSF proposal number.  
**Your Signature has been recorded**

**OK**

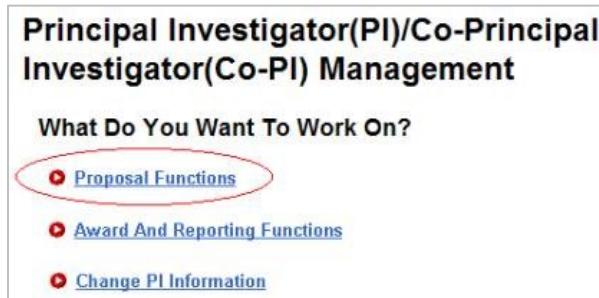
*This is the Proposal Number you should reference in all communications with NSF regarding this proposal henceforward.*

**Note:** User's lack of familiarity with FastLane is not a valid excuse for submitting a late proposal, nor are warnings/errors received at the time of submission. Therefore, we strongly advise all submitters to ensure the proposal is submitted EARLY (days - not hours - before each deadline).

## 4. Create a Proposal File Update

On the FastLane Home Page screen, select the Proposals, Awards, and Status button on the blue toolbar (see PI/Co-PI Login) and login as the Principal Investigator.

The Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen displays (Figure 1). Click **Proposal Functions**.



The Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen displays. Click **Proposal File Update**.



The List of Proposals Eligible for Update screen displays. Highlight the proposal you want to work on in the **List of Proposals Eligible for Update**. Click the **Continue** button.

List of Proposals Eligible for Update		
New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.		
Principal Investigator's Name: Terry Demo		
Proposals are eligible for update after they have been submitted to the NSF but before assignment of reviewers		
(Click on the column title to sort by that column.)		
Proposal ID	Received Date	Proposal Title
Select a Proposal to Work with:		
1100263 - N/A - Operations and Maintenance of the Gemini Observatory		
1201200 - N/A - sample title		
<a href="#">Continue</a> <a href="#">Display Submitted Updates</a>		
<a href="#">Go Back</a>		

The **Proposal Update Control** screen for that proposal displays. Click the **Create Update** button.

**Proposal Update Control**

---

Proposal Number: 1201200

Title: sample title

There are no updates in progress for this Proposal.  
Please click on the "Create Update" button to proceed.

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

**Create Update**

The **Proposal Update Control** screen for the proposal displays. Click the **View/Edit Update** button.

 **FastLane**

Home News Comments nsf.gov

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**Proposal Update Control**

---

Proposal Number: 1201200

Title: sample title

Update Initially Created on Jan 27 2012

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

**View/Edit Update** Delete Update Create Update Pin  
View Update Summary Allow SPO Access

**Go Back**

[Instructions to Proposal Update.](#)

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National Science Foundation  
4201 Wilson Boulevard  
Arlington, Virginia 22230, USA

Tel: 703-292-5111  
FIRS: 800-877-8339  
TDD: 703-292-5090

The **Proposal Update Form Preparation** screen displays. This screen lists all the forms for the proposal; you can update any form. Click the **Go** button for the form that you want to update. See [Prepare Proposal Forms](#) for the instructions for any form. Type or copy and paste text in the text box for the form or upload a new file to replace the old file. See [Acceptable Formats for FastLane](#) and [Upload a File](#) for instructions.

**Proposal Update**

**Proposal Number:** 1201200  
Original Title: sample title

Created Date: Jan 27 2012

**Form Preparation**

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

<b>New!</b> Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the <a href="#">Proposal Functions page</a> .			
<b>Form</b> <input type="button" value="GO"/> Cover Sheet (Changed) <input type="button" value="GO"/> Table of Contents <input type="button" value="GO"/> References Cited <input type="button" value="GO"/> Budgets (Including Justification) <i>Budgetary updates are available through Revise Submitted Proposal Budget module. Please click <a href="#">here</a> for more information.</i> <input type="button" value="GO"/> Facilities, Equipment, and Other Resources	<b>Saved</b> 05/09/12 N/A	<b>Form</b> <input type="button" value="GO"/> Project Summary <input type="button" value="GO"/> Project Description <input type="button" value="GO"/> Biographical Sketches <input type="button" value="GO"/> Current and Pending Support	<b>Saved</b> 01/27/12 01/27/12
<b>Supplementary Documents</b> <input type="button" value="GO"/> Data Management Plan <input type="button" value="GO"/> Other Supplementary Docs			
<b>Single Copy Documents</b> <input type="button" value="GO"/> PI/Co-PI Information <input type="button" value="GO"/> Deviation Authorization(if applicable) <input type="button" value="GO"/> List of Suggested Reviewers (optional) <input type="button" value="GO"/> Additional Single Copy Documents			
<input type="button" value="Proposal Update Justification Note"/>			

After you have accepted the uploaded form or saved the text in the text box, the **Proposal Update Form Preparation** screen displays. The updated form (the Project Summary in screenshot above as an example) now displays in red and is marked as Changed with the date of the change. Repeat for any forms you want to replace.

Click the **Proposal Update Justification Note** button.

**Proposal Update**

**Proposal Number:** 1201200  
Original Title: sample title

Created Date: Jan 27 2012

**Form Preparation**

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

<b>New!</b> Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the <a href="#">Proposal Functions page</a> .			
<b>Form</b> <input type="button" value="GO"/> Cover Sheet (Changed) <input type="button" value="GO"/> Table of Contents <input type="button" value="GO"/> References Cited <input type="button" value="GO"/> Budgets (Including Justification) <i>Budgetary updates are available through Revise Submitted Proposal Budget module. Please click <a href="#">here</a> for more information.</i> <input type="button" value="GO"/> Facilities, Equipment, and Other Resources	<b>Saved</b> 05/09/12 N/A	<b>Form</b> <input type="button" value="GO"/> Project Summary (Changed) <input type="button" value="GO"/> Project Description <input type="button" value="GO"/> Biographical Sketches <input type="button" value="GO"/> Current and Pending Support	<b>Saved</b> 06/21/12 01/27/12
<b>Supplementary Documents</b> <input type="button" value="GO"/> Data Management Plan <input type="button" value="GO"/> Other Supplementary Docs			
<b>Single Copy Documents</b> <input type="button" value="GO"/> PI/Co-PI Information <input type="button" value="GO"/> Deviation Authorization(if applicable) <input type="button" value="GO"/> List of Suggested Reviewers (optional) <input type="button" value="GO"/> Additional Single Copy Documents			
<input type="button" value="Proposal Update Justification Note"/>			

The **Justification Note** screen displays with a text box for entering the justification for the Proposal File Update. Type or copy and paste the Justification in the text box. Click the **OK** button.

Proposal Number: 1201200  
Original Title: sample title

Created Date: Jan 27 2012

**Form Preparation**

Please provide a justification for the requested form updates in the space provided below. Please note why you are requesting file replacement(s) and describe any changes between the original and proposed replacement forms.

Type your justification here.

A screen displays with the message that the Justification Note has been saved. Click the **OK** button.



The **Proposal Update Form Preparation** screen displays.

**Warning – the PFU is not received by NSF until your company's SPO submits**

## 5. Create a Proposal File Update

Access the **Proposal Update Control** screen (see [View and Edit a Proposal File Update](#), Step 1 through Step 5). Click the **Allow SPO Access** button.

A screen displays with a message for you to confirm that you want to allow SPO access to the Proposal File Update. Click the **OK** button.

**Proposal Update Control**

---

Proposal Number: 1201200  
Title: sample title  
Update Initially Created on Jan 27 2012

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

---

The **Access to Proposal File Update Has Been Given to Your SPO** screen displays with the message that the SPO has access to the Proposal File Update. The screen also lists the names of people to whom FastLane has sent emails to notify them of the SPO's access. Click the **OK** button.

Please confirm that you wish to grant access to the Proposal File Update 1 for Proposal No. 1201200. PIs may no longer edit an update after granting access to the SPO.

The **Proposal Update Control** screen displays with the update now listed as a Forwarded Update.

**Access to Proposal File Update has been given to your SPO(s).**

Email(s) has been sent to the following individuals, notifying them of the updated access.

Alan Tester-man  
Bharat Prasad  
Alan Alphaman  
Karun Chetla  
Dan Sullivan  
Alan o'cool  
Peter Soverel  
Tom Jerry  
Clement Ailee  
Soumya Kondapalli  
Thomas Latter

**Please note: The SPO must login under “Research Administration” of Fastlane to submit the forwarded update.**

