



H E L P D O C U M E N T A T I O N

FastLane Help System

FastLane Registration

Table Of Contents

FastLane Registration	1
FastLane Registration Introduction	1
FastLane Contact/Sponsored Project Office (SPO)	1
Principal Investigator (PI)	1
Registration and Your Privacy.....	1
Registration Complete.....	1
Register an Organization	2
Check If an Organization Is Registered.....	6
Register an Individual	9
Locate Your Organization's FastLane Contact/Sponsored Project Office (SPO)	11
Register the FastLane Contact SPO	13
Register a PI or Co-PI	16
Postdoctoral Fellowship Registration	17
FastLane Password	26
FastLane Passwords Introduction.....	26
Password Requirements	26
Password Expiration.....	26
Reset Your FastLane Password	27
Change Your FastLane Password	28
Index	29

FastLane Registration

FastLane Registration Introduction

Any organization or individual wanting to submit a proposal to the National Science Foundation (NSF) must be a registered organization or registered individual user with FastLane. But you cannot register an organization more than once; check if your organization is currently registered.

Note: Individuals submitting Postdoctoral Fellowship proposals must first register as a FastLane organization via NSF's FastLane Postdoctoral Fellowship Registration application (<https://www.fastlane.nsf.gov/n1/N1IndvReg.html>).

FastLane Contact/Sponsored Project Office (SPO)

And, if you are a registering organization, at the time of registration, you must register a point of contact, called a FastLane Contact/SPO; individuals, by default, are the registered FastLane Contact/SPO. (Once your organization registers a primary FastLane Contact/SPO, the primary FastLane Contact/SPO can in turn set up others [a secondary FastLane Contact/SPO] within the organization to perform all or individual FastLane Contact/SPO functions. See SPO Functions for instructions.)

Principal Investigator (PI)

A PI is the research lead for the NSF-funded project. The PI can be registered with NSF at the time the organization or individual registers with FastLane; or the PI can update the PI-specific information later.

Registration and Your Privacy

In order to protect the confidentiality of certain information, access to most FastLane features is limited to authorized users. Once you or your organization is registered, your FastLane Contact/SPO must enter a combination of information to prove their identity to gain access to the FastLane systems (usually his/her last name, password, and NSF ID). Review [NSF's security and privacy policy](#) for more information.

Registration Complete

Once you complete the registration process and are approved, you will be notified by email. Then, you or your organization can prepare and submit proposals.

Register an Organization

If your organization has never registered with FastLane, follow these steps to get registered.

1. Access the New Organization and FastLane Contact Registration application (Figure 1) in one of the following ways:

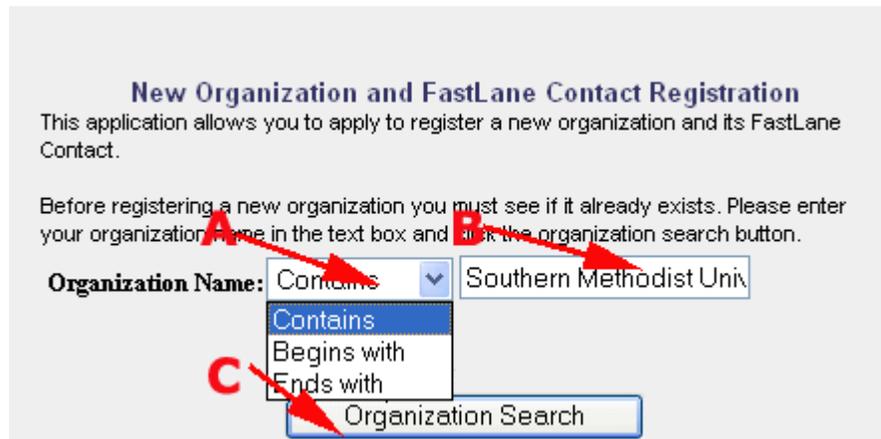


Figure 1 New Organization and FastLane Contact Registration screen.

- a. Link directly to the application (<https://www.fastlane.nsf.gov/n1/N1AddInst.html>), or
 - b. Go through the FastLane homepage (www.fastlane.nsf.gov) using the following steps:
 1. Go to the FastLane homepage (www.fastlane.nsf.gov) screen.
 2. Click the **Registration Information** Quick Link on the left side of the page.
 3. Scroll down the screen to **FastLane Organization Registration** section.
 4. Click the **New Organization and FastLane Contact Registration** link
2. Ensure your organization is not registered by performing the following:
 - a. Enter your organization's name in the **Organization Name** box (Figure 1 Section B).
 - b. Select the search option from the drop-down box (Figure 1 Section A):
 - **Contains**
Returns results for any registered organization whose registered name contains the text you entered.
 - **Begins with**
Returns results for any registered organization whose registered name starts with the text you entered.
 - **Ends with**
Returns results for any registered organization whose registered name ends with the text you entered.
 - c. Click **Organization Search** button (Figure 1 Section C).

If the **NSF Registered Organization(s)** screen displays, your organization is registered with NSF and is listed in the **Organization ID - Organization Name** box (Figure 2).

NSF Registered Organization(s)

If your organization name appears in the following list, it is already registered with NSF. You must NOT attempt to re-register it. Instead, select the organization name and click the **"FastLane Contact/SRO"**(Sponsored Research Officer) button to determine whether or not a contact person exists for FastLane.

IMPORTANT: **Only** if your organization is **not in the list** then click the **"New Organization"** button. Adding duplicate organizations may delay funding any award to your organization.

NOTE: Individuals registered with FastLane will not appear in the list.

Organization Id - Organization Name

0036137000, Southern Methodist University, TX

Figure 2 NSF Registered Organization(s) screen with the Organization ID box.

You do not need to do anything.

If your organization is not registered, you will see the **New Organization(s) Registration Request** screen displays (Figure 3);

New Organization Registration Request

No organization is found according to your chosen search criteria. To register a new organization please provide the following information.

Note: Unaffiliated Individuals may submit proposals through FastLane once registered as a separate organization. If you are not employed by, or affiliated with, an organization, click the **"New Individual Registration"** button to register. Otherwise, ask your FastLane Administrator at your organization to add you as a FastLane user. [New Individual Registration](#)

A (*) [Represent Required Fields](#) [What?](#)

New Organization Registration Form [Why?](#)

*Organization Name:

*Organization Short Name: (Max. 26 characters)

*Organization Type: (Choose Organization type)

President's Name:

*Authorized Rep's First Name: Middle Initial:

*Last Name:

*Title:

*EIN/TIN: (9 digits, no hyphens)

*DUNS Number: (9 digits, no hyphens)

DUNS Qualifier:

*Street Address (Line 1):

Street Address(Line 2):

*City/Code:

*State: (Foreign address, Skip it)

*Zip Code: (9 digits, no hyphens) (Foreign address, Skip it)

*Country: United States (Foreign address, choose Country)

*E-mail Address:

*Telephone Number: (10 digits, no hyphens, no country code)

Fax Number: (10 digits, no hyphens, no country code)

B

FastLane Contact Registration Form [Why?](#)

*FastLane Contact's First Name: Middle Initial:

*Last Name:

*E-mail Address:

*Telephone Number: (10 digits, no hyphens, no country code)

Fax Number: (10 digits, no hyphens, no country code)

*Password: (6-20 characters, [See Password Requirements](#))
(Combination of digits and letters)

C

PI (Principal Investigator) Registration Form [Why?](#)

Please check this box and provide the following additional information if you want to become a PI.

Suffix: (Jr., Sr., III)

Department:

*Degree Type: Choose Degree *Degree Year:

Figure 3 New Organization Registration Request screen.

continue with Step 3 to register.

3. Complete the **New Organization Registration Request** screen's **New Organization Registration Form** section's required fields [noted with an asterisk (*)] (Figure 3, section A).

4. Complete the **New Organization Registration Request** screen's **FastLane Contact Registration Form** section's required fields [noted with an asterisk (*)] (Figure 3, section B).
5. Complete the **New Organization Registration Request** screen's **PI (Principal Investigator) Registration Form** section's required fields [noted with an asterisk (*)] (**Figure 3, section C**).
6. Click the **Submit** button. The **Registration Request Submitted for Approval** screen returns.
7. Click the browser's print button to print the form.
8. Sign the form on the **Authorized Representative's Signature** line.
9. Date the form on the **Signed on** line.
10. Submit the completed form to the National Science Foundation in one of the following ways:
 - **Mail**
National Science Foundation
ATTN: FastLane Registration, Room 357
4201 Wilson Boulevard
Arlington VA 22230
 - **FAX**
703-292-9281 or 703-292-9003
 - **Email**
Scan and email as an attachment to fastlane@nsf.gov
11. Click **Continue**.

Check If an Organization Is Registered

To see if your organization is registered, do the following:

1. Access the New Organization and FastLane Contact Registration application (Figure 1) in one of the following ways:

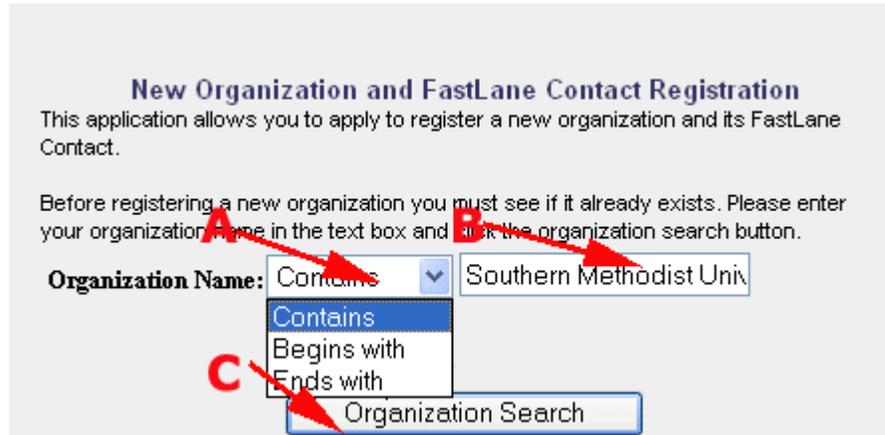


Figure 1 New Organization and FastLane Contact Registration screen.

- a. Link directly to the application (<https://www.fastlane.nsf.gov/n1/N1AddInst.html>), or
 - b. Go through the FastLane homepage (www.fastlane.nsf.gov) using the following steps:
 1. Go to the FastLane homepage (www.fastlane.nsf.gov) screen.
 2. Click the **Registration Information** Quick Link on the left side of the screen.
 3. Scroll down the screen to **FastLane Organization Registration** section.
 4. Click the **New Organization and FastLane Contact Registration** link.
2. Search for the organization by doing the following:
 - a. Enter your organization's name in the **Organization Name** box (Figure 1, Section B).
 - b. Select the search option from the drop-down box (Figure 1, Section A):
 - **Contains**
Returns results for any registered organization whose registered name contains the text you entered.
 - **Begins with**
Returns results for any registered organization whose registered name starts with the text you entered.
 - **Ends with**
Returns results for any registered organization whose registered name ends with the text you entered.
 - c. Click **Organization Search** button (Figure 1, Section C).

If the **NSF Registered Organization(s)** screen returns, your organization is registered with NSF and is listed in the **Organization ID - Organization Name** box (Figure 2).

NSF Registered Organization(s)

If your organization name appears in the following list, it is already registered with NSF. You must NOT attempt to re-register it. Instead, select the organization name and click the **"FastLane Contact/SRO"**(Sponsored Research Officer) button to determine whether or not a contact person exists for FastLane.

IMPORTANT: Only if your organization is **not in the list** then click the **"New Organization"** button. Adding duplicate organizations may delay funding any award to your organization.

NOTE: Individuals registered with FastLane will not appear in the list.

Organization Id - Organization Name

0036137000, Southern Methodist University, TX

FastLane Contact/SRO New Organization Cancel

Figure 2 NSF Registered Organization(s) screen with the Organization ID box.

You do not need to do anything.

If your organization is not registered, you will see the **New Organization(s) Registration Request** screen (Figure 3).

New Organization Registration Request

No organization is found according to your chosen search criteria. To register a new organization please provide the following information:

Note: Unaffiliated Individuals may submit proposals through FastLane once registered as a separate organization. If you are not employed by, or affiliated with, an organization, click the **"New Individual Registration"** button to register. Otherwise, ask your FastLane Administrator at your organization to add you as a FastLane user. [New Individual Registration](#)

(*) [Represent Required Fields](#) **What?**

New Organization Registration Form **Why?**

*Organization Name:	<input type="text"/>
*Organization Short Name:	<input type="text"/> (Max. 26 characters)
*Organization Type:	<input type="text"/> (Choose Organization type)
President's Name:	<input type="text"/>
*Authorized Rep's First Name:	<input type="text"/> Middle Initial: <input type="text"/>
*Last Name:	<input type="text"/>
*Title:	<input type="text"/>
*EIN/TIN:	<input type="text"/> (9 digits, no hyphens)
DUNS Number:	<input type="text"/> (9 digits, no hyphens)
DUNS Qualifier:	<input type="text"/>
*Street Address (Line 1):	<input type="text"/>
Street Address(Line 2):	<input type="text"/>
*City/Code:	<input type="text"/>
*State:	<input type="text"/> (Foreign address, Skip it)
*Zip Code:	<input type="text"/> (9 digits, no hyphens) (Foreign address, Skip it)
*Country:	United States <input type="text"/> (Foreign address, choose Country)
*E-mail Address:	<input type="text"/>
*Telephone Number:	<input type="text"/> (10 digits, no hyphens, no country code)
Fax Number:	<input type="text"/> (10 digits, no hyphens, no country code)

FastLane Contact Registration Form **Why?**

*FastLane Contact's First Name:	<input type="text"/> Middle Initial: <input type="text"/>
*Last Name:	<input type="text"/>
*E-mail Address:	<input type="text"/>
*Telephone Number:	<input type="text"/> (10 digits, no hyphens, no country code)
Fax Number:	<input type="text"/> (10 digits, no hyphens, no country code)
*Password:	<input type="text"/> (6-20 characters, See Password Requirements)
(Combination of digits and letters)	

PI (Principal Investigator) Registration Form **Why?**

Please check this box and provide the following additional information if you want to become a PI.

Suffix:	<input type="text"/> (Jr., Sr., III)
Department:	<input type="text"/>
*Degree Type:	Choose Degree <input type="text"/> *Degree Year: <input type="text"/>

Figure 3 New Organization Registration Request screen.

See Register an Organization for instructions on completing the registration process.

Register an Individual

To register as an individual in FastLane, do the following:

1. Access the **New Organization Registration Request** screen (Figure 1) (see Register an Organization, Steps 1 and 2). (You can type your name in the Search function).



Figure 1 New Organization Registration Request screen (upper portion). The New Individual Registration button is circled.

2. On the **New Organization Registration Request** screen (Figure 1), click the **New Individual Registration** button. The **New Individual Registration Request** screen displays (Figure 2).

Figure 2 New Individual Registration Request screen.

3. Complete the **New Individual Registration Request** screen's **New Individual Registration Form** section's required fields [noted with an asterisk (*)] (Figure 2).
4. Click the **Submit** button. The **Registration Request Submitted for Approval** screen returns.
5. Click the browser's print button to print the form.
6. Sign the form on the **Authorized Representative's Signature** line.
7. Date the form on the **Signed on** line.
8. Submit the completed form to the National Science Foundation in one of the following ways:
 - **Mail**
National Science Foundation
ATTN: FastLane Registration, Room 357
4201 Wilson Boulevard
Arlington VA
22230
 - **FAX**
703-292-9281 or 703-292-9003
 - **Email**
Email as an attachment to fastlane@nsf.gov

Locate Your Organization's FastLane Contact/Sponsored Project Office (SPO)

To determine if your organization has a registered FastLane Contact/SPO, follow these steps:

1. Access the New Organization and FastLane Contact Registration application (Figure 1) in one of the following ways:

New Organization and FastLane Contact Registration
 This application allows you to apply to register a new organization and its FastLane Contact.
 Before registering a new organization you must see if it already exists. Please enter your organization name in the text box and click the organization search button.

Organization Name: Contains

Contains
 Begins with
 Ends with

Figure 1 New Organization and FastLane Contact Registration screen.

- a. Link directly to the application (<https://www.fastlane.nsf.gov/n1/N1AddInst.html>), or
- b. Go through the FastLane homepage (www.fastlane.nsf.gov) using the following steps:
 1. Go to the FastLane homepage (www.fastlane.nsf.gov) screen.
 2. Click the **Registration Information** Quick Link on the left side of the screen.
 3. Scroll down the screen to **FastLane Organization Registration** section.
 4. Click the **New Organization and FastLane Contact Registration** link
2. Select your organization in the **Organization ID - Organization Name** box (Figure 1).
3. Click the **FastLane Contact** button. Your organization's FastLane Contact/SPO information is listed on the **FastLane Contact Information** (Figure 2) screen returned.

FastLane Contact Information

We have following information on the FastLane Contact of **Southwest Virginia Community College**.

FastLane Contact Name	Email	Phone Number	Fax Number
Phyllis Smith	phyllis.smith@sw.edu	2765557588	2765557588

Figure 2 FastLane Contact Information screen.

If your organization does not have a registered FastLane Contact/SPO, the **FastLane Contact Information** screen will indicate so (Figure 3).

FastLane Contact Information

Your organization does not have any FastLane Contact person.

To register a FastLane Contact for your organization please click the "**FastLane Contact**" button and provide the required information on the following screen.



Figure 3 FastLane Contact Information screen.

You can register your organization's contact/SPO at any time.

Register the FastLane Contact SPO

An organization's FastLane Contact/Sponsored Project Office (SPO) contact is normally registered at the time the organization is registered.

However, if you do not know who your organization's contact is and the application indicated your organization doesn't have a contact registered, follow these steps to register a contact:

1. Determine that your registered organization does not have a FastLane/SPO registered.
2. Click the **FastLane Contact** button on the **FastLane Contact Information** screen (Figure 1).



Figure 1 FastLane Contact Information with the FastLane Contact button shown.

3. Complete the **FastLane Contact Registration Request** screen's **FastLane Contact Registration Form**'s required fields (Figure 2).

FastLane Contact Registration Request

Please provide the following information:

(*) Represent Required Fields [What?](#)

FastLane Contact Registration Form

Organization Name: Indiana Voc Tech College Northeast

Organization Id: 0099267000

***FastLane Contact's First Name:** **Middle Initial:**

***Last Name:**

***E-mail Address:**

***Telephone Number:** (10 digits, no hyphens, no country code)

Fax Number: (10 digits, no hyphens, no country code)

***Password: (Combination of digits and letters)** (6-20 characters, [See Password Requirements](#))

PI (Principal Investigator) Registration Form [Why?](#)

Please check this box and provide the following additional information if you want to become a PI.

Suffix: (Jr., Sr., III)

Street Address: (Line 1)

Street Address: (Line 2)

City/Code:

State: (Foreign address, Skip it)

Zip Code: (9 digits, no hyphens) (Foreign address, Skip it)

Country: United States (Foreign address, Choose Country)

Department:

***Degree Type:** Choose Degree ***Degree Year:**

Figure 2 FastLane Contact Registration Request screen.

4. Complete the **FastLane Contact Registration Request** screen's **PI (Principal Investigator) Registration Form**'s required fields (Figure 2).
5. Click the **Submit** button. The **FastLane Contact Registration Request Submitted for Approval** screen returns.
6. Click the browser's print button to print the form.
7. Sign the form on the **Authorized Representative's Signature** line (Figure 3, Section A).

Registration Request Submitted for Approval

Your registration request has been submitted to NSF for approval. Please print this form using the **PRINT** button on your browser. **This printed form must be signed by an authorized organizational representative.**

You have 3 options for sending the signed form to NSF:

- (1) Mail the signed form to NSF at the address given below, or
- (2) FAX the signed form to 703-292-9003, or
- (3) Scan the signed form, attach it to an email and send to fastlane@nsf.gov

NOTE: Your registration request will not be approved until we receive your signed form.
You will be informed by an e-mail message after approval.

Mail to:

FastLane Administrative Staff, Room 357
National Science Foundation
4201 Wilson Boulevard
Arlington, VA 22230-0001

IMPORTANT: Your NSF ID, displayed as one of the fields below, is a unique, randomly generated numerical identifier assigned to FastLane users by NSF. You will need this number to access FastLane. Please keep this number for your records.

Organization Name: **Indiana Voc Tech College Northeast**
FastLane Contact's First Name: **John**
MI:
Last Name: **Doe**
NSF ID: **000506571**
E-mail Address: **jdoe@domain.edu**
Telephone Number: **7035554321**
Fax Number:

A → Authorized Representative's Signature: _____
B → Name: _____
C → Title: _____
Signed on: _____
D →

Figure 3 Registration Request Submitted for Approval screen.

8. Print your name on the **Name** line (Figure 3, Section B).
9. Print your title on the **Title** line (Figure 3, Section C).
10. Submit the completed form to the National Science Foundation in one of the following ways:
 - **Mail**
National Science Foundation
ATTN: FastLane Registration, Room 357
4201 Wilson Boulevard
Arlington VA 22230
 - **FAX**
703-292-9281 or 703-292-9003
 - **Email**
Email as an attachment to fastlane@nsf.gov
11. Click **Continue** (Figure 3, Section D).

Register a PI or Co-PI

An organization can designate a Principal Investigator (PI), or Co-PI, at the time the organization is registered.

However, an organization can [register a PI, or add Co-PIs](#), after registering the organization. And, an organization can add as many individuals as a PI as needed. See Account Management for instructions.

Postdoctoral Fellowship Registration

To register as an independent researcher with the Postdoctoral Fellowship system, do the following:

Access the Postdoctoral Fellowship Registration system (<https://www.fastlane.nsf.gov/n1/N1IndvReg.html>) (Figure 1) in the following way:

New Individual Registration Request

NOTE: Do not use this form to register a new organization.

This form is **ONLY** to register a new individual with FastLane. Please provide the following information:

New Individual Registration Form

***First Name:** **MI:**

***Last Name:**

Tax ID: (9 digits, no hyphens)

***Street Address:** (Line 1)

Street Address: (Line 2)

***City/Code:**

***State:** (Foreign address, Skip it)

***Zip Code:** (9 digits, no hyphens) (Foreign address, Skip it)

***Country:** United States (Foreign address, choose Country)

***E-mail Address:**

***Telephone Number:** (10 digits, no hyphens, no country code)

Fax Number: (10 digits, no hyphens, no country code)

***Password:** [Password Requirements](#)
(Combination of digits and letters)

Suffix: (Jr., Sr., III)

Department:

***Degree Type:** Choose Degree ***Degree Year:**

Figure 1 New Individual Registration Request screen.

Link directly to the application (<https://www.fastlane.nsf.gov/n1/N1IndvReg.html>). The **Postdoctoral Fellowship Registration** screen displays as in Figure 2.

NSF

FastLane

Home News Comments nsf.gov

Postdoctoral Fellowship Registration

Postdoctoral Fellowship Registration proposals may be submitted directly to NSF by individuals (hereafter referred to as independent PI's), or by organizations on behalf of individuals (hereafter referred to as affiliated PI's).

This application is for individuals submitting Postdoctoral Fellowship proposals as independent PI's. Individuals submitting Postdoctoral Fellowship proposals as independent PI's must first register as a FastLane organization using this application.

[Continue](#) [Cancel](#)

National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230, USA
Tel: 703-292-5111
FIRS: 800-877-8339
TDD: 703-292-5090

Last Modified:
July 23, 2005 (DS)

More Information
[Postdoctoral Fellowship Registration - Why?](#)
FastLane Site Map

Figure 2 Postdoctoral Fellowship Registration screen.

1. Select the **Continue** button (Figure 2). The **Rules of Behavior** screen displays (see Figure 3).

RULES OF BEHAVIOR
Version#: 1.0 | Last Modified Date: 9/10/2005

To continue, you must accept the Rules of Behavior.

Please read the rules below, check the box and click the "Accept" button. Clicking the "Decline" button will take you to the Log In screen.

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

I have read and accept the Rules of Behavior.

[Accept](#) [Decline](#)

Figure 3 Rules of Behavior screen.

2. Check the **I have read and accept the Rules of Behavior** box on the **Rules of Behavior** screen.
3. Select the **Accept** button on the **Rules of Behavior** screen. The **New Individual Registration Request** screen displays (Figure 1).
4. Complete the **New Individual Registration Request** screen's required fields [noted with an asterisk (*)] as seen in Figure 4.

New Individual Registration Request

NOTE: Do not use this form to register a new organization.

This form is **ONLY** to register a new individual with FastLane. Please provide the following information:

New Individual Registration Form

***First Name:** John **MI:**

***Last Name:** Smith

Tax ID: (9 digits, no hyphens)

***Street Address:** 55 Mockingbird Lane (Line 1)

Street Address: (Line 2)

***City/Code:** Arlington

***State:** Virginia (Foreign address, Skip it)

***Zip Code:** 222300000 (9 digits, no hyphens) (Foreign address, Skip it)

***Country:** United States (Foreign address, choose Country)

***E-mail Address:** jsmith@domain.edu

***Telephone Number:** 7035554321 (10 digits, no hyphens, no country code)

Fax Number: (10 digits, no hyphens, no country code)

Password:** ** [Password Requirements](#)
(Combination of digits and letters)

Suffix: (Jr., Sr., III)

Department:

***Degree Type:** PhD ***Degree Year:** 2000

Figure 4 New Individual Registration Request screen.

5. Select the **Submit** button (Figure 4). The **New Individual Registration Request** screen returns with the information you entered (Figure 5).

New Individual Registration Request

Following is the complete information about you. To Approve the registration, please click the "Approve" button. To edit this information, please click on the "Edit" button. If you do not want to register, please click on the "Go Back" button.

Organization Name:	Smith John
Short Name:	J, Smith
President Name:	John Smith
Representative's First Name:	John
MI:	
Last Name:	Smith
Title:	NR
EIN/TIN - Tax ID:	
DUNS Number:	NR
DUNS Qualifier:	
Street Address 1:	55 Mockingbird Lane
Street Address 2:	
City:	Arlington
State:	VA
Zip Code:	222300000
Country Code:	US
E-mail Address:	jsmith@domain.edu
Telephone Number:	7035554321
Fax Number:	
FastLane Contact's First Name:	John
MI:	
Last Name:	Smith
NSF ID:	000503690
E-mail Address:	jsmith@domain.edu
Telephone Number:	7035554321
Fax Number:	
Suffix:	
Department:	
Degree Type:	PhD
Degree Year:	2000

Figure 5 Fellowship Individual Registration screen with the form completed.

6. Select the **Approve** button (Figure 5). A screen displays (Figure 6) with a message that you are registered successfully.

New Organization, FastLane Contact and PI Registration is Successful

The applicant has been successfully registered in FastLane as a new organization, the FastLane Contact for the organization and as a PI. The FastLane Contact has been notified by an electronic mail message at the address: **john.doe@nsf.com** . Please click the continue button to complete the process.

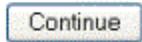


Figure 6 Postdoctoral Registration confirmation screen.

7. Select the **Continue** button (Figure 6). The **FastLane Home Page** screen displays (Figure 7).



Figure 7 FastLane Home Page screen. Proposals, Awards and Status is circled in red.

8. Select Proposals, Awards and Status (as seen in Figure 7). The Proposals, Awards and Status screen displays (Figure 8).

Proposals, Awards and Status

Log in for the following permission-based 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
- ▶ Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID:
[Privacy Act](#)

Password:

[Forgot Password?](#)
[Lookup NSF ID](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID:
[Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: Proposal Preparation
 Revised Proposal Budget
 Proposal File Update

Log In by Award Number

Award Number:

OAU NSF ID:
[Privacy Act](#)

Award PIN:

Select One: Project Report

Figure 8 Proposals, Awards and Status screen. The PI/Co-PI login section is circled in red.

9. Complete the PI/Co-PI log in information (Figure 8). Select the **Log In** button. The first time you log in, a change password screen displays.

Change Password

New Password:

Re-enter New Password:

[Password Requirements](#)

Figure 9 Change Password screen for a first-time PI/Co-PI user.

10. Enter a new password and then select the **OK** button (Figure 9). The **What Do You Want To Work On?** screen displays (Figure 10).

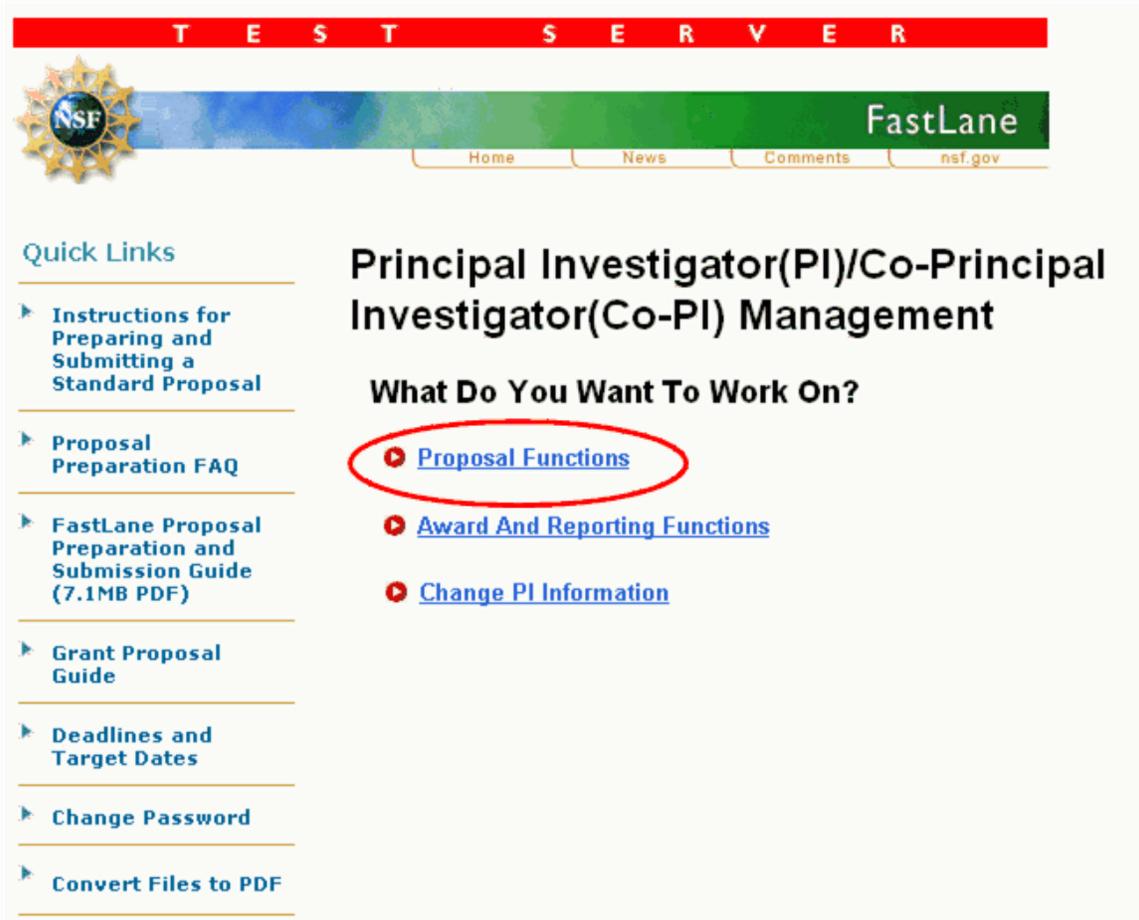


Figure 10 What Do You Want To Work On? screen. Proposal Functions is circled in red.

11. Select the **Proposal Functions** link. The **Proposal Functions** screen displays (Figure 11).

The screenshot shows the NSF FastLane website interface. At the top, there is a red banner with the text 'T E S T S E R V E R'. Below this is the NSF logo and the 'FastLane' text. A navigation bar contains links for 'Home', 'News', 'Comments', and 'nsf.gov'. The main content area is titled 'Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management'. On the left, there is a 'Quick Links' sidebar with several items: 'Instructions for Preparing and Submitting a Standard Proposal', 'Proposal Preparation FAQ', 'FastLane Proposal Preparation and Submission Guide (7.1MB PDF)', 'Grant Proposal Guide', 'Deadlines and Target Dates', 'Change Password', and 'Convert Files to PDF'. The main content area is titled 'Proposal Functions' and lists five links: 'Letters of Intent', 'Proposal Preparation' (circled in red), 'Proposal Status', 'Revise Submitted Proposal Budget', and 'Proposal File Update'. A 'Go Back' button is located below the links. At the bottom left, there is contact information for the National Science Foundation, and at the bottom right, it says 'Last Modified: Nov 2001 (CM)'.

Figure 11 Proposal Functions screen. Proposal Preparation is circled in red.

12. Select the **Proposal Preparation** link (Figure 11). The **Principal Investigator (PI) Information** screen (Figure 12) displays.
13. On the **Principal Investigator (PI) Information** screen, scroll down and check your information. Your organization must have you listed as an individual researcher. Your organization code will begin with a "P."

FORM: ONPPA1Main

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf \(opens new window\)](http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

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Figure 12 Principal Investigator (PI) Information screen. The Organization code is circled in red.

14. Review your information (Figure 12). If it is not correct, select the **Edit** button and update your information. When you have completed the changes, select the **Save** button to continue.
15. See Prepare a Proposal for instructions on how to prepare a proposal for your selected fellowship.

See also:

- How to Apply (for Applicants)
- How to Apply (for Sponsoring Scientists)
- View Award-Specific Program Announcement
- Postdoctoral Fellowship Contacts

FastLane Password

FastLane Passwords Introduction

Upon registration, the FastLane Contact/SPO chooses a password that allows him/her to access all FastLane organizational applications. When an SPO adds an individual as a FastLane user, the SPO submits a password for that individual. The National Science Foundation (NSF) then emails the password to the new user.

Password Requirements

Passwords must consist of the following:

- At least 6 but no more than 20 characters
- At least 1 alphabetic character and 1 numeric character

FastLane passwords are case-insensitive. So, FastLane recognizes "rAbBit25" as the same password as "Rabbit25".

Because FastLane passwords expire every 365 days for a non-financial user and every 120 days for a financial user, you must know how to reset your password.

Password Expiration

If you are a non-financial user your FastLane password expires after 365 days of use (Table 1). If you are a financial user your FastLane password expires after 120 days of use. When you attempt to log in, you will be required to change your password. You cannot use your last three passwords.

Table 1 Password Expiration Rules

User	Password Expires After
Non-financial	365 days
Financial	120 days

See also:

- [Reset Your FastLane Password](#)
- [Change Your FastLane Password](#)

Reset Your FastLane Password

If you forgot your password, you can reset it using FastLane's Reset Password Tool.

Note: The self-reset of passwords by Financial Administrators and Financial Users is not permitted because these roles have tighter security requirements. If you are a Financial Administrator or a Financial User, contact the appropriate person in the Sponsored Project Office to reset your password for you.

To reset your password, do the following:

1. Access the Password Reset tool
(<https://www.fastlane.nsf.gov/Admin/PIPasswordLogin.html>).
2. Enter your NSF ID, last name, and email address in the corresponding boxes.
3. Click the **Login** button.
4. Click **OK** on the **Password Reset** window.

If you still could not log in, contact your FastLane Contact/SPO or equivalent. If your FastLane Contact/SPO is unavailable, contact the FastLane Help Desk at (800) 673-6188 or fastlane@nsf.gov.

Change Your FastLane Password

If you feel your password security has been compromised in any way you can change your password immediately.

To change your password, do the following:

1. Access the Password Change tool (<https://www.fastlane.nsf.gov/jsp/ufl/flchgpswd.jsp?from=PAS>).
2. Enter your NSF ID, last name, and password in the corresponding boxes.
3. Enter a new password in the **New Password** box on the **Change Password** window.
4. Re-enter the new password in the **Re-enter New Password** box on the same window.
5. Click **OK**.
6. Click **OK** on the **Password Changed** window.

Index

1	
12	17
A	
Accept	17
Accepted	17
Access	1, 2, 6, 9, 11, 17, 27, 28, 29
allows him/her	27
Add	16, 27
After	16
All	1, 27
Allow	27, 28
allows him/her	27
access	27
Announcement	17
application	1, 2, 6, 9, 11, 13, 17, 27
applies	17
Approval	2, 9, 13, 17
Approval Screen	2, 9, 13, 17
Approved	1, 17
Arlington	2, 9, 13
Arlington VA	2, 9, 13
Arlington VA 22230	2, 9, 13
ATTN	2, 9, 13
Authorized	1, 2, 9, 13
Authorized Representative's Signature	9
Authorized Representative's Signature line	2, 9, 13
Award Winners	17
Awards	17
B	
be	1, 27
Begin	2
Beginning	2, 6, 17
Behavior	17
Rules	17
browser's	2, 9, 13
browser's print button	2, 9, 13
C	
Call	1
case-insensitive	27
Change Password	17, 29
Change Password Screen	17
Change Your	27, 29
Changes	17, 27, 29
Characters	27
Check	6, 17
Choose	27
Click	2, 6, 9, 11, 13, 17, 28, 29
Click OK	28, 29
Complete	1, 2, 6, 9, 13, 17
Confidentiality	1
Contact	1, 6, 11, 13, 28
Continue	2, 13, 17
Continue button	17
Co-PI	16
Create	17
D	
Date	2, 9
Days	27
default	1
Designate	16
displays	2, 9, 17
Do Not Know	13
E	
Edit	17
Email	1, 2, 9, 13, 28
Email Address	28
Emails	27
Ensure Your	2
Enter	1, 2, 6, 17, 28, 29
Expired	27
Expires After	27
F	
FastLane	1, 2, 6, 9, 11, 13, 17, 27, 28, 29
FastLane Contact Registration	2, 6, 9, 11, 13
FastLane Contact Registration Form section's	2
FastLane Contact Registration Form's 2	
FastLane Contact Registration link	2, 6, 11
FastLane Contact Registration Request	13
FastLane Contact Registration Request Screen	13
FastLane Contact Registration Screen	2, 6, 9, 11
FastLane Contact Screen	11
FastLane Contact/SPO	1, 11, 27, 28
FastLane Contact/SPO information	11
FastLane Contact/Sponsored Project Office	1, 11
FastLane Contact/SRO button	11
FastLane Contacts	2, 6, 9, 11, 13
FastLane Help	28
FastLane Help Desk	28
FastLane Home Page	17
FastLane Registration	1, 2, 9, 13
FastLane Registration Introduction	1
FastLane/SPO	13

pd_fastlane_registration

fastlane@nsf.gov 2, 9, 13, 28
FastLane's Postdoctoral Fellowships .. 1
FastLane's Reset Password Tool28
FAX..... 2, 9, 13
fellowship registration.....17
Fellowships17
Field.....17
Figures2, 6, 9, 11, 13, 17
Financial 27, 28
Financial Administrator28
Financial User 27, 28
Form section's 2
Forms 2, 9, 13, 17
From.....2, 6
Functions..... 1, 9, 17
Functions Introduction17
G
GO button.....17
H
his/her 1
How 17, 27
https1, 2, 6, 9, 11, 17, 28, 29
I
If 1, 2, 6, 11, 13, 17, 27, 28, 29
In 1, 2, 6, 9, 11, 13, 17, 28, 29
In order 1
 protect 1
Independent Researcher17
Indicate..... 11, 13
Individual 1, 9, 16, 17, 27
 Register 9
Individual Registration9, 17
Individual Registration Form17
individual wanting 1
 submit..... 1
Information..... 1, 6, 11, 13, 17
Information screen.....11, 13, 17
Instructions..... 1, 6, 16, 17
Is1, 2, 6, 9, 11, 13, 16, 17, 28
L
Last 1, 27, 28, 29
Line 2, 9, 13
Link2, 6, 11, 17
List2, 6, 11, 17
Locate11, 13, 17
 Postdoctoral Fellowship Contact....17
Locate Your.....11
Locating a Postdoctoral Fellowship
 Contact.....17
Log In 17, 27, 28
Login.....28
Login Button28

M
Mail..... 2, 9, 13
Message17
N
Name 1, 2, 6, 9, 13, 28, 29
name contains2, 6
 text.....2, 6
National Science Foundation 1, 2, 9,
 13, 27
New 2, 6, 9, 11, 17, 27, 29
 see..... 6
New Individual Registration Request 9,
 17
New Individual Registration Request
 screen's9, 17
New Individual Registration Request
 screen's New Individual Registration
 Form section's 9
New Organization..... 2, 6, 9, 11
New Organization/FastLane Contact
 Registration Screen 6, 11
New Password 17, 29
New User27
NOTE 1, 17, 28
Notify..... 1
NSF..... 1, 2, 6, 17, 27
NSF Registered Organization..... 6
NSF-funded project 1
 research lead..... 1
O
OK button17
Options 2, 6, 17
Organization. 1, 2, 6, 9, 11, 13, 16, 17
Organization ID 2, 6, 11
Organization ID Box2, 6
Organization Is Registered 6
Organization Name..... 2, 6, 11
organization registers 1
Organization Registration section .2, 6,
 11, 17
organization's name 6
Organizational27
Other 1
P
Page 2, 17
Password27, 28, 29
Password Expiration27
Password Expiration Rules27
Password Requirements27
Password Reset window28
 OK28
Passwords Introduction27
Past17

Performed.....	1, 2
PI	1, 2, 13, 16, 17
PI/Co-PI	17
PI/Co-PI Login	17
Point	1
Postdoctoral	1, 17
Postdoctoral Fellowship Contact	17
Locating	17
Postdoctoral Fellowship Registration	17
Postdoctoral Fellowships	1, 17
Postdoctoral Fellowships and Other Programs	17
Postdoctoral New Individual Registration Request.....	17
Postdoctoral New Individual Registration Request Screen	17
Postdoctoral Registration Confirmation	17
Postdoctoral Registration Confirmation Screen.....	17
Prepare	17
Primary	1
Principal Investigator ..	1, 2, 13, 16, 17
Principal Investigators	2
Print.....	2, 9, 13
browser's print button.....	2, 9, 13
Privacy	1
Process.....	1, 6
program registration.....	17
programs.....	17
Project	1, 11
Proposal Preparations	17
Proposals.....	1, 17
protects.....	1
In order	1
R	
rAbBit25	27
Read	17
Re-Enter	29
Re-enter New Password	29
re-entered	29
Register.....	1, 2, 6, 9, 11, 13, 16, 17
Individual.....	9
Registration	1, 2, 6, 9, 11, 13, 17
Registration Information Quick.....	2, 6, 11, 17
Related Topics	17
Request Screen	2, 6, 9
Request screen's.....	2
Request screen's PI	2
Requests	2, 6, 9, 13, 17
require	2, 9, 17, 27
Research	1
research lead	1
NSF-funded project.....	1
Researcher.....	17
Reset Your	28
Results	2, 6
Return.....	2, 6, 9, 11, 13, 17
Return To	17
Returns results	6
Reviews.....	1, 17
Roles.....	28
Room 357	2, 9, 13
Rules.....	17, 27
Behavior	17
S	
Save	17
Screen.....	2, 6, 9, 11, 13, 17
Search.....	2, 6, 9
Secondary.....	1
Section.....	2, 6, 11, 13, 17
see	1, 2, 6, 9, 16, 17, 27
New	6
Select.....	2, 6, 11, 17
set	1
Signed.....	2, 9, 13
Social Security.....	17
Social Security Number	17
SPO	1, 11, 13, 27
Sponsored	28
Sponsored Project Office	28
SSN	17
SSN/Pseudo-SNN	28
SSN/Pseudo-SSN	29
Start	2, 6
Status	17
Status Screen.....	17
Step.....	2, 6, 9, 11, 13, 17
Submit	1, 2, 9, 13, 17, 27
individual wanting	1
Submit button	2, 9, 13, 17
System.....	1, 17
T	
Table.....	27
Text	2, 6
name contains	2, 6
Title	13
titled	13
type	9, 17
U	
Update	17
Update Your	17
User.....	1, 17, 27, 28
V	
View.....	17

Viewing Award-Specific 17

W

What 17

What Do 17

What Do You Want 17

 Work On 17

What Do You Want To Work On..... 17

Wilson Boulevard 2, 9, 13

Windows..... 28, 29

Work On 17

 What Do You Want 17

www.fastlane.nsf.gov 2, 6, 11, 17

www.fastlane.nsf.gov/Admin/PIPasswordLogin.html..... 28, 29

www.fastlane.nsf.gov/cgi-bin/N1FormReg 9

www.fastlane.nsf.gov/n1/N1AddInst.html 2, 6, 11

www.fastlane.nsf.gov/n1/N1IndvReg.html..... 1, 17

Y

Your Organization's 2, 6

Your Privacy 1