



Submitting a SBIR/STTR Phase I Proposal in FastLane

Read this guide to help you submit a Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) Phase I Proposal in FastLane. (A PDF version of this guide is also available for [download](#)).

Please contact the FastLane Help Desk (1-800-673-6188 or fastlane@nsf.gov) for IT system or ADA and 508 compliance-related questions (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays). SBIR and STTR program-related questions should be directed to sbir@nsf.gov.

If you were invited and unable to submit your proposal before the submission window closed on September 3, please reach out to your program director about next steps. The next submission window will close on December 3. We encourage you to follow guidance from your program director for when and how to submit your proposal. FastLane will not accept proposals after 5:00 PM submitter's time on the submission window closing date.

1. Proposal Overview

Were you invited to submit a proposal?

NSF SBIR/STTR Program Phase I applicants are now **REQUIRED** to submit a three-page “Project Pitch” that outlines the project objectives, technical innovation and associated technical risks. Projects that seem to be a good fit will be officially **INVITED** to submit a full proposal, and all Project Pitch submitters will receive feedback within three weeks.

Only SBIR/STTR proposals that have been invited will be reviewed by NSF. To learn more about the Project Pitch, please visit [How to Apply](#).

Read the SBIR/STTR Solicitation

The Phase I [SBIR](#) and [STTR](#) solicitations explain what information should go in the proposal. The following steps will walk through the process of submitting a proposal to FastLane, one of NSF's electronic proposal submission systems.

SBIR/STTR Proposals must be submitted to NSF via FastLane. The NSF's Research.gov proposal preparation and submission site is not currently available for SBIR and STTR proposal submissions.

2. Registrations

Do you have the required registrations?

Before you can begin entering your full proposal in FastLane, your company must have completed the following registrations:

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

All organization information MUST BE IDENTICAL in SAM and in your DUNS Number/Dun & Bradstreet (D&B) record.

Make sure the organization address registered in SAM matches the address listed in your DUNS Number/D&B record. Entering one address for your DUNS Number/D&B record and a different address for your SAM registration can result in significant SAM registration activation delays.

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

Please allow sufficient time for a new SAM registration to be processed and active. New SAM registrations can take up to two weeks to become active. Sometimes SAM registrations can take longer if the registration information provided in SAM is incomplete or inaccurate.

NOTE: Once your new SAM registration is active, it takes up to two business days for NSF to receive and process your SAM information. New organizations cannot register with NSF until the organization's active SAM registration information is processed by NSF.

The SAM registration information must be validated with outside parties before the registration can be activated. If the registration fails the Internal Revenue Service Taxpayer Identification Number (TIN) validation or Commercial and Government Entity (CAGE) validation with the Department of Defense's Defense Logistics Agency, the SAM registration could take significantly longer to become active.

When entering the organization's TIN in SAM, ensure that the organization name matches the taxpayer name associated with your TIN. A mismatch of information can result in significant SAM registration activation delays.

For SBIR applicants with subawardees and for 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 and NSF will manually register them as an institution in the NSF system to facilitate timely proposal submission.

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

You need to register with the SBIR Company Registry (operated by the Small Business Administration). Post-registration, you'll receive a Business Concern Control ID (SBC ID), which you'll need to include in your FastLane application.

- [NSF Research.gov](#)

Organizations new to NSF must register via the account management system in [Research.gov](#).

For additional information and step-by-step instructions, please see the "Register a New Organization" [video tutorial](#) and [Account Management Guide](#) section. If the video tutorial does not open, please try viewing it using another browser.

The [Account Management Guide](#), [Frequently Asked Questions \(FAQs\)](#), and multiple video tutorials are available on the Research.gov [About Account Management](#) page.

NSF recommends that the Principal Investigator (PI) 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.** The AOR role is NEVER assigned to any person by default.

You can request the AOR role via the "Add a New Role" page in [Research.gov](#). Here's how:

- Sign in to [Research.gov](#) and select the "My Profile" link located at the top right of the screen.
- To add the AOR role, select the "Add Organizational Role" button and choose the AOR role. Complete the role request wizard four-step process. Please see the [Account Management Guide](#) "Add a New Role" section for additional information and step-by-step instructions with associated screenshots.

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.
 - 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

The screenshot shows the "Add a New Role" page for NSF ID ooogoo84. It displays four main categories:

- Prepare Proposals and Manage Awards**: For Principal Investigator (PI) / co-Principal Investigator (co-PI), Postdoctoral Fellowship Investigator. Includes "Add Investigator Role" and "Principal Investigator role details".
- Add and Manage Organizations**: For Administrator (Admin), Authorized Organizational Representative (AOR), Sponsored Projects Officer (SPO), View Only User. Includes "Add Organizational Role" and "Organizational role details".
- Manage Financials in Award Cash Management Service (ACM\$)**: For Awardee Preparer, Awardee Certifier, Awardee Financial Representative. Includes "Add Financial Role" and "Financial role details".
- Register as a Graduate Research Fellowship Program (GRFP) Official**: For Coordinating Official (CO), Alternate Coordinating Official (Alt.CO), Financial Official (FO). Includes "Add GRFP Official Role" and "GRFP role details".

The screenshot shows the "Add a New Role to Add and Manage Organizations" step 1: Find Organization. It includes:

- A header with steps: 1. Find Organization, 2. Add information, 3. Choose Role(s), 4. Review, 5. Confirmation.
- A message box: "⚠ 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."
- A "Find Organization" section with a search bar for "Enter DUNS number" containing "079724686" and a "Search" button.
- A "Select from your Organization and DUNS number list" dropdown menu with "Select One" selected.
- A table showing organization details:

Select	DUNS Number	Organization	Organization Contact(s)	Registered with NSF
<input checked="" type="radio"/>	079724686	PEREZ, EDUARDO A	EDUARDO A PEREZ	See all (1) No
- Buttons: "Previous" and "Next".

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 <small>i</small>
<input type="text"/>	Select One <input type="button" value="▼"/>

Organization Details

* Organization Short Name	* Organization Type	* Time Zone <small>i</small>
<input type="text"/>	Select One <input type="button" value="▼"/>	<input type="text"/>
* Organization Phone Number	Organization Fax Number	* Organization Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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.

3. Create Proposal

Formatting Instructions

Visit the [PAPPG Guide](#) for information on how to format your proposal.

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:

- FastLane logo** and www.fastlane.nsf.gov URL.
- A message: "FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)"
- Top menu bar:** NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us
- Right sidebar:** FastLane User Support (7 AM to 9 PM Eastern Time • 19-F), 1-800-673-6188 (FastLane Availability recording), 1-800-437-7408.
- Navigation links:** Proposals, Awards and Status, Proposal Review, Panelist Functions, Research Administration, Financial Functions, Honorary Awards, Graduate Research Fellowship Program, 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 and options:

- NSF ID:** Input field with a "Forgot? / Look Up NSF ID" link.
- Password:** Input field with a "Forgot Password?" link.
- Sign In:** Button.
- New to NSF?** Register link.
- Organization Credentials:** A section with a dropdown menu labeled "Select an Option" and a "Sign In" button.
- Pick Your Organization:** A dropdown menu with a "Sign In" button.
- Don't see your organization listed?** Learn more / Register for InCommon link.
- 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. At the top, there's a navigation bar with links for Home, News, Comments, Change Password, and nsf.gov. On the left, there's a "Quick Links" sidebar with several options 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, a section titled "What Do You Want To Work On?" lists five 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 indicating the last modification date.

NSF

FastLane

Home News Comments Change Password nsf.gov

Quick Links

- Help for Proposal Preparation
- Frequently Asked Questions About FastLane Proposal Preparation
- Proposal & Award Policies & Procedures Guide
- Deadlines and Target Dates
- Convert Files to PDF

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- Proposal Functions
- Award And Reporting Functions
- Change PI Demographic Information
- Research.gov Functions

National Science Foundation
2415 Eisenhower Avenue
Alexandria, Virginia 22314, USA
Tel: [703-292-5111](tel:703-292-5111)
FIRS: [800-877-8339](tel:800-877-8339)
TDD: [703-292-5000](tel:703-292-5000)

Last Modified: Nov 2001 (CM)

On the Proposal Functions screen, click “Proposal Preparation”

This screenshot shows the "Proposal Functions" page within the FastLane system. It features a similar header and sidebar to the previous screen. The main content area is titled "Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management" and "Proposal Functions". Below this, a list of proposal-related tasks is shown, with "Proposal Preparation" being highlighted with a red oval. Other tasks include Letters of Intent, Proposal Status, Revise Submitted Proposal Budget, Proposal File Update, and Research.gov Functions. A "Go Back" button is located at the bottom of this list. The footer contains standard NSF contact information and a last modified timestamp.

NSF

FastLane

Home News Comments Change Password nsf.gov

Quick Links

- Help for Proposal Preparation
- Frequently Asked Questions About FastLane Proposal Preparation
- Proposal & Award Policies & Procedures Guide
- Deadlines and Target Dates
- Convert Files to PDF

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- Letters of Intent
- Proposal Preparation
- Proposal Status
- Revise Submitted Proposal Budget
- Proposal File Update
- Research.gov Functions

Go Back

National Science Foundation
2415 Eisenhower Avenue
Alexandria, Virginia 22314, USA
Tel: [703-292-5111](tel:703-292-5111)
FIRS: [800-877-8339](tel:800-877-8339)
TDD: [703-292-5000](tel:703-292-5000)

Last Modified: Nov 2001 (CM)

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 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

Applicants must complete all required proposal Cover Sheet data fields in accordance with the proposal preparation instructions.

Proposal Cover Sheets missing required data field information will generate validation errors and cannot be saved or submitted. In addition, you may lose information entered on the Cover Sheet if it cannot be saved or submitted.

Click on the “**GO**” button to the left of “**Cover Sheet**”.

Cover sheet selection

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:

Primary Place of Performance

Address:

Add/Change Primary Place of Performance

Change Awardee

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)

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**"

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 Primary Place of Performance
Quantified Habits Inc.

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](#)

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

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 Primary Place of Performance
Quantified Habits Inc.

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](#)

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.

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 Primary Place of Performance
Quantified Habits Inc.

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](#)

"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
[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](#)

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

- **Requested Amount:** Enter the requested amount of funds. (*SBIR and STTR Phase I budgets cannot exceed \$256,000. 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 Start Date:** We recommend that you enter a start date six months from your proposal submission. For instance, a proposal submitted in june would enter January 1st of the following year.

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**

[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	Naganand Murty
Organization	Quantified Habits Inc.
Department	
Street #1	2231 Crystal Dr
Street #2	#1000
City/State/Zip	Arlington VA 222023726
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

[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	Naganand Murty
Organization	Quantified Habits Inc.
Department	
Street #1	2231 Crystal Dr
Street #2	#1000
City/State/Zip	Arlington VA 222023726
Country	US

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

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

[Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Previous NSF Award

If this is a **preliminary proposal** then check here:

If this is a Full Proposal and it is related to an associated preliminary proposal, please enter that preliminary proposal number here: ▼

[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](#)

Other Federal Agencies

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.

1. 2. 3. 4. 5.
6. 7. 8. 9. 10.

[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](#)

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

[Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Previous NSF Award

If this is a **preliminary proposal** then check here:

If this is a Full Proposal and it is related to an associated preliminary proposal, please enter that preliminary proposal number here: ▼

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
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[Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Other Federal Agencies

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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](#)

"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: EIN¹ or TIN²: 437984597
---	---

¹Employer Identification Number ²Taxpayer 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](#)

“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 (PL. 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.

OK
Go Back

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					
<p>FastLane will check for required sections of the full proposal, in accordance with <i>Proposal & Award Policies & 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, FastLane will not accept the full proposal.</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	Form	Saved	
<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"/> Collaborators and Other Affiliations		<input type="button" value="GO"/> Data Management Plan			
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Mentoring Plan ¹			
<input type="button" value="GO"/> List of Suggested Reviewers (optional)		<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter			
<input type="button" value="GO"/> Additional Single Copy Documents		<input type="button" value="GO"/> Project Summary with Special Characters			
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event		<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails			
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel		<input type="button" value="GO"/> Other Supplementary Docs			
<input type="button" value="GO"/> Change PI					
<input type="button" value="GO"/> Link Collaborative Proposals					
Single Copy Documents					
<input type="button" value="GO"/> Collaborators and Other Affiliations	N/A	<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			
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<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event					
Go Back					
<p>¹Please 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>					

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.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal****No Non Co-PI Senior Personnel**

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.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

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																													
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Forms for Temp. Proposal #7874717																													
Form Preparation																													
<p>To prepare a form, click on the appropriate button below.</p> <table border="0"> <tr> <td>Form</td> <td>Saved</td> <td>Form</td> <td>Saved</td> </tr> <tr> <td> <input type="button" value="GO"/> Cover Sheet <input type="button" value="GO"/> Table of Contents <input checked="" type="button" value="GO"/> References Cited <input type="button" value="GO"/> Budgets (Including Justification) <input type="button" value="GO"/> Facilities, Equipment, and Other Resources </td> <td>08/23/18 N/A</td> <td> <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 </td> <td>N/A</td> </tr> <tr> <td colspan="4">Supplementary Documents</td> </tr> <tr> <td colspan="4"> <input type="button" value="GO"/> Data Management Plan <input type="button" value="GO"/> Mentoring Plan¹ <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 </td> </tr> <tr> <td colspan="4"> <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 </td> </tr> <tr> <td colspan="4" style="text-align: right;"><input type="button" value="Go Back"/></td> </tr> </table>						Form	Saved	Form	Saved	<input type="button" value="GO"/> Cover Sheet <input type="button" value="GO"/> Table of Contents <input checked="" 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	N/A	Supplementary Documents				<input type="button" value="GO"/> Data Management Plan <input type="button" value="GO"/> Mentoring Plan ¹ <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				<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"/>			
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When this section is completed, click “**Go Back**” to return to the “Form Preparation” screen.

FORM: FastLane A1Ref1		SBIRONE-PI-7666176 Dickensxx	
References Cited			
<p>Enter text for the References Cited or click on "Transfer File" to upload a file</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>			
<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			
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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.			
<input type="button" value="GO"/> Cover Sheet <input type="button" value="GO"/> Table of Contents <input type="button" value="GO"/> References Cited <input checked="" type="button" value="GO"/> Budgets (Including Justification) <input type="button" value="GO"/> Facilities, Equipment, and Other Resources	Saved 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	Saved
Supplementary Documents			
<input type="button" value="GO"/> Data Management Plan <input type="button" value="GO"/> Mentoring Plan ¹ <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			
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<input type="button" value="Go Back"/>			
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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.

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
TestProduction				
<u>Add Year: Budget Justification</u>				
Add Another Organization SpreadSheet Support				
<input type="button" value="Delete Checked Year(s)"/> <input type="button" value="Go Back"/>				

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 Add Year Budget Justification			<input type="checkbox"/>	Jun-17-2011	13:52:01
Add Another Organization					
SpreadSheet Support					
<hr/>					
Delete Checked Year(s)					
Go Back					

Funds

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

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

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. 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
Total Senior Personnel: 2		8.0	0.0	0.0	\$ 57000

[Add/Remove Senior Personnel](#)

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
Total Senior Personnel:	2	8.0	0.0	0.0	\$ 57000

[Add/Remove Senior Personnel](#)

[Calculate](#)

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
Total Other Personnel:	3				\$ 38000

- 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

Total Salaries, Wages and Fringe Benefits (A + B + C): \$ 114000**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"/>	<input type="text"/>
2. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Total Equipment: \$ 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 (ind. U.S. Possessions)	4000
2. Travel International	0

Total Travel: \$ 4000**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"/>	
		Total Participant Support Costs: \$ 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

First, 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"/>
Total Other Direct Costs: \$ 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
<input type="button" value="Calculate"/>	

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

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	1 Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01
Add Year Budget Justification				
Add Another Organization				
<hr/>				
Delete Checked Year(s)				
Go Back				
SpreadSheet Support				

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

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

Subawardee Budget

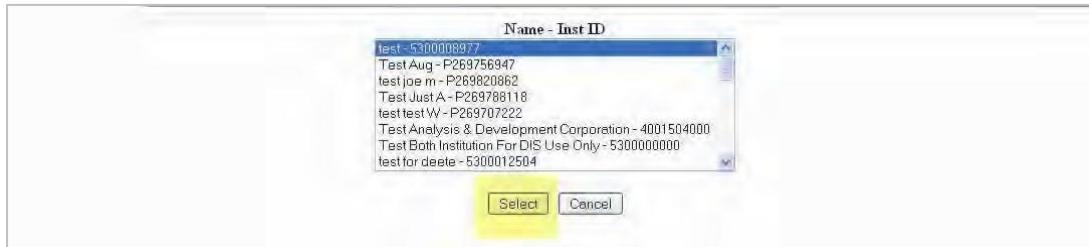
12b. Subawardee Budget section: Click “Add Another Organization” if a subawardee budget is required.

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

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

Current Budget Organizations	
Name Test Institution	Org. Id 5300010004
<hr/>	
Add Organization - use any one of the following:	
Name Search (ex. Cornell) <input checked="" type="radio"/> Begins With <input type="radio"/> Ends With <input type="radio"/> Contains	
DUNS# (ex. 872612445)	
<input type="text" value="test"/> <input type="button" value="Search by Name"/> <input type="text"/> <input type="button" value="Search by DUNS"/>	
<hr/>	
<input type="button" value="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) <p>The screenshot shows a message indicating that no Principal Investigator has been selected. Below the message is a small window showing a list of names, with the top name "John Doe" highlighted. At the bottom of the window is a "Select" button.</p>

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 Add Year Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01
test Add Year Change PI Change Org Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 15:22:31
Add Another Organization				
<hr/>				
Delete Checked Organization(s)		Delete Checked Year(s)		
Go Back				

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

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

1/ELECTRONIC SIGNATURES REQUIRED ONLY FOR REVISED BUDGET

**SUMMARY
PROPOSAL BUDGET**

Cumulative

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

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 twoday 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

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide (PAPP)* instructions described in Chapter II.C.2. The PAPP 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="checkbox"/> Cover Sheet <input type="checkbox"/> Table of Contents <input type="checkbox"/> References Cited <input type="checkbox"/> Budgets (Including Justification) <input checked="" type="checkbox"/> Facilities, Equipment, and Other Resources	08/23/18 N/A	<input checked="" type="checkbox"/> Project Summary <input type="checkbox"/> Project Description <input type="checkbox"/> Biographical Sketches <input type="checkbox"/> Current and Pending Support	N/A

Supplementary Documents

<input type="checkbox"/> Data Management Plan <input type="checkbox"/> Mentoring Plan ¹ <input type="checkbox"/> GOALI - 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	N/A
---	-----

Single Copy Documents

<input type="checkbox"/> Collaborators and Other Affiliations <input type="checkbox"/> Deviation 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	N/A
---	-----

Buttons

¹Please 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 AI FacText SBIRONE-PI-7666176 Dickens

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.

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 (PAPP)* instructions described in Chapter II.C.2. The PAPP 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="checkbox"/> Cover Sheet <input type="checkbox"/> Table of Contents <input type="checkbox"/> References Cited <input type="checkbox"/> Budgets (Including Justification) <input checked="" type="checkbox"/> Facilities, Equipment, and Other Resources	08/23/18 N/A	<input checked="" type="checkbox"/> Project Summary <input type="checkbox"/> Project Description <input type="checkbox"/> Biographical Sketches <input type="checkbox"/> Current and Pending Support	N/A

Supplementary Documents

<input type="checkbox"/> Data Management Plan <input type="checkbox"/> Mentoring Plan ¹ <input type="checkbox"/> GOALI - 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	N/A
---	-----

Single Copy Documents

<input type="checkbox"/> Collaborators and Other Affiliations <input type="checkbox"/> Deviation 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	N/A
---	-----

Buttons

¹Please 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 *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"/> Cover Sheet	08/23/18	<input type="button"/> Project Summary	
<input type="button"/> Table of Contents	N/A	<input type="button"/> Project Description	
<input type="button"/> References Cited		<input type="button"/> Biographical Sketches	
<input type="button"/> Budgets (Including Justification)		<input type="button"/> Current and Pending Support	
<input type="button"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

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

Single Copy Documents

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

<input type="button"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button"/> Change PI	
<input type="button"/> Link Collaborative Proposals	

Go Back

¹Please 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. 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. Effective October 5, 2020, NSF **requires all NSF proposals** (including SBIR/STTR proposals) to include Biographical Sketches using NSF-approved formats. NSF will only accept PDFs using the fillable-PDFs created by NSF or the same formats produced using [SciENcv](#). **Users will be prevented from uploading non-compliant Biographical Sketches and NSF prevents submission of proposals without these documents.** For more information, review the guidance in the [Proposal & Award Policies & Procedures Guide](#) (PAPPG) ([NSF 20-1](#)), and the [Policy Office website](#).

As you prepare your SBIR or STTR proposal, and if you do not already use SciENcv, we recommend following the step-by-step guidance as outlined below.

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 #787471

Form Preparation

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

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

<input type="button" value="Collaborators and Other Affiliations"/> <input type="button" value="Deviation Authorization(if applicable)"/> <input type="button" value="List of Suggested Reviewers (optional)"/> <input type="button" value="Additional Single Copy Documents"/> <input type="button" value="Nature of Natural or Anthropogenic Event"/>	<input type="button" value="Add Delete Non Co-PI Senior Personnel"/> <input type="button" value="Change PI"/> <input type="button" value="Link Collaborative Proposals"/>	N/A
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¹Please 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
 Charlesx Dickensx PI

- Download the NSF-approved fillable [Biographical Sketch PDF](#) for each individual designated as Principal Investigator (PI), co-PI or Senior Personnel.
- Complete the "Name", "Title" and "Institution" (Organization) fields at the top of each form.
- If you want to continue using the PDF, please complete the remaining fields and upload them into the Biographical Sketches section of the proposal.
- If you do not want to continue using this new format, you must enter "N/A" into the remaining fields of this PDF and upload it into the "Biographical Sketches" section of the proposal. If you choose this option, **you must upload resumes for the PI, co-PI, and all Senior Personnel in Supplementary Documents** in the format outlined in the relevant NSF SBIR/STTR solicitation (under the "Biographical Sketches" section of Proposal Preparation).*
- Proposals without the NSF-approved PDF format (completed or not) will not be able to be submitted in FastLane.
- If you do not use the NSF-approved format for Biographical Sketches and fail to include the required resumes as Supplemental Documents, your proposal will be Returned Without Review.**

OR

If you are preparing your SBIR or STTR proposal and already use SciENcv, we recommend following the step-by-step guidance as outlined below.

- Navigate to the SciENcv site: <https://www.ncbi.nlm.nih.gov/sciencv/> and follow the directions for preparation of the NSF Biographical sketch format.
- Export a PDF of the Biographical sketch for each PI/co-PI and upload the files into FastLane. Proposals without the NSF-approved PDF format will not be able to be submitted in FastLane.
- Reminder: If you do not use the NSF-approved format for Biographical Sketches and fail to include the required resumes as Supplemental Documents, your proposal will be Returned Without Review.**

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. Effective October 5, 2020, NSF will require all NSF proposals (including SBIR/STTR proposals) to include Current and Pending Support using NSF-approved formats. NSF will only accept PDFs using the fillable-PDFs created by NSF or the same formats produced using SciENcv. Users will be prevented from uploading non-compliant Current and Pending Support and NSF prevents submission of proposals without these documents. For more information, review the guidance in the [Proposal & Award Policies & Procedures Guide](#) (PAPPG) ([NSF 20-1](#)), and the [Policy Office website](#).

Important Proposal Preparation Information			
FastLane will check for required sections of the full proposal, in accordance with <i>Proposal & Award Policies & 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, 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"/> Cover Sheet <input type="button"/> Table of Contents <input type="button"/> References Cited <input type="button"/> Budgets (Including Justification) <input type="button"/> Facilities, Equipment, and Other Resources	08/23/18 N/A	<input type="button"/> Project Summary <input type="button"/> Project Description <input type="button"/> Biographical Sketches <input checked="" type="button"/> Current and Pending Support	
Supplementary Documents			
<input type="button"/> Data Management Plan <input type="button"/> Mentoring Plan ¹ <input type="button"/> GOALI - Industrial PI Confirmation Letter <input type="button"/> Project Summary with Special Characters <input type="button"/> RAISE - Program Officer Concurrence Emails <input type="button"/> Other Supplementary Docs			
Single Copy Documents			N/A
<input type="button"/> Collaborators and Other Affiliations <input type="button"/> Deviation Authorization(if applicable) <input type="button"/> List of Suggested Reviewers (optional) <input type="button"/> Additional Single Copy Documents <input type="button"/> Nature of Natural or Anthropogenic Event		<input type="button"/> Add/Delete Non Co-PI Senior Personnel <input type="button"/> Change PI <input type="button"/> Link Collaborative Proposals	
<input type="button"/> Go Back			
<small>¹Please 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 the radio button beside the appropriate person's name and then click "New Form" to upload their Current & Pending Support.

FORM: FastLane.A1CPSSelector	SBI
<h2>Current and Pending Support</h2>	
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	Current PI, Co-PIs, and Senior Personnel
No forms have been created yet.	<input checked="" type="radio"/> Charlesx Dickensx <input type="button"/> New Form
<input type="button"/> Go Back	

- Download the NSF-approved fillable [Current and Pending Support](#) for each individual designated as PI, co-PI or Senior Personnel.
- Complete the "PI/co-PI/Senior Personnel Name" field at the top of each form.
- If you want to continue using the PDF, please complete the remaining fields and upload them into the Current and Pending Support section of the proposal.
- If you do not want to continue using this new format, then you must enter "N/A" into the remaining fields of this PDF and upload it into the "Current and Pending Support" section of the proposal. You must upload the individual statements regarding Current and Pending Support for the PI, co-PI and all Senior Personnel in Supplementary Documents in the format outlined in the relevant NSF SBIR/STTR solicitation (under the "Current and Pending Support" section of Proposal Preparation).
- **Proposals that do not include the NSF-approved PDF format (completed or not) will be prevented from submission.**
- If you do not use the NSF-approved format for the Current and Pending Support documents and fail to include the required statements noted above as Supplemental Documents, your proposal will be Returned Without Review.

If you are preparing your SBIR or STTR proposal and already use SciENcv, we recommend following the step-by-step guidance as outlined below.

- Navigate to the SciENcv site: <https://www.ncbi.nlm.nih.gov/sciencv/> and follow the directions for preparation of the NSF Current and Pending Support format.
- Export a PDF of the Current and Pending Support format for each PI/co-PI and upload the files into FastLane. Proposals without the NSF-approved PDF format will not be able to be submitted in FastLane.
- **Reminder: If you do not use the NSF-approved format for the Current and Pending Support documents and fail to include the required statements noted above as Supplemental Documents, your proposal will be Returned Without Review.**

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

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			
<p>FastLane will check for required sections of the full proposal, in accordance with <i>Proposal & Award Policies & 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, FastLane will not accept the full proposal.</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.			
Form	Saved	Form	Saved
<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 ¹ <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"/> 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"/> 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 Back"/>			
<p>¹Please 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>			

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																								
<p>FastLane will check for required sections of the full proposal, in accordance with <i>Proposal & Award Policies & 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, FastLane will not accept the full proposal.</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:																								
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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 <table border="0"> <tr> <td><input type="button" value="GO"/> Data Management Plan</td> </tr> <tr> <td><input type="button" value="GO"/> Mentoring Plan¹</td> </tr> <tr> <td><input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter</td> </tr> <tr> <td><input type="button" value="GO"/> Project Summary with Special Characters</td> </tr> <tr> <td><input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails</td> </tr> <tr> <td><input type="button" value="GO"/> Other Supplementary Docs</td> </tr> </table>				<input type="button" value="GO"/> Data Management Plan	<input type="button" value="GO"/> Mentoring Plan¹	<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															
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Single Copy Documents <table border="0"> <tr> <td><input type="button" value="GO"/> Collaborators and Other Affiliations</td> <td style="text-align: right;"><input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td><input type="button" value="GO"/> Deviation Authorization(if applicable)</td> <td style="text-align: right;"><input type="button" value="GO"/> Change PI</td> <td></td> </tr> <tr> <td><input type="button" value="GO"/> List of Suggested Reviewers (optional)</td> <td style="text-align: right;"><input type="button" value="GO"/> Link Collaborative Proposals</td> <td></td> </tr> <tr> <td><input type="button" value="GO"/> Additional Single Copy Documents</td> <td></td> <td></td> </tr> <tr> <td><input type="button" value="GO"/> Nature of Natural or Anthropogenic Event</td> <td></td> <td></td> </tr> </table>				<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								
<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																								
<input type="button" value="Go Back"/>																								
<p>¹Please 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>																								

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		SB
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
Mentoring Plan		
<p>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.</p>		
<p>Follow this link for a list of Supported file formats (Opens new window).</p>		
<p>Follow this link for New Upload Instructions (Opens new window).</p>		
<p>Enter the name and location of the file to upload or click on the Browse button to select the file to upload</p>		
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload File"/> <input type="button" value="Go Back"/>		

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"/> 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	

¹Please 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 - AllSupplText

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

Single Copy Documents

21. Click on the “Go” button to the left of “Additional Single Copy Documents”:

Important Proposal Preparation Information			
FastLane will check for required sections of the full proposal, in accordance with <i>Proposal & Award Policies & 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, FastLane will not accept the full proposal .			
Proposal preparation instructions for certain types of proposals (see PAPPG Chapter II.E.) and for specific solicitations may deviate from the PAPPG instructions. Please refer to the instructions provided in the funding opportunity for which you are applying.			
Warning: Information regarding Collaborators and Other Affiliations (COA) is required for most proposal types (PAPPG II.C.1.e). Failure to submit a COA template for each senior personnel will result in proposals being returned without review. For more information, visit Collaborators and Other Affiliations .			

Forms for Temp. Proposal #7958294 SBIR Phase I: Digital Health Coaching Using Context-sensitive Data

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/24/19	<input type="button" value="GO"/> Project Summary	04/09/19
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	04/09/19
<input type="button" value="GO"/> References Cited	04/09/19	<input type="button" value="GO"/> Biographical Sketches	04/09/19
<input type="button" value="GO"/> Budgets (Including Justification)	05/24/19	<input type="button" value="GO"/> Current and Pending Support	04/09/19
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	04/09/19		
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	04/09/19
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<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)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents	05/24/19		
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event			

Reference the current solicitation for restrictions and explanations of what NSF requires and what NSF allows in the Single Copy Documents module.

Items uploaded to this section of FastLane are not visible to the reviewers. Companies are cautioned not to confuse this section with the “Supplementary Documents” section of FastLane.

NEW IN 2019: You are required to convert your Project Pitch invitation email into a PDF file and upload it into the “Additional Single Copy Documents” module using the “Transfer File” button. Once you have proofed and approved your upload, click “Go Back” to return to the “Proposal Actions” screen.



America's SEED FUND

SBIR.STTR

Project Pitch: 00004073
SBIR/STTR Topic Area: SBIR: Other Topics (OT)

Dear Sally,

Upon reviewing your submitted Project Pitch, I am pleased to inform you that you are invited to submit a full proposal to the NSF SBIR/STTR Phase I program.

You are required to upload this email as confirmation of your invitation to submit a full proposal as an "Additional Single Copy Document" in the full proposal in FastLane. SBIR/STTR proposals cannot be submitted via Research.gov. Please also be sure to select the following topic area from the drop down menu when completing the NSF SBIR Phase I Cover Page for your proposal: SBIR: Other Topics (OT). For a list of sub-topic areas, please review our most recent solicitation topic and subtopic document [here](#).

Please comply with all guidelines and instructions for preparation of your invited full proposal as specified in the NSF SBIR/STTR Phase I program solicitation (see links below), paying close attention to the necessary registrations, required documents and merit review criteria. You will also need to affirm that you meet the eligibility criteria for a small business concern (see section IV. of the solicitation document for details). Proposals that do not comply with the guidelines or do not meet the listed eligibility requirements outlined in the solicitation may be returned without review.

- NSF SBIR Phase I Solicitation:
https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf19554
- NSF STTR Phase I
Solicitation: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf19555

Additional Guidance or Feedback (if applicable):

I highly recommend starting the system for Award Management ([SAM](#)) registration process immediately. The SAM registration process is free, but can take up to a month to complete. More information about SAM can be found at [SAM.gov](#).

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.

Additional Single Copy Documents

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG). This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

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

Note: Clicking on the Display Current Single Copy Documents button will display a PDF document in this window.
Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Current documents to display

Display Current Single Copy Documents

Current documents to delete

Delete Current Single Copy Documents

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

Choose File No file chosen **Upload File**

Go Back

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**".

Temporary Proposals in Progress
 Temporary Proposal # - Title of the Proposal - Deadline Date
 7975153 - SBIR Phase I:

[Edit](#) [Delete](#) [Check](#) [Allow SPO Access](#) [Proposal PIN](#) [Print](#) [Submit SBIR](#) [Submit STTR](#) [Submit](#)

Create New Proposal

[Create Blank Proposal](#) [SBIR Phase I](#) [SBIR Phase II](#) [STTR Phase I](#) [STTR Phase II](#)

[Go Back](#)

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
<p>Items listed here <u>will not prevent</u> submission. Print this page for reference before returning to the Form Preparation screen.</p>
<ul style="list-style-type: none"> ▪ 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

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.

The AOR now has complete access to proposal 7666176
Your proposal is not submitted until your AOR submits the proposal to NSF. Once the proposal is submitted, you will be sent an e-mail with the official NSF proposal number. You can then use FastLane to check the status of the proposal. Once the proposal is submitted, the proposal will no longer appear on the Proposal Actions screen when you log into Proposal Preparation to prepare a proposal. The submitted proposal will show up in your list of Submitted Proposals.

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

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.

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions
Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

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 follower Sign-in information: -Last name -NSF ID
-Password

A screenshot of a web page titled "Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management". The page has a "Quick Links" sidebar on the left with links to 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 features a "Proposal Functions" section with several items: Letters of Intent, Proposal Preparation (which is circled in red), Proposal Status, Revise Submitted Proposal Budget, Proposal File Update, and Research.gov Functions. At the bottom of the page, there is a "Go Back" button, the NSF logo, and a footer with National Science Foundation contact information: 2415 Eisenhower Avenue, Alexandria, Virginia 22314, USA. Tel: 703-292-8000, FIRS: 800-577-3339, TDD: 703-292-4000. The footer also notes "Last Modified: Nov 2001 (CM)".

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

A screenshot of a web page titled "My Desktop". The top navigation bar includes links for "My Desktop", "Prepare & Submit Proposals", "Awards & Reporting", "Manage Financials", and "Administration". The "My Desktop" link is highlighted with a teal background. Below the navigation bar, the page title is "My Desktop". Underneath the title is a section titled "NSF FastLane Services" with three links: "Proposals, Awards & Status", "Research Administration" (which is circled in red), and "Lookup NSF ID".

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

Research Administration

Select a Research Administration function for Test Institution:

- Accounts Management
- Letters of Intent
- Proposals/Supplements/File Updates/Withdrawals**
- Award Documents
- Forwarded/Submitted Revised Budgets
- Notifications & Requests
- Organizational Reports
- Project Reports
- Authorized Organizational Representative Functions


New In Box
 Now you can easily review current work in progress directly from this page.
Click here to select current items for review.

In Box

Category	Count	Items for review
Proposals/Supplements/File Updates/Withdrawals	1	Items for review
Forwarded/Submitted Revised Budgets	0	Items for review
Notifications & Requests	0	Items for review
ADR Functions	0	Items for review
Letters of Intent	0	Items for review

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

Proposals/Supplements/File Updates/Withdrawals | MAIN *

Organization: Test Institution

DOCUMENTS IN PROGRESS Withdrawals In Progress Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: PI Last Name: Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

1 Document found.

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
2161556	Proposal	View/Edit/Submit	B. A.	SBR Phase I test title	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Submit"/>	<input type="button" value="Return to PI"/>

Transfer Data to Excel

Cancel

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.

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](#)
[Lobbying Certification Section](#)
[Contracts Certification Section](#)
[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.