

# VCU

Office of Sponsored Programs  
Office of Research



## NSF Fastlane Introduction

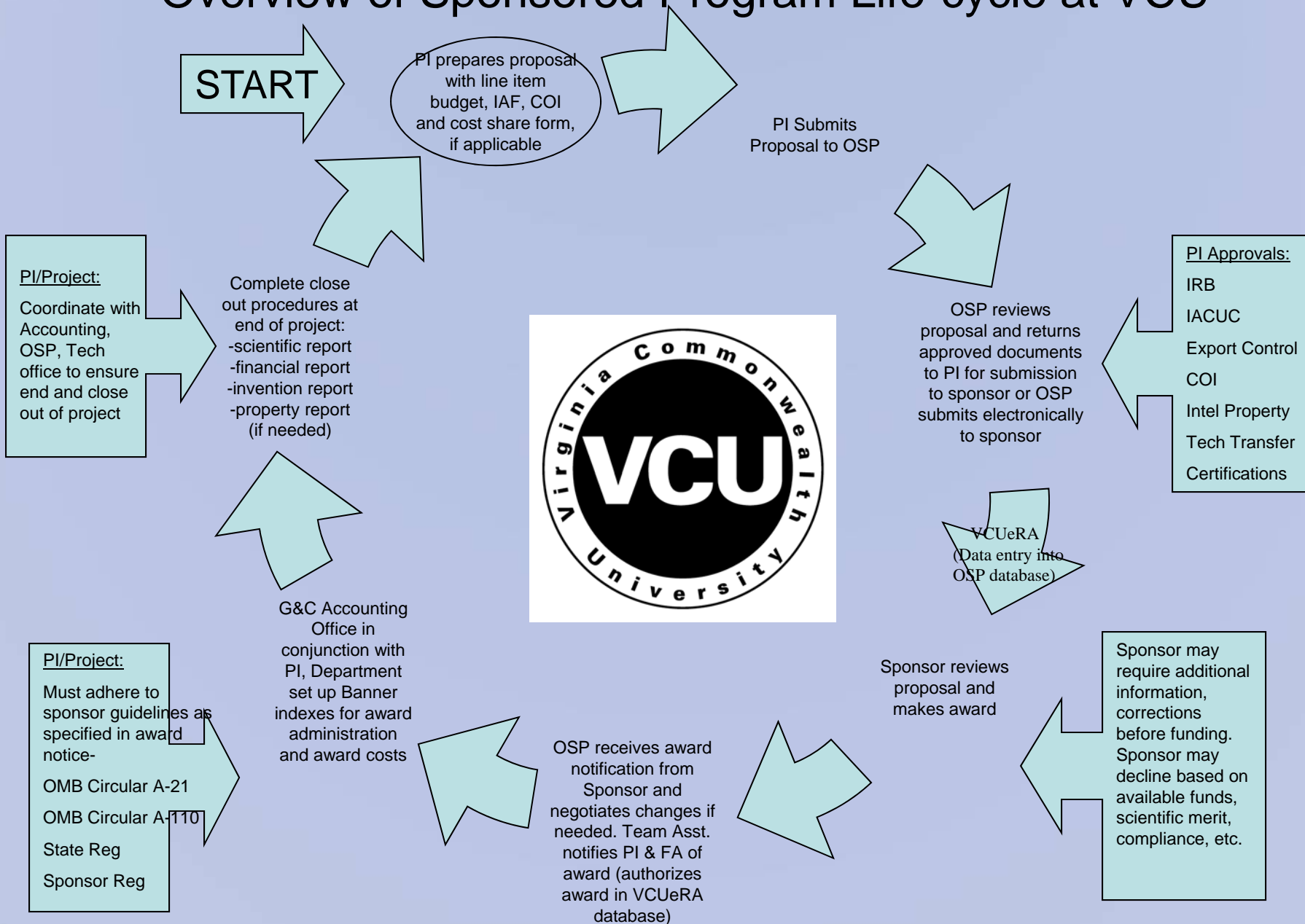
Jose Alcaine, MBA, CRA  
Senior Administrator  
March 2012

# NSF Fastlane

## Topics:

- Proposal Life Cycle and Context
- Fastlane
- Preparation of NSF Applications
- VCU Office of Sponsored Programs review process including internal forms
- Signature authority
- Examples

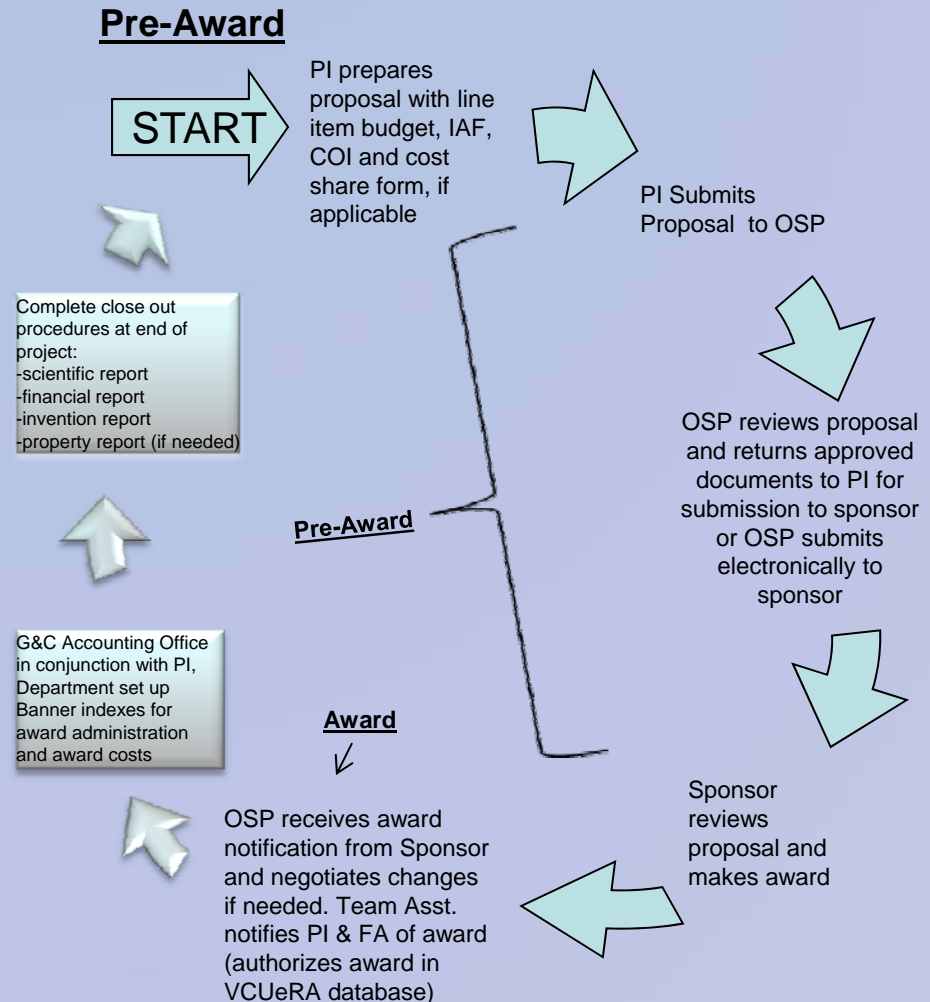
# Overview of Sponsored Program Life-cycle at VCU



# Basic Terms and Definitions: Pre Award

## Pre-Award:

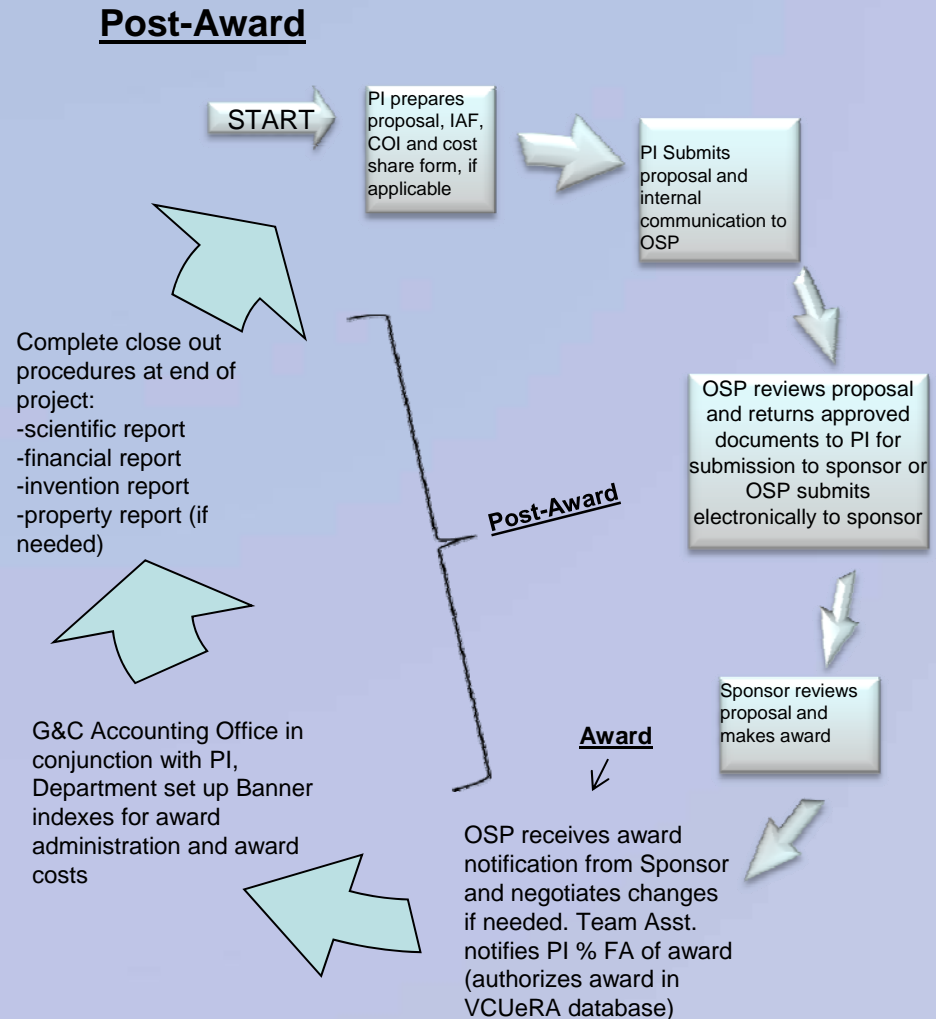
- Pre-award administration includes all aspects of proposal development, proposal submission and negotiations before award is made.
- The Office of Sponsor Programs will:
  1. Review budgets
  2. Ensure appropriate approvals have been obtained
  3. Check the proposal to make sure that all necessary forms and information have been included
  4. Conduct all necessary award negotiations and assist in the preparation of any additional documents requested by the sponsor during the course of those negotiations.



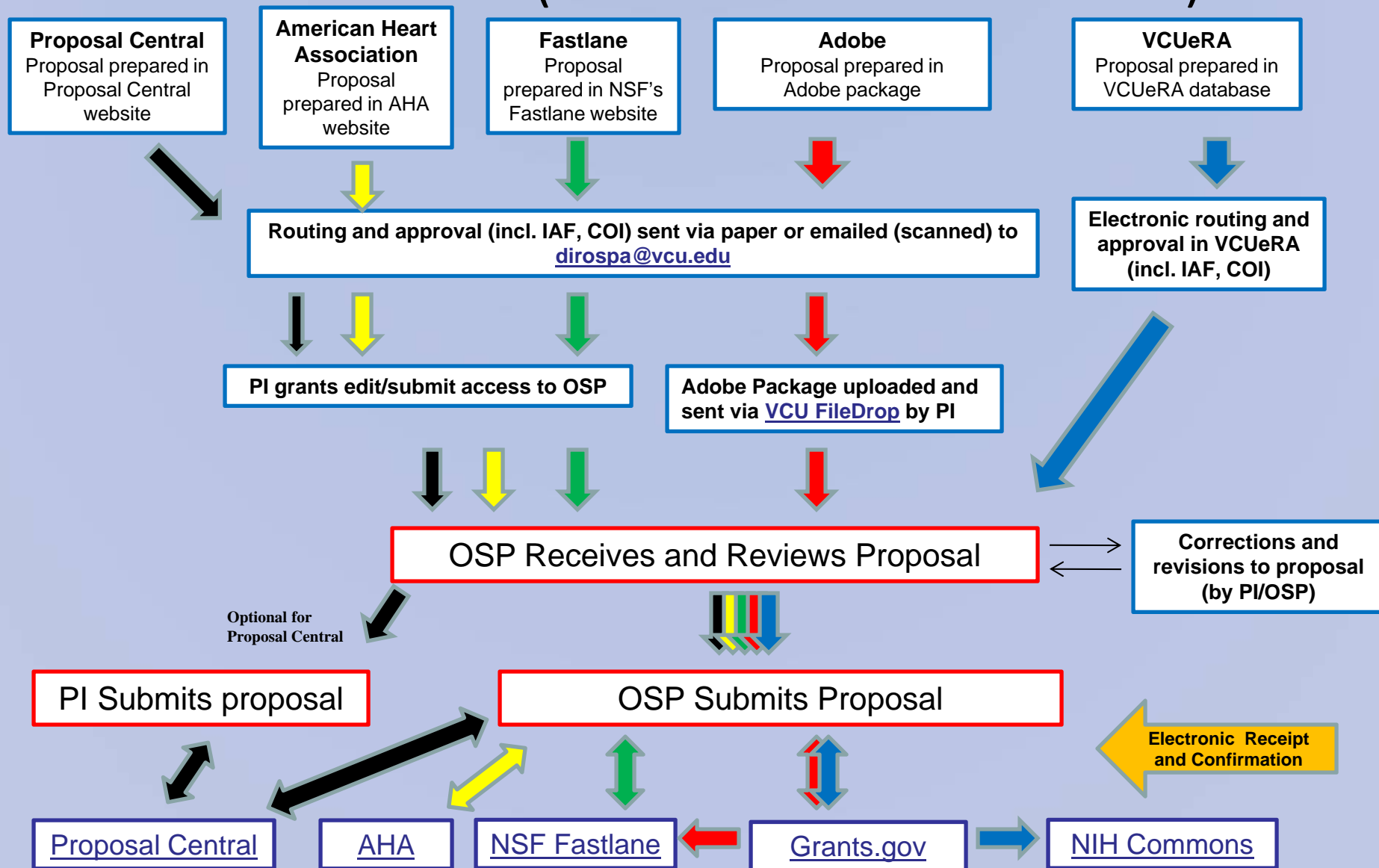
# Basic Terms and Definitions: Post Award

## Post-Award:

- All activities after the award is issued by the sponsor and accepted by the University are considered post-award administration. Once OSP has received and examined the award to make sure all the conditions for acceptance have been met, it is processed in VCUeRA database and award authorization is sent to G&C for account set-up
- Grants and Contracts Accounting will:
  1. Set up index account in Banner
  2. Invoice or draw-down funds as outlined in the agreement
  3. Assist PI in developing and submitting financial reports
  4. Assist in fiscal management and close out of accounts (in conjunction with PI and department)
- Office of Sponsored Program will:
  1. Act as liaison between a sponsor and University
  2. Review and approve requests for modification of grants/agreements
  3. Assist in interpretation of rules, regulations, requirements, etc.
  4. Issue any subawards authorized for the project
  5. Assist in project closeout procedures



# Summary of Electronic Proposal Submission Process at VCU (VCUeRA and non-VCUeRA)



# Proposal Preparation: Key Point

- If NIH application at VCU = use VCUERA
- If non-NIH federal application\* = use Grants.gov
- **NSF opportunity** may state option to use Grants.gov or Fastlane, currently at VCU

**NSF = use Fastlane**

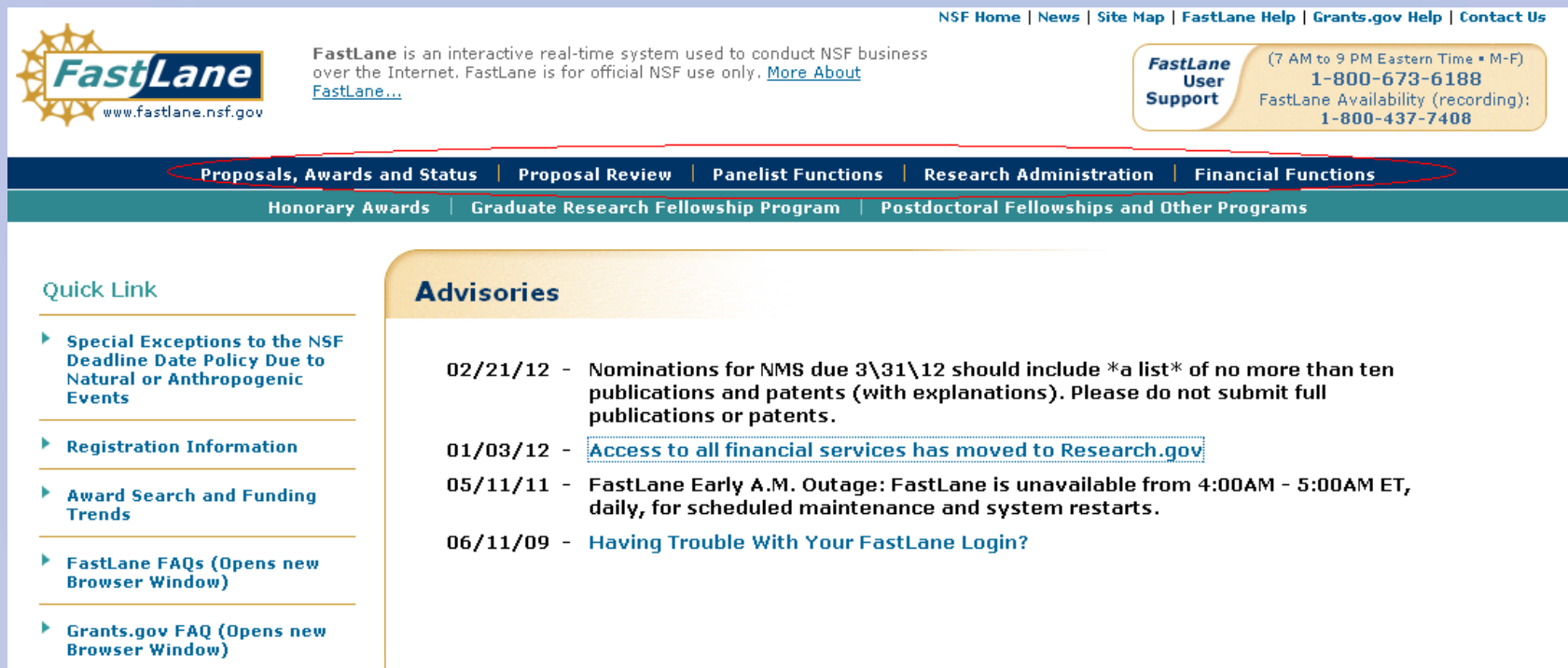
(\*Note: may be exceptions depending on sponsor or agency, so follow available guidelines)

# Proposal Preparation: Fastlane

- Important = Need a PI user account to NSF

Link to request account at VCU:

[http://www.research.vcu.edu/osp/nsf\\_fastlane\\_account\\_form.htm](http://www.research.vcu.edu/osp/nsf_fastlane_account_form.htm)



The screenshot shows the NSF FastLane website. At the top, there is a navigation bar with links: NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us. Below this is a header section with the FastLane logo on the left, a description of the system in the center, and a support box on the right. The support box includes the text 'FastLane User Support' and contact information: '(7 AM to 9 PM Eastern Time • M-F) 1-800-673-6188' and 'FastLane Availability (recording): 1-800-437-7408'. Below the header is a main navigation bar with links: Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions. Below this is a secondary navigation bar with links: Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs. On the left side, there is a 'Quick Link' section with links to 'Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events', 'Registration Information', 'Award Search and Funding Trends', 'FastLane FAQs (Opens new Browser Window)', and 'Grants.gov FAQ (Opens new Browser Window)'. On the right side, there is an 'Advisories' section with a list of dates and messages: '02/21/12 - Nominations for NMS due 3/31/12 should include \*a list\* of no more than ten publications and patents (with explanations). Please do not submit full publications or patents.', '01/03/12 - Access to all financial services has moved to Research.gov', '05/11/11 - FastLane Early A.M. Outage: FastLane is unavailable from 4:00AM - 5:00AM ET, daily, for scheduled maintenance and system restarts.', and '06/11/09 - Having Trouble With Your FastLane Login?'.

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

FastLane User Support  
(7 AM to 9 PM Eastern Time • M-F)  
1-800-673-6188  
FastLane Availability (recording):  
1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- ▶ Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events
- ▶ Registration Information
- ▶ Award Search and Funding Trends
- ▶ FastLane FAQs (Opens new Browser Window)
- ▶ Grants.gov FAQ (Opens new Browser Window)

Advisories

- 02/21/12 - Nominations for NMS due 3/31/12 should include \*a list\* of no more than ten publications and patents (with explanations). Please do not submit full publications or patents.
- 01/03/12 - [Access to all financial services has moved to Research.gov](#)
- 05/11/11 - FastLane Early A.M. Outage: FastLane is unavailable from 4:00AM - 5:00AM ET, daily, for scheduled maintenance and system restarts.
- 06/11/09 - [Having Trouble With Your FastLane Login?](#)

Log in at:

<https://www.fastlane.nsf.gov/index.jsp>



# Proposal Preparation: Fastlane

- [Fastlane](#) “is the National Science Foundation (NSF) online website through which we conduct our relationship to researchers and potential researchers, reviewers, and research administrators and their organizations.”
- Work done in modules, i.e., ‘Proposals..,’ ‘Research Administration,’ etc.
- Fastlane transition to [Research.gov](#)

# Proposal Preparation: Fastlane

- Proposals, Awards and Status, functions

**Table 1 Proposal, Awards, and Status Applications**

FastLane Application	Who	Activity
Change PI Information	PI, Co-PI	Change your profile information that NSF has on file.
<b>Proposal Functions</b>		
Letters of Intent	PI, Co-PI	<ul style="list-style-type: none"> <li>• Prepare a Letter of Intent in response to an NSF solicitation.</li> <li>• Forward a Letter of Intent to the SPO for submission.</li> </ul>
Proposal Preparation	PI, Co-PI, OAU	<ul style="list-style-type: none"> <li>• Prepare and edit a proposal.</li> <li>• Delete a proposal.</li> <li>• Forward a proposal to the SPO for submission.</li> <li>• Withdraw a submitted proposal.</li> </ul>
Proposal Status	PI, Co-PI	<ul style="list-style-type: none"> <li>• Check the status of a submitted proposal.</li> <li>• View any existing reviews of a submitted proposal.</li> </ul>
Revise Submitted Proposal Budget	PI, Co-PI, OAU	Revise the budget of a submitted proposal at the request of the NSF Program Officer.
Proposal File Update		Revise a proposal after it has been submitted (permitted for all unsolicited proposals and for solicited proposals before the solicitation proposal deadline).

# Proposal Preparation: Fastlane

- Proposals, Awards and Status [Guide](#)
- Forms (Can view [Demo Site](#))

**Forms for Temp. Proposal #7069283**

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	11/24/10	<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			

**Single Copy Documents**

<input type="button" value="GO"/> PI/Co-PI Information	N/A
<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	

**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"/> Other Supplementary Docs	

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

# Proposal Preparation: Fastlane

- After proposal is complete, give edit/submit access to OSP

**Proposal Actions**

**Temporary Proposals in Progress**

Temporary Proposal # - Title of the Proposal

6963171 - STTR Phase I
6963170 - SBIR Phase I
6963169 - EDI_4010_TEST_PROPOSAL
6963167 - SBIR Phase I: SBIR Phase 1
6963166 - SBIR Phase I: 5th SBIR Proposal

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**Create New Proposal**

## Sponsored Research Office (SRO) Access Control

Current SRO Access for proposal 7200134 is set to None

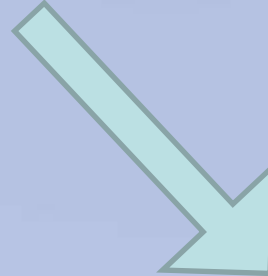
- Allow SRO to only view proposal but not submit
- Allow SRO to view and edit but not submit proposal
- Allow SRO to view, edit and submit proposal

# NSF Opportunity Search

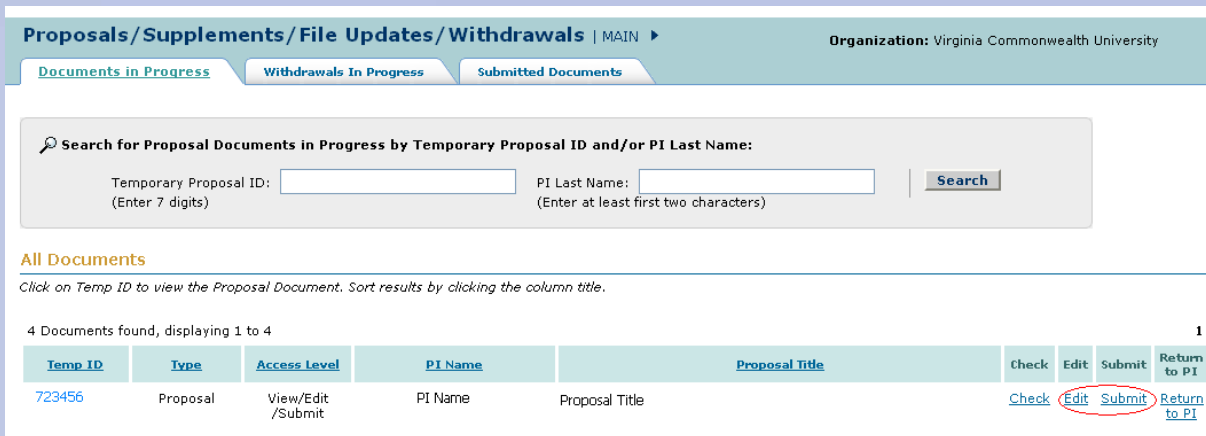


The image shows the NSF Opportunity Search homepage. At the top is the NSF logo and the tagline "WHERE DISCOVERIES BEGIN". Below this is a navigation bar with links: Home, Funding, Awards, Discoveries, News, Publications, Statistics, About, and FastLane. The main content area is titled "Find Funding" and includes a search bar, a "Keywords" field, and a "Search" button. There are also links for "Advanced Funding Search" and "Other Ways to Find Funding".

Log in and create application in Fastlane



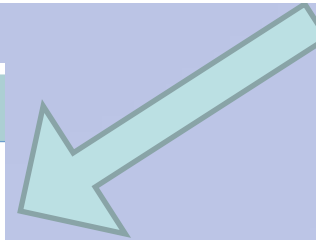
The image shows the Fastlane login page. It has a header "Proposals, Awards and Status" and a section "Log in for the following permission-based functions:". Below this is a list of functions: Proposal Functions (Letters of Intent, Proposal Preparation, Proposal Status, Display Reference Status, Revise Submitted Proposal Budget, Proposal File Update), Award and Reporting Functions (Notifications and Requests, Continuation Funding Status, View/Print Award Documents, Project Reports System, Supplemental Funding Request), and Change PI Information. On the right is a "PI/Co-PI Log In" box with fields for "Last Name", "NSF ID", and "Password", a "Log In" button, and links for "Forgot Password?" and "Lookup NSF ID".



The image shows the Fastlane document search results page. It has a header "Proposals/Supplements/File Updates/Withdrawals | MAIN" and a sub-header "Organization: Virginia Commonwealth University". Below this is a search bar "Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:" with fields for "Temporary Proposal ID" and "PI Last Name", and a "Search" button. The results are displayed in a table with columns: Temp ID, Type, Access Level, PI Name, Proposal Title, Check, Edit, Submit, and Return to PI. The first row shows a document with Temp ID 723456, Type Proposal, Access Level View/Edit/Submit, PI Name PI Name, and Proposal Title Proposal Title. The "Edit" and "Submit" buttons in the first row are circled in red.

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
723456	Proposal	View/Edit/Submit	PI Name	Proposal Title	Check	Edit	Submit	Return to PI

PI gives access to OSP for review; OSP submits application after review





# Path #3: Non-VCUeRA Electronic Proposal Submission

PI prepares proposal in manner requested by sponsor's announcement. IAF and COI are completed in hard copy, a copy provided to department chair(s), IAF routed to school dean(s) for signature.\*

Visit  
<http://www.research.vcu.edu/forms/osp.htm>  
for required forms

Signed IAF and COI are EITHER dropped off to OSP OR scanned and emailed to OSP's [dirospa@vcu.edu](mailto:dirospa@vcu.edu) along with finalized adobe package (if Grants.gov) via [VCU's FileDrop service](#). All due to OSP at least five (5) days prior to sponsor-published deadline.

OSP receives and reviews proposal; resolves all concerns. PI must finalize research plan three (3) business days prior to deadline.

Team Reviewer assigned to proposal; corrections and revisions to proposal (by PI/OSP)

\*Note: If proposal is a "clinical trial," approval from [CRSO](#) office is required. CRSO Approval signature is included on the IAF Form.

OSP typically submits electronic proposals (unless sponsor allows for PI submission.)

<http://www.research.vcu.edu/osp/submissions.htm>

# VCU Internal Forms and Approval

## Required forms:

- Every proposal forwarded to OSP must have 3 internal documents
  - [Internal approval form \(IAF\)](#)
  - [Conflict of interest \(COI\) form](#)
  - Internal Budget
- All proposals are forwarded (copied) to dept. chair and approved school dean before coming to OSP for University level review and approval prior to submission to the potential sponsor


## Routing process requires different levels:

PI → Dept (Informed) → Dean → OSP

## Internal approval form and COI to be included in routing:

<http://www.research.vcu.edu/forms/InternalApprovalForm.pdf>

<http://www.research.vcu.edu/forms/ConflictofInterestDisclosureForm.doc>

	Virginia Commonwealth University Office of Sponsored Programs Office of Industry Partnerships Internal Approval Form	<b>For OSP/OIP Office Use Only</b> Date & Time: _____ OSP/OIP #: _____ Copy Received: Yes <input type="checkbox"/> No <input type="checkbox"/> COI Form: Yes <input type="checkbox"/> No <input type="checkbox"/> Reviewer: _____
	<b>PRINCIPAL INVESTIGATOR INFORMATION</b>	
Principal Investigator _____ (PI Name as it exists in HRS) Last Name First Name MI E-mail: _____ Note: This department will receive credit for the award. PI Phone # _____ PI Fax # _____ PO Box _____ Department _____ FA Name/FA# _____ FA E-mail _____ FA Phone # _____ Contact for Proposal Pickup _____ Contact E-mail _____ Contact Phone # _____ Is the department listed above also managing the project's fiscal responsibilities? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please list the department responsible for fiscal management. _____ Dept. for Fiscal Administration _____ FA Name _____ Fiscal FA E-mail _____ FA Phone # _____ Study Coordinator Name _____ E-mail _____ Study Coordinator Phone # _____ Fax # _____ Distribution List - Indicate email addresses to distribute documentation related to this proposal: _____ _____ _____		
<b>SPONSOR/AGENCY INFORMATION</b>		
<b>Disclosure and Certification</b> By signature below, each individual certifies that either no Financial Interest exists or that a complete listing of all financial interest is provided on a <a href="#">Disclosure Supplement form</a> . All individuals named below further acknowledge their responsibility to disclose any new Financial Interest obtained during the term of the award. The Principal Investigator's signature certifies that all individuals required to make disclosures have been listed below.		
A. Do you, your spouse, or dependent children have a Financial Interest in an external entity related to the work to be conducted under the project or interested in the results of the project? (See reverse for definitions of Financial Interests.) - Check response below adjacent to your signature. B. If the project is funded, to the best of your knowledge, does any VCU employee have a financial interest, including an ownership or equity interest, in the sponsor? Check response below adjacent to your signature. C. Project is Unfunded: <input type="checkbox"/>		
1. Signature (PI) _____ Date _____ A. <input type="checkbox"/> NO <input type="checkbox"/> YES, Supplement Form attached _____ B. <input type="checkbox"/> NO <input type="checkbox"/> YES, Name _____ Print or Type Name of Principal Investigator		


# VCU Internal Forms: Internal Approval Form (IAF)

## Purpose of IAF:

- IAF identifies and records all relevant data about the project: who, what, where, when and how much?
- Identifies areas of compliance that will be involved in the project
- Documents PI's acceptance of responsibility for project

Internal approval form to be included in routing, from:

<http://www.research.vcu.edu/forms/InternalApprovalForm.pdf>

	<b>Virginia Commonwealth University Office of Sponsored Programs Office of Industry Partnerships</b>  Internal Approval Form	<b>For OSP/OIP Office Use Only</b>
		Date & Time: _____ OSP/OIP #: _____ Copy Received: Yes <input type="checkbox"/> No <input type="checkbox"/> COI Form: Yes <input type="checkbox"/> No <input type="checkbox"/> Reviewer: _____
<b>PRINCIPAL INVESTIGATOR INFORMATION</b>		
Principal Investigator _____ (PI Name as it exists in HRS) Last Name First Name MI		
E-mail: _____ Note: This department will receive credit for the award.		
PI Phone # _____ PI Fax # _____ PO Box _____ Department _____		
FA Name/FA# _____ FA E-mail _____ FA Phone # _____		
Contact for Proposal Pickup _____ Contact E-mail _____ Contact Phone # _____		
Is the department listed above also managing the project's fiscal responsibilities? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please list the department responsible for fiscal management.		
Dept. for Fiscal Administration _____ FA Name _____		
Fiscal FA E-mail _____ FA Phone # _____		
Study Coordinator Name _____ E-mail _____		
Study Coordinator Phone # _____ Fax # _____		
Distribution List – Indicate email addresses to distribute documentation related to this proposal: _____ _____ _____		
<b>SPONSOR/AGENCY INFORMATION</b>		




# VCU Internal Forms: IAF

## Purpose of IAF:

- Documents department and school's review of science and **commitment** of human, lab space, or other resources
- VCU's authorized official signs for University based on PI, dept. chair & school dean commitments

Internal approval form to be included in routing, from:  
<http://www.research.vcu.edu/forms/InternalApprovalForm.pdf>

	<b>Virginia Commonwealth University</b> <b>Office of Sponsored Programs</b> <b>Office of Industry Partnerships</b>  <b>Internal Approval Form</b>	<b>For OSP/OIP Office Use Only</b>	
		Date & Time: _____	
		OSP/OIP #: _____	
		Copy Received: Yes <input type="checkbox"/> No <input type="checkbox"/> COI Form: Yes <input type="checkbox"/> No <input type="checkbox"/> Reviewer: _____	
<b>PRINCIPAL INVESTIGATOR INFORMATION</b>			
Principal Investigator _____ (PI Name as it exists in HRS)			
E-mail: _____ Note: This department will receive credit for the award.			
PI Phone # _____ PI Fax # _____ PO Box _____ Department _____			
FA Name/FA# _____ FA E-mail _____ FA Phone # _____			
Contact for Proposal Pickup _____ Contact E-mail _____ Contact Phone # _____			
Is the department listed above also managing the project's fiscal responsibilities? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please list the department responsible for fiscal management.			
Dept. for Fiscal Administration _____ FA Name _____			
Fiscal FA E-mail _____ FA Phone # _____			
Study Coordinator Name _____ E-mail _____			
Study Coordinator Phone # _____ Fax # _____			
<i>Distribution List – Indicate email addresses to distribute documentation related to this proposal:</i>			
_____			
_____			
<b>SPONSOR/AGENCY INFORMATION</b>			

# Basic Forms and Certifications at VCU

## Purpose of COI form, definition of term:

- To report any actual or potential conflict of interest
- [Refer to COI Policy](#)

## Related VCU Policies:

- [Implementation of federal law](#)
- [Implementation of state law](#)

## COI form to be included in routing:

<http://www.research.vcu.edu/forms/ConflictofInterestDisclosureForm.doc>

VIRGINIA COMMONWEALTH UNIVERSITY

**Conflict of Interest Disclosure Statement**

No. \_\_\_\_\_  
Rec'd by \_\_\_\_\_  
Date \_\_\_\_\_  
Action: \_\_\_\_\_  
To COI/RC: \_\_\_\_\_  
To File: \_\_\_\_\_

Under VCU Research Policy, the Principal Investigator and all others who have responsibility for the design, conduct, or reporting of research, must disclose financial interests in any external entity that is related to the work to be conducted under the proposed project or is interested in the results of the project. Providing this information is mandatory. Any individual who voluntarily discloses financial interests related to externally supported research projects should also use the form. Under the Virginia Public Records Act, this information may be made available to the public upon request.

Principal Investigator: \_\_\_\_\_ School/Dept: \_\_\_\_\_  
Funding Entity: \_\_\_\_\_ Contract/Grant No.: \_\_\_\_\_  
Title of Research Project: \_\_\_\_\_

Reason for Disclosure: ☐ New Proposal ☐ Additional Support ☐ New Protocol ☐ New Investigator ☐ New Interest Obtained  
☐ Revisions to Grant/Contract ☐ Grant/Contract Continuation

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**Disclosure and Certification**

By signature below, each individual certifies that either no financial interest exists or that a complete listing of all financial interest is provided on a [Disclosure Supplement form](#). All individuals named below further acknowledge their responsibility to disclose any new financial interest obtained during the term of the award.

The Principal Investigator's signature certifies that all individuals required to make disclosures have been listed below.

A. Do you, your spouse, or dependent children have a Financial Interest in an external entity related to the work to be conducted under the project or interested in the results of the project? (See reverse for definitions of Financial Interests) - Check response below adjacent to your signature.

B. If the project is funded, to the best of your knowledge, does any VCU employee have a financial interest, including an ownership or equity interest, in the sponsor? Check response below adjacent to your signature.

C. Project is Unfunded: ☐

1. _____ Signature (PI) _____ Date _____ Print or Type Name of Principal Investigator	A. <input type="checkbox"/> NO <input type="checkbox"/> YES, Supplement Form attached B. <input type="checkbox"/> NO <input type="checkbox"/> YES, Name _____
2. _____ Signature _____ Date _____ Print or Type Name of Investigator	A. <input type="checkbox"/> NO <input type="checkbox"/> YES, Supplement Form attached B. <input type="checkbox"/> NO <input type="checkbox"/> YES, Name _____
3. _____ Signature _____ Date _____ Print or Type Name of Investigator	A. <input type="checkbox"/> NO <input type="checkbox"/> YES, Supplement Form attached B. <input type="checkbox"/> NO <input type="checkbox"/> YES, Name _____
4. _____ Signature _____ Date _____ Print or Type Name of Investigator	A. <input type="checkbox"/> NO <input type="checkbox"/> YES, Supplement Form attached B. <input type="checkbox"/> NO <input type="checkbox"/> YES, Name _____
5. _____ Signature _____ Date _____	A. <input type="checkbox"/> NO <input type="checkbox"/> YES, Supplement Form attached B. <input type="checkbox"/> NO <input type="checkbox"/> YES, Name _____

# Budgets for Project Activities

## Budget development:

- Review the sponsor's guidelines
  - Indicates allowable costs
  - Also indicates cost share requirements, if any
- Can utilize OSP Excel budget worksheets to develop budget to enter in Grants.gov forms

**Excel budget sheets available on OSP website:**

<http://www.research.vcu.edu/forms/osp.htm>

	A	B	C	D	E	F	G
1	<b>Proposal Budget Worksheet, 1 Year Project</b>						
2	This worksheet assumes that each subawardee will be issued a new contract each year.						
3	Enter data in year 1 and it will be projected in all future years using the indicated increment.						
4	Data may be entered in any future year and it will be projected to the end.						
5	Complements of Virginia Commonwealth University						
6							
7							
8							
9	Increment Rate		4.00%		Non-Personnel		
10	Increment Rate		4.00%		Personnel		
11	Fac. & Class. Fringe		28.00%				
12	Hourly Fringe Rate		8.80%				
13	**F&A Rate (See Chart)		49.50%				
14							
15							
16	<b>Personnel</b>						
17	<b>Faculty &amp; Classified</b>						
18	Name	% Effort	Annual Salary	Year 1			
19		0%	0	0			
20		0%	0	0			
21		0%	0	0			
22		0%	0	0			
23		0%	0	0			
24		0%	0	0			
25		0%	0	0			
26		0%	0	0			
27		0%	0	0			
28		0%	0	0			
29	<b>Subtotals</b>						
30							

# Signature Authority

## Authorized official:

- All Applications for Funding Need University Approval Before Submission
- Susan E. Robb, Asst. Vice-President for Research Administration is VCU's authorized signing official
- VCU Board of Visitors resolution gives Asst. VP for Research Administration signature authority on the application for, and awards of, grants and other monies
- Signature implies acceptance of federal assurances and certifications as described in federal grants policy guidelines

<http://www.research.vcu.edu/osp/SponsoredProgramsHandbook.pdf>

The screenshot shows the VCU Office of Research website. At the top, there is a search bar and a 'Quick Links' dropdown. The main header features the VCU logo and the text 'Office of Research'. Below this is a navigation bar with links to 'VP for Research', 'Sponsored Programs', 'Technology Transfer', 'Research Subjects Protection', 'Education and Compliance', and 'Animal Resources'. The 'Sponsored Programs' link is highlighted. The main content area is titled 'OSP Procedures' and lists several links: 'Sponsored Programs Handbook' (with a red 'PDF' icon), 'Facilities and Administrative Cost Recovery Guidelines', 'No-cost Extension Requests', 'Limited Submissions', 'NIH Data and Safety Monitoring Guidance' (with a red 'PDF' icon), 'NIH Data Sharing Plans', 'Letter to NIH Regarding Investigators' Education on the Protection of Human Subjects', 'NIH Salary Cap', 'Treatment of Administrative and Clerical Costs', and 'What F&A Rate Do I Use'. The footer contains contact information for the Office of Research and the Office of Sponsored Programs.

Quick Links:

Search Office of Research

## VCU Office of Research

VP for Research	Sponsored Programs	Technology Transfer	Research Subjects Protection	Education and Compliance	Animal Resources
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Office of Research > Sponsored Programs

- Welcome
- Forms and Rates
- Training
- Sponsor Required Information
- Policies and Guidelines
- Funding Searches
- Events and Deadlines
- Useful Links
- Research Statistics
- Electronic Submissions
- Contact Us

### OSP Procedures

- [Sponsored Programs Handbook](#) PDF
- [Facilities and Administrative Cost Recovery Guidelines](#)
- [No-cost Extension Requests](#)
- [Limited Submissions](#)
- [NIH Data and Safety Monitoring Guidance](#) PDF
- [NIH Data Sharing Plans](#)
- [Letter to NIH Regarding Investigators' Education on the Protection of Human Subjects](#)
- [NIH Salary Cap](#)
- [Treatment of Administrative and Clerical Costs](#)
- [What F&A Rate Do I Use](#)

Office of Research  
Virginia Commonwealth University  
Date Last Modified: February 19, 2008  
Contact Department [Webmaster](#)

Office of Sponsored Programs  
800 East Leigh Street  
PO Box 980568  
Richmond, Virginia 23298  
Phone: (804)828-6772

# Signature Authority

## Policies and procedures:

- OSP is office authorized to review and submit sponsored project proposals and receive awards
- OSP is official contact for the University on administrative award-related matters
- Only VCU OSP reviewers are authorized (by signing official) to submit to sponsor on behalf of institution
- If a sponsor's electronic system requires the **PI** to submit the proposal, the PI is only authorized to do so after the IAF, COI & proposal have been reviewed and approved by OSP

<http://www.research.vcu.edu/osp/SponsoredProgramsHandbook.pdf>

The screenshot displays the VCU Office of Research website. At the top, there is a search bar and a navigation menu with tabs for 'VP for Research', 'Sponsored Programs' (which is highlighted), 'Technology Transfer', 'Research Subjects Protection', 'Education and Compliance', and 'Animal Resources'. Below the navigation menu, the 'Sponsored Programs' section is expanded, showing a list of links on the left and a corresponding list of documents on the right. The links on the left include 'Office of Research > Sponsored Programs', 'Welcome', 'Forms and Rates', 'Training', 'Sponsor Required Information', 'Policies and Guidelines', 'Funding Searches', 'Events and Deadlines', 'Useful Links', 'Research Statistics', 'Electronic Submissions', and 'Contact Us'. The documents on the right include 'OSP Procedures', 'Sponsored Programs Handbook' (with a PDF icon), 'Facilities and Administrative Cost Recovery Guidelines', 'No-cost Extension Requests', 'Limited Submissions', 'NIH Data and Safety Monitoring Guidance' (with a PDF icon), 'NIH Data Sharing Plans', 'Letter to NIH Regarding Investigators' Education on the Protection of Human Subjects', 'NIH Salary Cap', 'Treatment of Administrative and Clerical Costs', and 'What F&A Rate Do I Use'. At the bottom of the page, there is contact information for the Office of Research and the Office of Sponsored Programs.

Quick Links:  Search Office of Research

## VCU Office of Research

VP for Research	Sponsored Programs	Technology Transfer	Research Subjects Protection	Education and Compliance	Animal Resources
<b>Office of Research &gt; Sponsored Programs</b>					
Welcome					
Forms and Rates					
Training					
Sponsor Required Information					
Policies and Guidelines					
Funding Searches					
Events and Deadlines					
Useful Links					
Research Statistics					
Electronic Submissions					
Contact Us					

OSP Procedures

[Sponsored Programs Handbook](#) PDF

[Facilities and Administrative Cost Recovery Guidelines](#)

[No-cost Extension Requests](#)

[Limited Submissions](#)

[NIH Data and Safety Monitoring Guidance](#) PDF

[NIH Data Sharing Plans](#)

[Letter to NIH Regarding Investigators' Education on the Protection of Human Subjects](#)

[NIH Salary Cap](#)

[Treatment of Administrative and Clerical Costs](#)

[What F&A Rate Do I Use](#)

Office of Research  
Virginia Commonwealth University  
Date Last Modified: February 19, 2008  
Contact Department [Webmaster](#)

Office of Sponsored Programs  
800 East Leigh Street  
PO Box 980568  
Richmond, Virginia 23298  
Phone: (804)828-6772

# NSF Opportunity Search

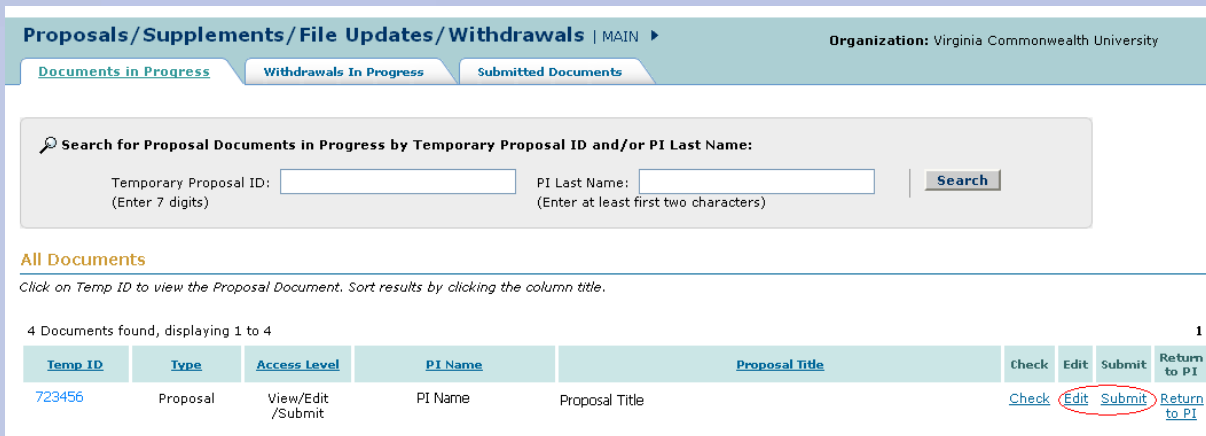


The image shows the NSF Opportunity Search homepage. At the top is the NSF logo and the tagline "WHERE DISCOVERIES BEGIN". Below this is a navigation bar with links: Home, Funding, Awards, Discoveries, News, Publications, Statistics, About, and FastLane. The main content area is titled "Find Funding" and includes a search bar, a "Search" button, and a "Reset" button. There are also links for "Advanced Funding Search" and "Other Ways to Find Funding".

Log in and create application in Fastlane

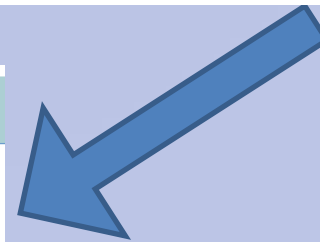


The image shows the Fastlane login page. It has a header "Proposals, Awards and Status" and a sub-header "Log in for the following permission-based functions:". Below this is a list of functions: Proposal Functions (Letters of Intent, Proposal Preparation, Proposal Status, Display Reference Status, Revise Submitted Proposal Budget, Proposal File Update), Award and Reporting Functions (Notifications and Requests, Continuation Funding Status, View/Print Award Documents, Project Reports System, Supplemental Funding Request), and Change PI Information. On the right is a "PI/Co-PI Log In" box with fields for Last Name, NSF ID, and Password, and a "Log In" button. There are also links for "Forgot Password?" and "Lookup NSF ID".



The image shows the Fastlane document search results page. It has a header "Proposals/Supplements/File Updates/Withdrawals | MAIN" and a sub-header "Organization: Virginia Commonwealth University". Below this is a search bar with the text "Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:". There are two input fields: "Temporary Proposal ID: (Enter 7 digits)" and "PI Last Name: (Enter at least first two characters)". A "Search" button is next to the fields. Below the search bar is a table with 4 documents found, displaying 1 to 4. The table has columns: Temp ID, Type, Access Level, PI Name, Proposal Title, Check, Edit, Submit, and Return to PI. The first row shows a document with Temp ID 723456, Type Proposal, Access Level View/Edit/Submit, PI Name PI Name, and Proposal Title Proposal Title. The "Edit" button in the "Edit" column is circled in red.

PI gives access/submits to OSP for review; OSP submits application to NSF after review



# Examples

NSF Find Funding:

Cyberlearning: <http://www.nsf.gov/pubs/2011/nsf11587/nsf11587.htm>

## **Cyberlearning: Transforming Education (Cyberlearning)**

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### PROGRAM SOLICITATION

NSF 11-587

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### REPLACES DOCUMENT(S):

NSF 10-620

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#### **National Science Foundation**

Directorate for Computer & Information Science & Engineering

Directorate for Education & Human Resources

Directorate for Social, Behavioral & Economic Sciences

Office of Cyberinfrastructure

# Contact Office of Research

Home page: <http://www.research.vcu.edu/index.htm>

[Office of Sponsored Programs \(OSP\)](#)

[Office of Technology Transfer \(OTT\)](#)

[Office of Research Subjects Protection \(ORSP\)](#)

[Office of Education and Compliance \(OECCO\)](#)

[Division of Animal Resources \(DAR\)](#)





End of Presentation



Questions/Comments?

Thank you.