



# Submitting a SBIR/STTR Phase I Proposal in FastLane

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

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

## 1. Application Overview

### Do you have the required registrations?

Before you can register your small business with NSF and prepare/submit a proposal - you MUST register your company to do business with the U.S. government through the System for Award Management (SAM). When you register in SAM, you'll have to share your company's "DUNS number" and bank account information. You'll also have to have an original, signed notarized letter stating that you are the authorized Entity Administrator before your registration will be activated. The SAM.gov registration process is free and takes only 10-15 minutes to initiate, but can take more than three weeks to complete. SAM registration expires after one year and must be updated annually.

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

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

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

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

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

NSF Research.gov- register company and Principal Investigator (PI) [↗](#)

### 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 two weeks.

Follow the step-by-step process below to register a new organization with NSF.

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

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

### Add a New Role

For NSF ID ooo900841

[i](#) Welcome to the Add a New Role page. Here you can:

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

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

Select one to work on proposal and award activities.

#### Prepare Proposals and Manage Awards

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

[Add Investigator Role](#)

[i](#) Principal Investigator role details

#### Add and Manage Organizations

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

[Add Organizational Role](#)

[i](#) Organizational role details

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

Awardee Preparer, Awardee Certifier, Awardee Financial Representative

[Add Financial Role](#)

[i](#) Financial role details

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

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

[Add GRFP Official Role](#)

[i](#) GRFP role details

- Enter your organization is not already registered with NSF, a message will display to confirm that the organization is not found in NSF systems and you will be able to register the organization and become the first Administrator.
- If you need help registering in the System for Award Management (SAM), go to [https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf).
- Note that completion of the SAM registration process may take up to two weeks.

Add a New Role to Add and Manage Organizations

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

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

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

079724686    Search    Clear

OR

Select from your Organization and DUNS number list  
Select One

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

Previous    **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 [i](#)  Select One

Organization Details  
 \* Organization Short Name   
 \* Organization Phone Number   
 \* Organization Fax Number   
 \* Organization Type  Select One  
 \* Time Zone [i](#)   
 \* Organization Email

Previous    **Next**

**Figure 3**

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**

Figure 4

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**

Figure 5

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.**

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

[Continue to My Profile >](#)  
[Add Additional Roles >](#)

Figure 6

**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.

### Formatting Instructions

As a reminder, any documents uploaded into FastLane should follow the formatting rules:

- Arial, Courier New, or Palatino Linotype at a font size 10 or larger should be used; or
- Times New Roman or Computer Modern fonts at a font size of 12 points or larger.
- Proposals formatted with multiple columns are not accepted.

### Create Proposal

Go to the FastLane home page at <http://www.FastLane.nsf.gov>.

Select the **Proposal, Awards & Status** link on the top (blue) menu bar.

Fill in Log In information in the "PI/CO-PI Log In" box on the right side of the screen.

**Note: The Principal Investigator (PI) for the proposed Phase I project MUST login and prepare the proposal**

**PI/Co-PI Log In**

Last Name:	<input type="text"/>
NSF ID:	<input type="text"/>
<a href="#">Privacy Act</a>	
Password:	<input type="password"/>
<b>Log In</b>	
<a href="#">Forgot Password?</a>	
<a href="#">Lookup NSF ID</a>	

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

On the **Proposal Functions** screen, click "**Proposal Preparation**"

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.

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.

## 2. 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, 2017 and September 30, 2018 will be numbered 18xxxx). This official proposal number should be used in all further communications with NSF.*

### Cover Sheet

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

**Forms for Temp. Proposal #7666176**  
**Form Preparation**  
To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/27/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
<input type="button" value="GO"/> Project Summary with Special Characters	
<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)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Add/Delete Non Co-PI Senior Personnel      N/A  
 Change PI  
 Link Collaborative Proposals

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.

Awardee Organization Primary Place Of Performance Selection	Primary Place of Performance
<input type="button" value="GO"/> Awardee Organization <b>TestProduction</b>	

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

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

NSF Unit Consideration  
No NSF Units have been selected yet.  
\*You must select one prior to filling out the rest of the Cover Sheet

\*Reminder of the Cover Sheet

### 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 A1201sfel

**Institutions for this proposal**

Awardee Organization	Primary Place of Performance
Address: TestProduction TestProduction 4201 Wilson Blvd Arlington, VA 22230-1000 Time Zone: US-American/New_York(GMT-5:00) Inst. Code: 6250005871 DUNS Number:	Address:

STTR proposals should click "Add/Change Primary Place of Performance" and enter data for the mandatory sub-awardee research institution.

- SBIR proposers may select a sub-awardee research organization (if applicable) for the Primary Place of Performance, or should select "Same as Awardee Organization".

When inputting an address for the "Primary Place of Performance", you **must** include the **nine-digit zip code**. (Proposers are advised to use the United States Postal Service website to look up their nine-digit zip code at [www.usps.com](http://www.usps.com))

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

FORM FastLane AllInstSel  
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**

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 AllInstSel  
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**

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

Cover Sheet Components Form  
Print [152] by edweller  
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  
TestProducts  
Address 4201 Wilson Blvd  
Arlington, VA 22230-1600  
Time Zone US-American/New\_York(OMI-5:00)  
Inst Code 0259003371  
DUNS #  
**GO** Program Announcement / Solicitation / Program Description No., or in response to Grant Proposal Guide (GPG)  
• NSF 15-615 - 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

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

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  
**Address** 4201 Wilson Blvd  
**Time Zone** Arlington, VA 22230-1000  
**Last Code** US-American/New\_York(GMT-5:00)  
**DUNS #** 6259005871

**Primary Place of Performance**  
**TestProduction** The National Science Foundation

**VA,US222031859**

**GO** Program Announcement / Solicitation / Program Description No., or in response to Grant Proposal Guide (GPG).  
**\* NSF 15-005 - Small Business Innovation Research Program Phase I**

**GO** NSF Unit Consideration  
**Current List of selected NSF UNITS:**

**I. IP - SMALL BUSINESS PHASE I**

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

**Go Back**

**Recently 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.

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  
**Address** 4201 Wilson Blvd  
**Time Zone** Arlington, VA 22230-1000  
**Last Code** US-American/New\_York(GMT-5:00)  
**DUNS #** 6259005871

**Primary Place of Performance**  
**TestProduction** The National Science Foundation

**VA,US222031859**

**GO** Program Announcement / Solicitation / Program Description No., or in response to Grant Proposal Guide (GPG).  
**\* NSF 15-005 - Small Business Innovation Research Program Phase I**

**GO** NSF Unit Consideration  
**Current List of selected NSF UNITS:**

**I. IP - SMALL BUSINESS PHASE I**

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

**Go Back**

**Recently 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](#)  
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**Title of Proposed Project**

Enter the Title of Your Proposed Project:  
**SBIR Phase I:** [highlighted input field]

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

Requested Amount: \$ 0.00 (Note: The requested amount is calculated from the budget forms.)

Proposal Duration (in months): [input field] Requested Starting Date (MM/DD/YYYY): [input field]

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

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

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

**Not for distribution**

**Remainder of the Cover Sheet**

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

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

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

Requested Amount: \$  (Note: The requested amount is calculated from the budget forms.)  
 Proposal Duration (in months):  Requested Starting Date (MM/DD/YYYY):

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

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

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**Announcement And Consideration Information**

Program Announcement/Solicitation Number: **NSF 15-605**

Deadline/Target Date:

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

• **IIP - SMALL BUSINESS PHASE I**

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[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	Charles Dickens
Organization	TestProduction
Department	Engineering/Chemistry
Street #1	4201 Wilson Blvd
Street #2	
City/State/Zip	Arlington VA 222301000
Country	US

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**Announcement And Consideration Information**

Program Announcement/Solicitation Number: **NSF 15-605**

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	Charles Dickens
Organization	TestProduction
Department	Engineering/Chemistry
Street #1	4201 Wilson Blvd
Street #2	
City/State/Zip	Arlington VA 222301000
Country	US

**"Previous NSF Award":** **Do not check the box.** Preliminary proposals are not accepted by the SBIR/STTR Program.

[Authorized Representative](#)  
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**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](#)  
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**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. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	4. <input type="text"/>	5. <input type="text"/>
6. <input type="text"/>	7. <input type="text"/>	8. <input type="text"/>	9. <input type="text"/>	10. <input type="text"/>

[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  
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**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:

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[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)  
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)  
[Primary Place of Performance](#) | [Other Information](#) | [SBIR-STTR](#) | [Certification](#)  
[Authorized Representative](#)  
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**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. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	4. <input type="text"/>	5. <input type="text"/>
6. <input type="text"/>	7. <input type="text"/>	8. <input type="text"/>	9. <input type="text"/>	10. <input type="text"/>

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[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)  
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)  
[Primary Place of Performance](#) | [Other Information](#) | [SBIR-STTR](#) | [Certification](#)  
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**"Awardee Organization Information"**: This section has your Organization Name, Address, and Organization Code (this is a code assigned by NSF to your organization). All of this information should be pre-populated. The company's Employer Identification Number (**EIN**) and Taxpayer Identification Number (**TIN**) must be provided. Under the "Check all that apply to the Awardee Organization (see GPG for Definitions)" you should always check the following two boxes:

- -For Profit
- -Small Business

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

**Awardee Organization Information**

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

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

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

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

<input type="checkbox"/> For Profit	<input type="checkbox"/> Small Business
<input type="checkbox"/> Minority Business	<input type="checkbox"/> Women-owned Business

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

### Other Information

Check Appropriate Box(es) if this proposal includes any of the items listed below:

- |  |
|--|
| <input type="checkbox"/> Beginning Investigator (GPG I.G.2)                        |
| <input type="checkbox"/> Disclosure of Lobbying Activities (GPG II.C.1.e)          |
| <input type="checkbox"/> Proprietary & Privileged Information (GPG I.D & II.C.1.d) |
| <input type="checkbox"/> Historic Places (GPG II.C.2.j)                            |
| <input type="checkbox"/> Vertebrate Animals (GPG II.D.6)                           |
| IACUC App. Date (MM/DD/YY) <input type="text"/>                                    |
| PHS Animal Welfare Assurance Number <input type="text"/>                           |
| <input type="checkbox"/> Human Subjects (GPG II.D.7)                               |
| Exemption Subsection <input type="text"/>  |
| IRB App. Date (MM/DD/YY) <input type="text"/>                                      |
| Human Subjects Assurance Number <input type="text"/>                               |

**"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 woman-owned business as defined in the solicitation (FOR STATISTICAL PURPOSES ONLY)  
 YES  
 NO
- 4. The execution of most/all 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 doing business with the small business for further information or possible award.  
 YES  
 NO
- 7. It complies fully with the provisions of the Civil Rights Act of 1964 (PL. 88-352) and the regulations promulgated thereunder.  
 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 area.  
 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://www.sba.gov/hubzone/inst.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 Commercialization History must be submitted on the NSF template: <https://seedfund.nsf.gov/assets/files/awardees/CommercialHistoryTemplate.xls>.**

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

<b>Company Officer Information(For Business and Financial Matters):</b>	
<input type="text"/> Company Officer Name:	<input type="text"/> Company Officer Title:
Company Officer Telephone Number: (Ex: 8885551212)	
<b>Other Information:</b>	
<input type="text"/> President's Name:	(Ex: 1994)
<input type="text"/> Year Firm Founded:	
<input type="text"/> Number of Employees (Including Parent, Subsidiary, and /or Associate)	
<input type="text"/> Current Number Of Employees	<input type="text"/> Average Number Of Employees For Previous 12 Months
<b>Affiliated Companies</b>	
Name of any affiliated companies(Parent, Subsidiary, Predecessor):	
<input type="text"/> Affiliate 1:	
<input type="text"/> Affiliate 2:	
<input type="text"/> Affiliate 3:	
<input type="text"/> Affiliate 4:	
<b>Research Institution Investigator</b>	
Provide only if STTR.	
<input type="text"/> Research Institution: The National Science Foundation	
<input type="text"/> Research Investigator Name:	
<input type="text"/> Research Investigator Phone Number: (Ex: 8885551212)	

## Proprietary Notice:

See solicitation for instructions concerning proprietary information.

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

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

### Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency?

- No  
 Yes (If "yes" please provide an explanation below.)

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

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

### Add/Delete Non Co-PI Personnel

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

Forms for Temp. Proposal #7666176			
Form Preparation			
To prepare a form, click on the appropriate button below.			
<input type="button"/> Cover Sheet	Form	<input type="button"/> Saved	<input type="button"/> Form
<input type="button"/> Table of Contents		N/A	<input type="button"/> Project Summary
<input type="button"/> References Cited			<input type="button"/> Project Description
<input type="button"/> Budgets (Including Justification)	05/27/16		<input type="button"/> Biographical Sketches
<input type="button"/> Facilities, Equipment, and Other Resources			<input type="button"/> Current and Pending Support
<b>Supplementary Documents</b>			
<input type="button"/> Data Management Plan			
<input type="button"/> Mentoring Plan <sup>1</sup>			
<input type="button"/> Project Summary with Special Characters			
<input type="button"/> Other Supplementary Docs			
<b>Single Copy Documents</b>			
<input type="button"/> Collaborators and Other Affiliations		<input type="button"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button"/> Deviation Authorization(if applicable)		<input type="button"/> Change PI	
<input type="button"/> List of Suggested Reviewers (optional)	N/A	<input type="button"/> Link Collaborative Proposals	
<input type="button"/> Additional Single Copy Documents			
<input type="button"/> Go Back			

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

**For the SBIR/STTR Program, senior personnel are individuals with critical expertise who will be working on the project and are employed at the proposing**

company or at a subaward institution. The company should upload a Bio Sketch and Current & Pending Support form (see relevant sections later in this document) for each person included as Senior Personnel.

FORM: FastLane.A1SPEdit

SBIR/STTR-PI-7666176 Dickerson

**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.

## References Cited

Click on the "Go" button to 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.**

Forms for Temp. Proposal #7666176

**Form Preparation**

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

Form	Saved	Form	Saved
<a href="#">GO Cover Sheet</a>	05/27/16	<a href="#">GO Project Summary</a>	
<a href="#">GO Table of Contents</a>	N/A	<a href="#">GO Project Description</a>	
<a href="#">GO References Cited</a>		<a href="#">GO Biographical Sketches</a>	
<a href="#">GO Budgets (Including Justification)</a>	05/27/16	<a href="#">GO Current and Pending Support</a>	
<a href="#">GO Facilities, Equipment, and Other Resources</a>			

**Supplementary Documents**

<a href="#">GO Data Management Plan</a>
<a href="#">GO Mentoring Plan<sup>1</sup></a>
<a href="#">GO Project Summary with Special Characters</a>
<a href="#">GO Other Supplementary Docs</a>

**Single Copy Documents**

<a href="#">GO Collaborators and Other Affiliations</a>	
<a href="#">GO Deviation Authorization(if applicable)</a>	
<a href="#">GO List of Suggested Reviewers (optional)</a>	
<a href="#">GO Additional Single Copy Documents</a>	

[N/A](#)

[GO Add/Delete Non Co-PI Senior Personnel](#)

[GO Change PI](#)

[GO Link Collaborative Proposals](#)

[Go Back](#)

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

FORM: FastLane A1Ref FORM: FastLane A1Ref

SBIRONE-PI-7666176 Dickensx

**References Cited**

Enter text for the References Cited or click on "Transfer File" to upload a file

Not signed in

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

[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)**":

Forms for Temp. Proposal #7666176

**Form Preparation**

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

Form	Saved	Form	Saved
<a href="#">GO Cover Sheet</a>	05/27/16	<a href="#">GO Project Summary</a>	
<a href="#">GO Table of Contents</a>	N/A	<a href="#">GO Project Description</a>	
<a href="#">GO References Cited</a>		<a href="#">GO Biographical Sketches</a>	
<a href="#">GO Budgets (Including Justification)</a>	05/27/16	<a href="#">GO Current and Pending Support</a>	
<a href="#">GO Facilities, Equipment, and Other Resources</a>			

**Supplementary Documents**

<a href="#">GO Data Management Plan</a>
<a href="#">GO Mentoring Plan<sup>1</sup></a>
<a href="#">GO Project Summary with Special Characters</a>
<a href="#">GO Other Supplementary Docs</a>

**Single Copy Documents**

<a href="#">GO Collaborators and Other Affiliations</a>	
<a href="#">GO Deviation Authorization(if applicable)</a>	
<a href="#">GO List of Suggested Reviewers (optional)</a>	
<a href="#">GO Additional Single Copy Documents</a>	

[N/A](#)

[GO Add/Delete Non Co-PI Senior Personnel](#)

[GO Change PI](#)

[GO Link Collaborative Proposals](#)

[Go Back](#)

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

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

FORM: FastLane A1BudgetInstSelector

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
TestProduction				
	Add Year	Budget Justification		

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

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

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

[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	1 <a href="#">Funds</a> Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01
	Add Year	Budget Justification		

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

[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)

Click [here](#) 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
<b>Total Senior Personnel:</b>	<b>2</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$ 57000</b>

[Add/Remove Senior Personnel](#)

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

## Budget Personnel for year 1 for Test Institution

PI: A B

**Personnel available to add**  
 Check to add  
 John Doe

**Personnel currently assigned to budget year**  
 Check to remove

None Available to Remove

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

## Budget Year 1 for Test Institution

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

### A. Senior Personnel

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

[Add/Remove Senior Personnel](#)

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

### B. Other Personnel

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

- Provide names and titles of all personnel in the budget justification, as well as a clear description of their responsibilities in the project. **Note: If you proposed new employees that are yet to be hired, simply list that position as a "potential hire" and proceed with the balance of the information as if they were already in your organization).**

- The small business concern should NOT budget any personnel or funds for "Post-Doctoral Scholars", "Graduate Students" or "Undergraduate Students".
- In the Budget Justification, please include the actual annual salary information that justifies the calculation of the amounts requested (which should match the line item in the Budget) for all personnel in the project.

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

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

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

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

<b>D. Equipment</b>			
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"/>
<b>Total Equipment: \$ 0</b>			

**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".

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

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

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

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

- G.1. Materials and Supplies
- G.2. Publication Costs/Documentation/distrib (generally not allowed in SBIR/STTR Phase I)

- G.3. Consultant Services
  - G.4. Computer (ADPE) Services
  - G.5. Subcontracts - a separate budget is REQUIRED for each subcontractor; the total amount of all these subcontracts should be entered here. (In the small business concern's Budget Justification, please include a few sentences describing the scope and objective of the subaward.)
  - G.6. Other
- Firstly, the applicant may budget up to \$10,000 as a direct charge on line G.6 to this Phase I award for the following specific purposes related to financials and accounting:

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

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

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

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

#### **G. Other Direct Costs**

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

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

<b>H. Total Direct Costs</b>
<b>Funds Requested By Proposer</b> <b>Total Direct Costs (A THROUGH G): \$ 190000</b>
<input type="button" value="Calculate"/>

**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".

<b>I. Indirect Costs</b>																																			
<table border="1"><thead><tr><th>Indirect Cost Item</th><th>Rate %</th><th>Base</th><th>Check here to delete item</th><th>Funds Requested By Proposer</th></tr></thead><tbody><tr><td>1. Total Salaries and Wages</td><td>20.0</td><td>95000</td><td><input type="checkbox"/></td><td>19000</td></tr><tr><td>2.</td><td></td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td><td></td></tr><tr><td>5.</td><td></td><td></td><td></td><td></td></tr><tr><td>6.</td><td></td><td></td><td></td><td></td></tr></tbody></table>	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.				
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.																																			
<b>Total Indirect Costs: \$ 19000</b>																																			
<input type="button" value="Calculate"/>																																			

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

<b>J. Total Direct And Indirect Costs</b>
<b>Funds Requested By Proposer</b> <b>Total Direct and Indirect Costs (H + I): \$ 209000</b>
<input type="button" value="Calculate"/>

**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.

<b>K. Small Business Fee</b> If requested, maximum equals 7% of J.				
<table><thead><tr><th>Description</th><th>Small Business Fee</th></tr></thead><tbody><tr><td>Small Business Fee</td><td><input type="text" value="14630"/></td></tr></tbody></table>	Description	Small Business Fee	Small Business Fee	<input type="text" value="14630"/>
Description	Small Business Fee			
Small Business Fee	<input type="text" value="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**

[Calculate & Save](#) [Go Back](#)

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

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

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

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

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

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

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

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

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

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

Then, 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 <a href="#">Add Year</a> <a href="#">Budget Justification</a>	1 Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01	

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

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

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

Current Budget Organizations	
Name	Org. Id.
Test Institution	5300010004

Add Organization - use any one of the following:  
Name Search (ex. Cornell)  Begins With  Ends With  Contains  
DUNS# (ex. 872612445)

[Go Back](#)

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

Name - Inst ID

test-5300008977  
Test Aug - P269756947  
testjoe m - P269820862  
Test Just A - P269788118  
testtestW - P269707222  
Test Analysis & Development Corporation - 4001504000  
Test Both Institution For DIS Use Only - 5300000000  
testfor deete - 5300012504

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)**



**Select**

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

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

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

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

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

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

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

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

#### Samples

### PLEASE REVIEW THE SAMPLE BUDGETS AND BUDGET JUSTIFICATIONS BELOW

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

[Sample budget populated as PDF:](#)

**SUMMARY  
PROPOSAL BUDGET**      YEAR 1

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

1 \*ELECTRONIC SIGNATURES REQUIRED ONLY FOR REVISED BUDGET

**SUMMARY  
PROPOSAL BUDGET**

Cumulative

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

C\*ELECTRONIC SIGNATURES REQUIRED ONLY FOR REVISED BUDGET

**Sample Budget Justification:**

**A.1 Senior Personnel**

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

**B. Other Personnel**

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

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

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

**C. Fringe Benefits**

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

**E. Travel**

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

**G.1. Materials and Supplies**

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

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

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

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

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

**G.3. Consultant Services**

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

**G.5. Subawards**

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

**G.6 Other**

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

**I. Indirect Costs**

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

**K. Fee**

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

## Facilities, Equipment, and Other Resources

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

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

Forms for Temp. Proposal #7666176

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/27/16	<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)	05/27/16	<input type="button" value="GO"/> Current and Pending Support	
<input checked="" type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
<input type="button" value="GO"/> Project Summary with Special Characters	
<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)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

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

FORM: FastLane A1FacText

SBIRONE-PI-7666176 Dickensx

Facilities, Equipment, and Other Resources

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

## Project Summary

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.

Forms for Temp. Proposal #7666176

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/27/16	<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)	05/27/16	<input type="button" value="GO"/> Current and Pending Support	
<input checked="" type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
<input type="button" value="GO"/> Project Summary with Special Characters	
<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)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Type the "Project Summary" in the provided text boxes. The aggregate of the three text boxes cannot exceed 4,600 characters, including spaces. The maximum number of lines that may be included on a page is 51. 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.

Forms for Temp. Proposal #7666176			
Form Preparation			
To prepare a form, click on the appropriate button below:			
<input type="button" value="GO"/> Cover Sheet	Saved 05/27/16	<input type="button" value="GO"/> Project Summary	Saved
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	05/27/16	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
<b>Supplementary Documents</b>			
<input type="button" value="GO"/> Data Management Plan <input type="button" value="GO"/> Mentoring Plan <sup>1</sup> <input type="button" value="GO"/> Project Summary with Special Characters <input type="button" value="GO"/> Other Supplementary Docs			
<b>Single Copy Documents</b>		N/A	
<input type="button" value="GO"/> Collaborators and Other Affiliations <input type="button" value="GO"/> Deviation Authorization(if applicable) <input type="button" value="GO"/> List of Suggested Reviewers (optional) <input type="button" value="GO"/> Additional Single Copy Documents		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel <input type="button" value="GO"/> Change PI <input type="button" value="GO"/> Link Collaborative Proposals	

Go Back

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

**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(ii) on preparing the "Results from Prior NSF Support" section.

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

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

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

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

No file chosen

## Biographical Sketches

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

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

**Forms for Temp. Proposal #7666176**

**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 type="checkbox"/> Facilities, Equipment, and Other Resources	05/27/16 N/A	<input type="checkbox"/> Project Summary <input type="checkbox"/> Project Description <input checked="" type="checkbox"/> Biographical Sketches <input type="checkbox"/> Current and Pending Support	05/27/16 N/A
<b>Supplementary Documents</b>		<b>Supplementary Documents</b>	
<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"/> Data Management Plan <input type="checkbox"/> Mentoring Plan <sup>1</sup> <input type="checkbox"/> Project Summary with Special Characters <input type="checkbox"/> Other Supplementary Docs	
<input type="checkbox"/> Add/Delete Non Co-PI Senior Personnel <input type="checkbox"/> Change PI <input type="checkbox"/> Link Collaborative Proposals		N/A	

[Go Back](#)

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**

SBU

**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(i), 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(ii), biographical sketch(es) for each auxiliary user should clearly be identified as "Equipment Proposal" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

Personnel assigned to proposal 7666176

<input checked="" type="checkbox"/> Charles Dickensx	PI <input type="checkbox"/> Nothing
--	-------------------------------------

[Go Back](#)

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

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

**Bio Sketch**

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

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

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

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

[Go Back](#)

## Current and Pending Support

17. Click on the "Go" button to the left of "**Current & Pending Support**":

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

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

**Forms for Temp. Proposal #7666176**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="checkbox"/> Cover Sheet	05/27/16	<input type="checkbox"/> Project Summary	
<input type="checkbox"/> Table of Contents	N/A	<input type="checkbox"/> Project Description	
<input type="checkbox"/> References Cited		<input type="checkbox"/> Biographical Sketches	
<input type="checkbox"/> Budgets (Including Justification)	05/27/16	<input type="checkbox"/> Current and Pending Support	
<input type="checkbox"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="checkbox"/>	Data Management Plan	
<input type="checkbox"/>	Mentoring Plan <sup>1</sup>	
<input type="checkbox"/>	Project Summary with Special Characters	
<input type="checkbox"/>	Other Supplementary Docs	

**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)	N/A
<input type="checkbox"/>	Additional Single Copy Documents	<input type="checkbox"/> Add/Delete Non Co-PI Senior Personnel <input type="checkbox"/> Change PI <input type="checkbox"/> Link Collaborative Proposals

[Go Back](#)

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

**FORM FndGate AICPSSelector**

**Current and Pending Support**

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

Existing Support Forms	Current PI, Co-PIs, and Senior Personnel
No forms have been created yet.	* Charlesx Dickensx <a href="#">New Form</a>

[Go Back](#)

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

**Current and Pending Support**

for Charles Dickensx on proposal# 7666176

**Form Specific Instructions**  
Enter all dates in the format mm:dd:yy.  
Press the 'Go Back' button to return to the list of all PIs/Co-PIs and their support items.

Project Proposal Title:	
Source of Support:	
Project Location:	
Total Award Amount: (estimate)	Starting Date (MM-DD-YY): Ending Date (MM-DD-YY):

**Support Type**  
 Current    Submission Planned in Near Future  
 Pending    Transfer of Support (See Note On Transfer)

**Person-months Per Year Committed to the Project**  
 Calendar (44.84):  Academic (44.84):  Summer (44.84):

**Note On Transfer:**  
 If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.  
[Back to Support Types](#)

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

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

**Current and Pending Support**

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

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

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

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

No file chosen

[Go Back](#)

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.**"

Forms for Temp. Proposal #7666176

**Form Preparation**

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

Form	Saved	Form	Saved
<a href="#">Cover Sheet</a>	05/27/16	<a href="#">Project Summary</a>	
<a href="#">Table of Contents</a>	N/A	<a href="#">Project Description</a>	
<a href="#">References Cited</a>		<a href="#">Biographical Sketches</a>	
<a href="#">Budgets (Including Justification)</a>	05/27/16	<a href="#">Current and Pending Support</a>	
<a href="#">Facilities, Equipment, and Other Resources</a>			

**Supplementary Documents**

<a href="#">Data Management Plan</a>
<a href="#">Mentoring Plan<sup>1</sup></a>
<a href="#">Project Summary with Special Characters</a>
<a href="#">Other Supplementary Docs</a>

**Single Copy Documents**

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

[Go Back](#)

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

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.

For the NSF Grant Proposal Guide (GPG) Chapter II.C.2.i, 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 limit. 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

[Go Back](#)

## 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.

Forms for Temp. Proposal #7666176

**Form Preparation**

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

Form	Saved	Form	Saved
<a href="#">Cover Sheet</a>	05/27/16	<a href="#">Project Summary</a>	
<a href="#">Table of Contents</a>	N/A	<a href="#">Project Description</a>	
<a href="#">References Cited</a>		<a href="#">Biographical Sketches</a>	
<a href="#">Budgets (Including Justification)</a>	05/27/16	<a href="#">Current and Pending Support</a>	
<a href="#">Facilities, Equipment, and Other Resources</a>			

**Supplementary Documents**

<a href="#">Data Management Plan</a>
<a href="#">Mentoring Plan<sup>1</sup></a>
<a href="#">Project Summary with Special Characters</a>
<a href="#">Other Supplementary Docs</a>

**Single Copy Documents**

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

[Go Back](#)

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

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

**Notice:** Monitoring 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 Monitoring Plan, stating only "Not applicable - Conference, symposia or workshop proposal." For further information on proposed preparation instructions for these types of proposals, please refer to the GPG chapter II.D.8.

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

**Mentoring Plan**

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

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

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

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

## Other Supplementary Docs

19. Click on the "Go" button to the left of "Other Supplementary Docs":

**Forms for Temp. Proposal #7666176**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/27/16	<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)	05/27/16	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>
<input type="button" value="GO"/> Project Summary with Special Characters
<input type="button" value="GO"/> Other Supplementary Docs

**Single Copy Documents**

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

**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\_A1Supp1Text

SBIRONE-P

**Other Supplementary Docs**

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

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

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

**Supplementary Documents**

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

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

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

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

### 3. Proposal Submission

#### 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 that only those persons listed as official Sponsored Research Officers (SROs) have the ability to complete submission of the proposal to NSF.

-If you have SRO 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 SRO Access Rights and should follow the directions below.

Submitting a proposal to NSF involves two steps in the Research Administration portal:

- Submitting the proposal to NSF
- Electronically signing the proposal

#### Allow SRO 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**".

The screenshot shows the 'Proposal Actions' screen for a temporary proposal with ID 7666176. At the top, there is a note about a Data Management Plan requirement. Below it, the proposal details are shown. A prominent yellow box highlights the 'Allow SPO Access' button, which is located in the row of buttons below the proposal title. Other buttons include 'Edit', 'Delete', 'Check', 'Proposal PIN', and 'Print'. Below these buttons is a 'Create New Proposal' section with tabs for 'SBIR Phase I', 'SBIR Phase II', 'STTR Phase I', and 'STTR Phase II'. A 'Go Back' button is at the bottom.

In step 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.**

The screenshot shows the 'Proposal Errors/Warnings For Temporary Proposal Id 7666176' screen. At the top, it says 'Proposal Errors' and provides instructions to print the page for reference. The main area contains a yellow-highlighted list of errors and warnings, which includes:

- Collaborative Status Unanswered - Select an option on the Cover Sheet
- No Funding Mechanism Selected - Select a Funding Mechanism on the Cover Sheet
- Invalid Topic Selected - Select an appropriate topic 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.

At the bottom, there are additional error messages:

- 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 of the proposal. This must be corrected prior to proposal submission.
- No Deadline/Target Date - a deadline or target date has not been selected on the Cover Sheet of the proposal. To correct this error, update the Cover Sheet by selecting an appropriate deadline or target date from the 'Deadline/Target Date' dropdown.

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

**Proposal Warnings**

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

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

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

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

FORM: FastLane.A1FormSel

**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.

FORM: GNPPA1Main

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 Research Officer (SRO) 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. The authorized organizational representative will be asked to provide the following Log-in information: -Last Name

-NSF ID

-Password

**Research Administration**

Login for the following permission based functions:

- 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

**Log In**

Last Name: \_\_\_\_\_

NSF ID: \_\_\_\_\_

[Privacy Act](#)

Password: \_\_\_\_\_

Select one:

Research Administration

Submit EDI Proposals

**Log In**

[Forgot Password?](#)

[Lookup NSF ID](#)

3. Click "Proposals/Supplements/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

**In Box**

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

4. 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: \_\_\_\_\_

(Enter 7 digits) (Enter at least first two characters)

**All Documents**

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

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
7154556	Proposal	View/Edit/Submit	B, A	SBIR Phase I test title	<a href="#">Check</a>	<a href="#">Edit</a>	<b>Submit</b>	<a href="#">Return to PI</a>

Transfer Data to: Excel

**Cancel**

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

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

Organization: Test Institution

Documents in Progress   Withdrawals In Progress   Submitted Documents

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

**Proposal Warnings**

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

• Invalid Zip Code Found - The Zip Code of the institution must be 5 digits.

**INDEX**

[Proposal](#)  
[Sponsoring Authority Certification Section](#)  
[Debarment Section](#)  
[Lobbyist 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.)

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 NSF Proposal Cover Sheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit II-4 of the Grant Proposal Guide.

5b. **Institution Information:** Check the accuracy of your organization's information, then click "**Sign and Submit**".

### Institution Information

DUNS Number: 111111111 DUNS Qualifier:

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

The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.

Name: a bII  
Phone: 1234567891  
Fax:  
E-mail: test@yahoo.com

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

**Sign and Submit** **Cancel and Do Not Submit**

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 9008911 has been successfully submitted to NSF**

This proposal has now been assigned the following NSF Proposal Number:  
**0612913**

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

**OK**

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

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