



H E L P   D O C U M E N T A T I O N

## **FastLane Help System**

### **Update a Submitted Proposal Principal Investigator Functions**



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## PI Functions

### Update a Proposal as a PI

As a PI, you can:

- Create a Proposal File Update
- View and edit an update
- View an Update Summary
- Create an update PIN
- Allow SPO access to an update
- Delete an update
- Work with forwarded updates, including remove SPO access to an update
- View and print an updated proposal
- View and print a submitted update

## Create a Proposal File Update

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

**Figure 1** Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

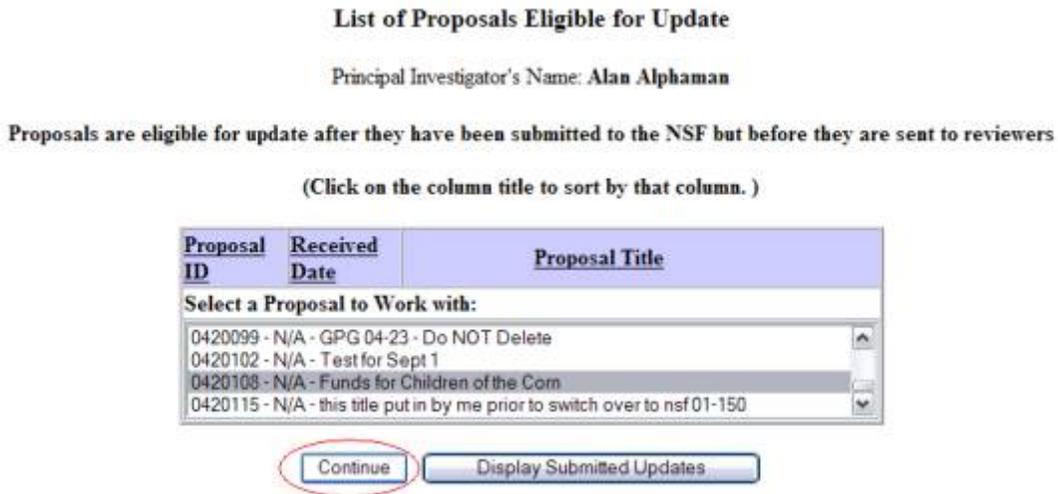
### Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

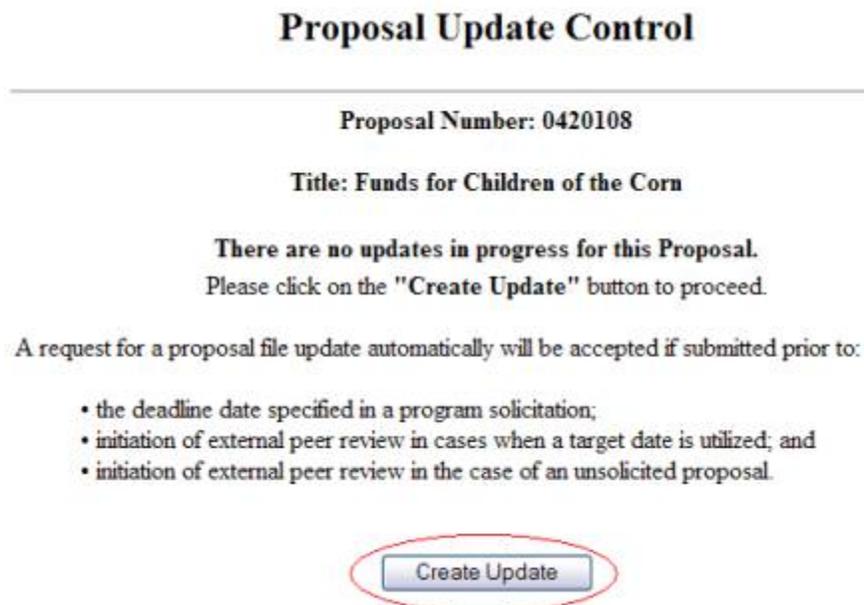
**Figure 2** Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

- Click **Proposal File Update** (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).



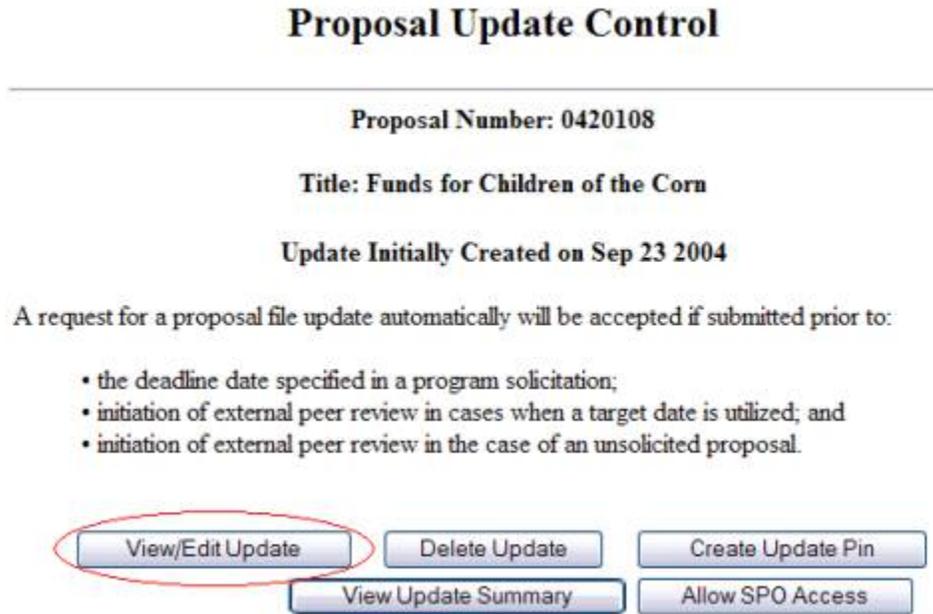
**Figure 3** List of Proposals Eligible for Update screen. The Continue button is circled.

- Highlight the proposal you want to work on in the **List of Proposals Eligible for Update** (Figure 3).
- Click the **Continue** button (Figure 3). The **Proposal Update Control** screen for that proposal displays (Figure 4).



**Figure 4 Proposal Update Control screen for the selected proposal. The Create Update button is circled.**

6. Click the **Create Update** button (Figure 4). The **Proposal Update Control** screen for the proposal displays (Figure 5).



**Figure 5 Proposal Update Control screen. The View/Edit Update button is circled.**

7. Click the **View/Edit Update** button (Figure 5). The **Proposal Update Form Preparation** screen displays (Figure 6). This screen lists all the forms for the proposal; you can update any form.

**Proposal Update**

**Proposal Number: 0420108**  
Original Title: Funds for Children of the Corn

Created Date: Sep 23 2004

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	09/23/04	<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		<input type="button" value="GO"/> Supplementary Docs	
<input type="button" value="GO"/> Proposal Classification	09/23/04		
<b>Single Copy Documents</b>			
<input type="button" value="GO"/> PI Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)			
<input type="button" value="GO"/> Additional Single Copy Documents			

**Figure 6 Proposal Update Form Preparation screen. The Go button for Project Summary is circled.**

8. Click the **Go** button for the form that you want to update (Figure 6). See [Prepare Proposal Forms](#) for the instructions for any form.
9. Type or copy and paste text in the text box for the form or upload a new file to replace the old file. See [Acceptable Formats for FastLane](#) and [Upload a File](#) for instructions. After you have accepted the uploaded form or saved the text in the text box, the **Proposal Update Form Preparation** screen displays (Figure 7). The updated form (the Project Summary in Figure 7 as an example) now displays in red and is marked as Changed with the date of the change.

**Proposal Update**

**Proposal Number: 0420108**  
Original Title: Funds for Children of the Corn

Created Date: Sep 23 2004

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	09/23/04	<input type="button" value="GO"/> <b>Project Summary (Changed)</b>	09/23/04
<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		<input type="button" value="GO"/> Supplementary Docs	
<input type="button" value="GO"/> Proposal Classification	09/23/04		
<b>Single Copy Documents</b>			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)			
<input type="button" value="GO"/> Additional Single Copy Documents			

**Figure 7 Proposal Update Form Preparation screen. The updated form (circled) is in red and marked as Changed with the date of the change. The Proposal Update Justification Note button is circled.**

10. Repeat Step 9 for any forms you want to replace.
11. Click the **Proposal Update Justification Note** button (Figure 7). The **Justification Note** screen displays (Figure 8) with a text box for entering the justification for the Proposal File Update.

**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

**Update Number: 1**

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

Type your justification here.



**Figure 8 Justification Note screen. The OK button is circled.**

12. Type or copy and paste the Justification in the text box (Figure 8).
13. Click the **OK** button (Figure 8). A screen displays (Figure 9) with the message that the Justification Note has been saved.

**Justification Note for the update has been saved.**



**Figure 9 Screen with the message that the Justification Note has been saved.**

14. Click the **OK** button (Figure 9). The **Proposal Update Form Preparation** screen displays (Figure 7).

## View and Edit a Proposal File Update

If a Proposal File Update has already been created, you may view and also edit it.

1. On the **FastLane Home Page** screen, log in as a PI or Co-PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

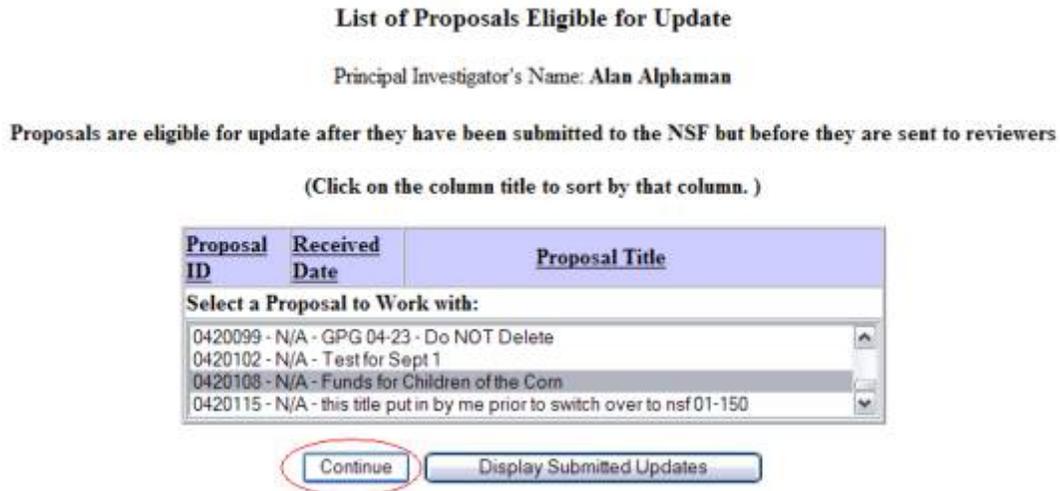
### Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

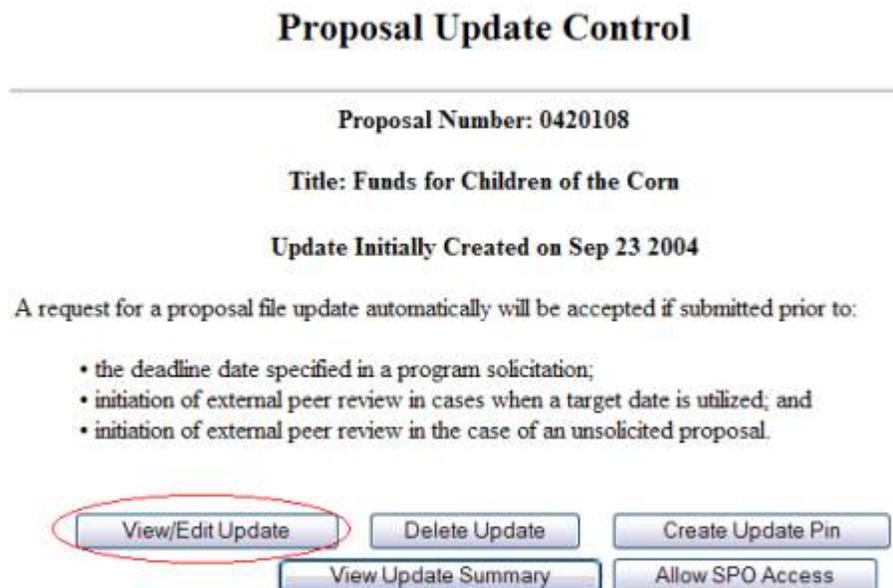
**Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.**

3. Click the **Proposal File Update** link (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).



**Figure 3 List of Proposals Eligible for Update screen. The Continue button is circled.**

4. Highlight the proposal you want to work on in the **List of Proposals Eligible for Update** (Figure 3).
5. Click the **Continue** button (Figure 3). The **Proposal Update Control** screen for that proposal displays (Figure 4).



**Figure 4 Proposal Update Control screen. The View/Edit Update button is circled.**

- Click the **View/Edit Update** button (Figure 4). The **Proposal Update Form Preparation** screen displays (Figure 5) with these options:
  - View a section of an updated proposal
  - Update a section or edit an updated section
  - View and edit the Justification Note

**Proposal Update**

**Proposal Number: 0420108**  
Original Title: Funds for Children of the Corn

Created Date: Sep 23 2004

**Form Preparation**

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	09/23/04	<input type="button" value="GO"/> <b>Project Summary (Changed)</b>	09/23/04
<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		<input type="button" value="GO"/> Supplementary Docs	
<input type="button" value="GO"/> Proposal Classification	09/23/04		
<b>Single Copy Documents</b>			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)			
<input type="button" value="GO"/> Additional Single Copy Documents			

Proposal Update Justification Note

**Figure 5 Proposal Update Form Preparation screen. The Go button for the updated section and the Proposal Update Justification Note button are circled.**

### View a Section of an Updated Proposal

- On the **Proposal Update Form Preparation** screen (Figure 5), click the **Go** button for the updated section that you want to view. The **File Upload** screen displays for that section, for example, the Project Summary, as in Figure 6.

## Project Summary

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

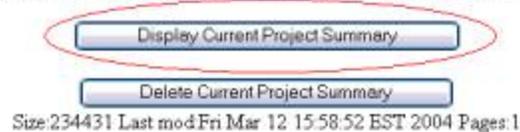
In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

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

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

**Note:** Clicking on the Display Current Project Summary button will display a PDF document in this window.

Once you have reviewed the document, click on the browser's 'Back' button to return to this page.



**Figure 6 Project Summary File Upload screen. The Display Current Project Summary button is circled.**

2. Click the **Display Current** form button for that section, as in Figure 6 for the Project Summary. The updated file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the browser back button to return to the **Proposal Update Form Preparation** screen (Figure 5).

## Update a Section or Edit the Updated Section

1. On the **Proposal Update Form Preparation** screen (Figure 5), click the **Go** button for the section you want to edit (see [Prepare Proposal Forms](#) for instructions for any form). The text box screen or the **File Upload** screen for that form displays.
2. Type or copy and paste text in the text box or upload a new file to replace the old file. See [Acceptable Formats for FastLane](#) and [Upload a File](#) for instructions. After you have accepted the upload or saved the text in the text box, the **Proposal Update Form Preparation** screen displays (Figure 5).

## View and Edit the Justification Note

1. On the **Proposal Update Form Preparation** screen (Figure 5), click the **Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 7).

**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

**Update Number: 1**

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

Type your justification here.

**Figure 7 Justification Note screen. The OK button is circled.**

2. View and edit the Justification as you require (Figure 7).
3. Click the **OK** button (Figure 7). A screen displays (Figure 8) with the message that FastLane has saved the Justification Note.

**Justification Note for the update has been saved.**

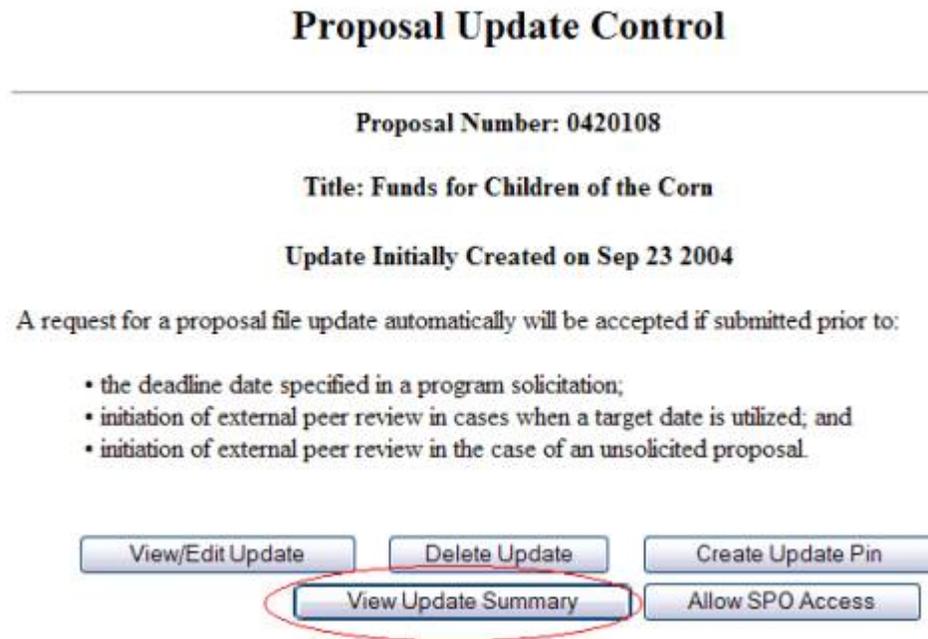


**Figure 8 Screen with the message that the Justification Note has been saved.**

4. Click the **OK** button (Figure 8). The **Proposal Update Form Preparation** screen displays (Figure 5).

## View the Update Summary

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



**Figure 1 Proposal Update Control screen. The View Update Summary button is circled.**

2. Click the **View Update Summary** button (Figure 1). The **Proposal Update Summary** screen displays (Figure 2) with the status of the update and a listing of the updated sections. You have these options:
  - [View the current section](#), the section as it was submitted to NSF
  - [View the proposed replacement section](#), the section as it has been updated
  - [View the Justification Note](#) for the update

## Proposal Update Summary

---

**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

**Update Number: 1**

**Update Status: Initiated, SPO Access Not Allowed**

<b>PI Name: Alan Alphaman</b>	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: <b>Not yet assigned.</b>	
Phone: N/A	Email:
Update Processed by NSF on:	

**Project Summary (Addition Requested)**



**Figure 2 Proposal Update Summary screen. The View Current Section button is circled.**

### View the Current Section

1. On the **Proposal Update Summary** screen (Figure 2), in the box listing the updated sections, click the radio button for the current section you want to view.
2. Click the **View Current Section** button (Figure 2). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 2).

### View the Proposed Replacement Section

1. On the **Proposal Update Summary** screen (Figure 3), in the box listing the updated sections, click the radio button for the updated section that you want to view.

## Proposal Update Summary

---

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Update Status: **Initiated, SPO Access Not Allowed**

PI Name: Alan Alphaman	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on:	

Project Summary (Addition Requested)

View Current Section    **View Proposed Replacement Section**    View Proposal Update Justification Note

**Figure 3 Proposal Update Summary screen. The View Proposed Replacement Section button is circled.**

2. Click the **View Proposed Replacement Section** button (Figure 3). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

### View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

## Proposal Update Summary

---

**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

**Update Number: 1**

**Update Status: Initiated, SPO Access Not Allowed**

<b>PI Name: Alan Alphaman</b>	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on:	

**Project Summary (Addition Requested)**

[View Current Section](#)

[View Proposed Replacement Section](#)

[View Proposal Update Justification Note](#)

**Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.**

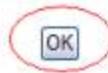
**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

**Update Number: 1**

**Justification Note for the Requested Update**

Type your justification here.



**Figure 5 Justification Note screen. The OK button is circled.**

2. Click the **OK** button (Figure 5). The **Proposal Update Summary** screen displays (Figure 4).

## Create an Update PIN

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

**Proposal Update Control**

---

**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

**Update Initially Created on Sep 23 2004**

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

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

**Figure 1 Proposal Update Control screen. The Create Update PIN button is circled.**

2. Click the **Create Update PIN** button (Figure 1). The **Proposal File Update PIN Control** screen displays (Figure 2).

**Proposal File Update PIN Control for Proposal No. 0420108**

Type the PIN number you want to assign to the Proposal File Update:

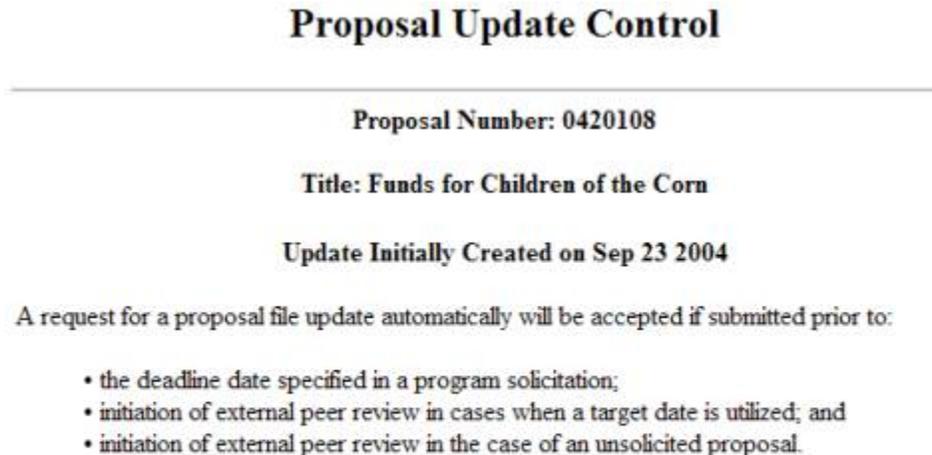
Please type the PIN again:

**Figure 2 Proposal File Update PIN Control screen. The OK button is circled.**

3. Type the PIN number in the boxes (Figure 2).
4. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the PIN number has been changed.
5. Click the **OK** button (Figure 3). The **Proposal Update Control** screen displays (Figure 1).

## Delete a Proposal File Update

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



**Figure 1 Proposal Update Control screen. The Delete Update button is circled.**

2. Click the **Delete Update** button (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to delete that Proposal File Update and a warning that the update cannot be restored.

**Please confirm that you wish to delete the Proposal File Update for Proposal No. 0420108. This action is irreversible.**



**Figure 2 Screen with a message for you to confirm that you want to delete the Proposal File Update. The OK button is circled.**

3. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the update is deleted.

**The Proposal File Update Request has been deleted.**

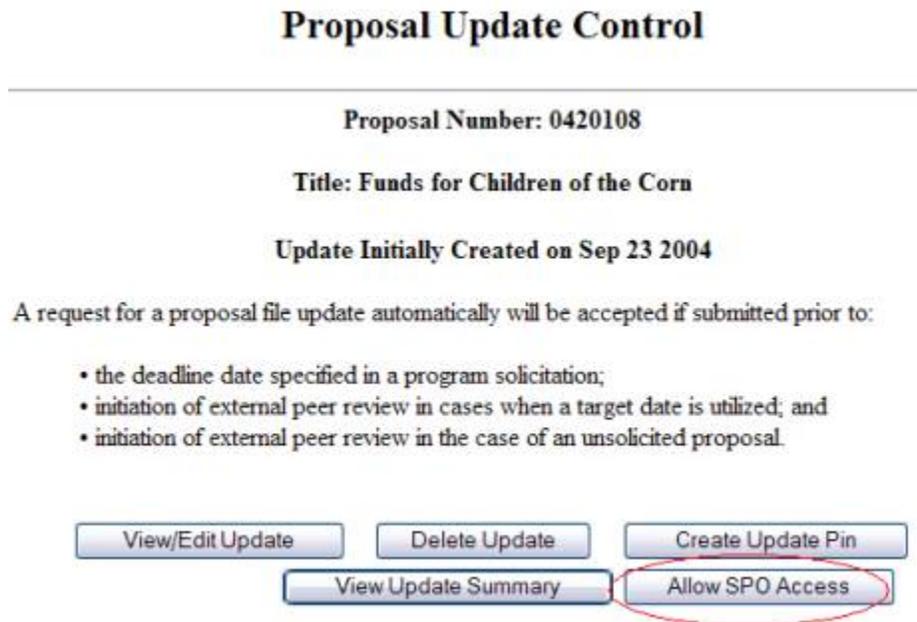


**Figure 3** Screen with the message that the update has been deleted.

4. Click the **OK** button (Figure 3). The **Proposal Update Control** screen displays (Figure 1).

## Allow SPO Access to a Proposal File Update

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



**Figure 1 Proposal Update Control screen. The Allow SPO Access button is circled.**

2. Click the **Allow SPO Access** button (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to allow SPO access to the Proposal File Update.



**Figure 2 Screen with message for you to confirm that you want to grant the SPO access to the update. The OK button is circled.**

3. Click the **OK** button (Figure 2). The **Access to Proposal File Update Has Been Given to Your SPO** screen displays (Figure 3) with the message that the SPO has access to the Proposal File Update. The screen also lists the names of people to whom FastLane has sent emails to notify them of the SPO's access.

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

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

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

OK

**Figure 3 Access to Proposal File Update Has Been Given to Your SPO screen.**

4. Click the **OK** button (Figure 3). The **Proposal Update Control** screen displays (Figure 4) with the update now listed as a Forwarded Update.

## Proposal Update Control

---

**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

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

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

### Forwarded Updates

1 - Allow SPO Submit

View Update Summary

Remove SPO Access

**Figure 4 Proposal Update Control screen after you have given the SPO access to the Proposal File Update.**

## Work with Forwarded Updates

### Work with Forwarded Proposal File Updates

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

**Figure 1** Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

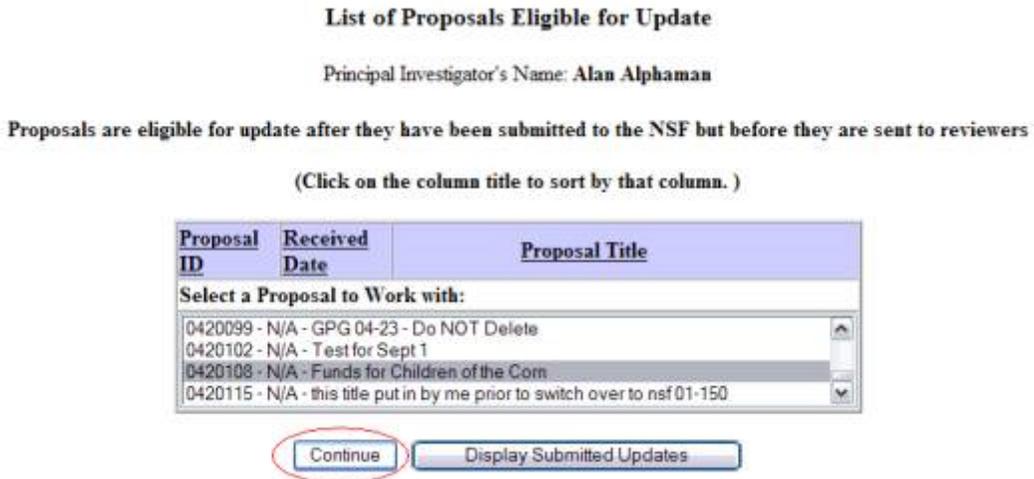
### Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

**Proposal Functions**

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

**Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.**

3. Click **Proposal File Update** (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).



**Figure 3 List of Proposals Eligible for Update screen. The Continue button is circled.**

4. Highlight the proposal whose update you want to view in the **List of Proposals Eligible for Update** (Figure 3)
5. Click the **Continue** button (Figure 3). The **Proposal Update Control** screen for that proposal displays (Figure 4) with a list of the updates that the SPO has access to in the **Forward Updates** list, along with their NSF acceptance status. You have these options for working with updates that the SPO has access to:
  - View the Update Summary for a forwarded update
  - Remove SPO access to an update
  - View and print an updated proposal if the update has automatically approved status

## Proposal Update Control

---

**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

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

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

**Forwarded Updates**

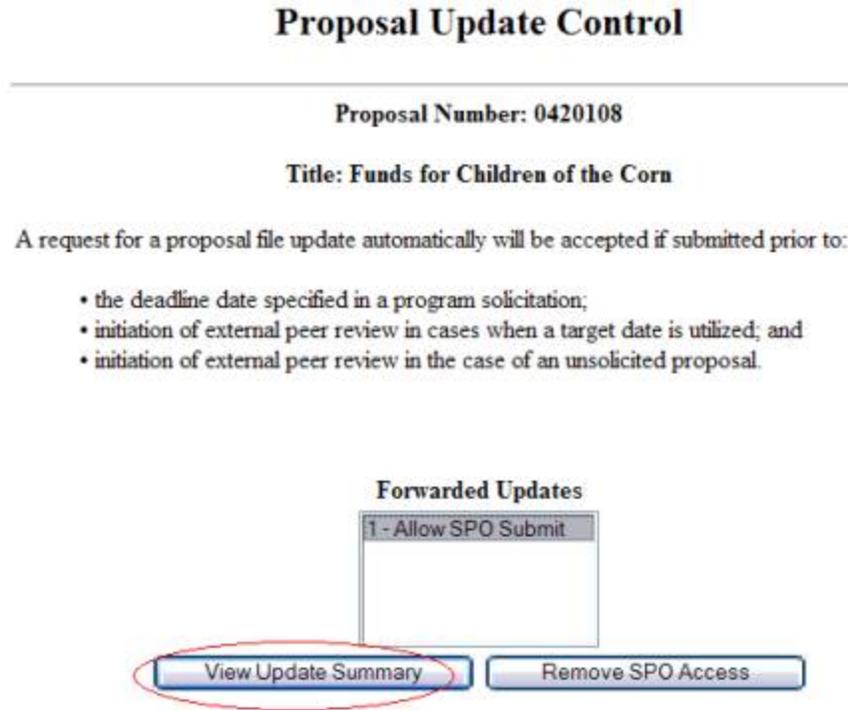
1 - Allow SPO Submit
----------------------

View Update SummaryRemove SPO Access

**Figure 4 Proposal Update Control screen after the SPO has been given access to a Proposal File Update.**

## View the Update Summary for a Forwarded Update

1. Access the **Proposal File Update Control** screen (Figure 1) (see [Work with Forwarded Updates](#)).



**Figure 1 Proposal Update Control screen with the Forwarded Updates list. The View Update Summary button is circled.**

2. Highlight in the **Forwarded Updates** list (Figure 1) the update whose Update Summary you want to view.
3. Click the **View Update Summary** button (Figure 1). The **Proposal Update Summary** screen displays (Figure 2). You have these options:
  - [View the current section](#), the section as it was first submitted to NSF
  - [View the proposed replacement section](#), the section as it has been updated
  - [View the Justification Note](#) for the update

## Proposal Update Summary

---

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Update Status: **Allow SPO Submit**

PI Name: Alan Alphaman	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on:	

Project Summary (Addition Requested)

View Current Section

View Proposed Replacement Section

View Proposal Update Justification Note

**Figure 2 Proposal Update Summary screen. The View Current Section button is circled.**

### View the Current Section

1. On the **Proposal Update Summary** screen (Figure 2), in the box listing the updated sections, click the radio button for the current section you want to view.
2. Click the **View Current Section** button (Figure 2). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 2).

### View the Proposed Replacement Section

1. On the **Proposal Update Summary** screen (Figure 3), in the box listing the updated forms, click the radio button for the updated section that you want to view.

## Proposal Update Summary

---

**Proposal Number: 0420108**

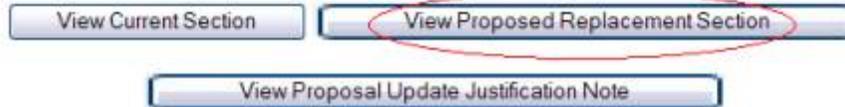
**Title: Funds for Children of the Corn**

**Update Number: 1**

**Update Status: Allow SPO Submit**

<b>PI Name: Alan Alphaman</b>	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on:	

**Project Summary (Addition Requested)**



**Figure 3 Proposal Update Summary screen. The View Proposed Replacement Section button is circled.**

2. Click the **View Proposed Replacement Section** button (Figure 3). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

### View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

## Proposal Update Summary

---

**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

**Update Number: 1**

**Update Status: Allow SPO Submit**

<b>PI Name: Alan Alphaman</b>	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: <b>Not yet assigned.</b>	
Phone: N/A	Email:
Update Processed by NSF on:	

**Project Summary (Addition Requested)**

[View Current Section](#)

[View Proposed Replacement Section](#)

[View Proposal Update Justification Note](#)

**Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.**

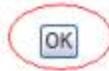
**Proposal Number: 0420108**

**Title: Funds for Children of the Corn**

**Update Number: 1**

**Justification Note for the Requested Update**

Type your justification here.



**Figure 5 Justification Note screen. The OK button is circled.**

2. Click the **OK** button (Figure 4). The **Proposal Update Summary** screen displays (Figure 4).

## View and Print an Updated Proposal

If the Proposal File Update has the status of *Automatically Accepted*, on the **Proposal Update Summary** screen, you have an option to view and print the updated proposal.

1. Access the **Proposal Update Control** screen (Figure 1) (see [Work with Forwarded Updates](#)).

**Proposal Update Control**

---

**Proposal Number: 0242855**

**Title: EPW - NORMAL WITHDRAWAL CASE 2**

**Update Initially Created on Aug 11 2004**

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

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

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

**Forwarded Updates**

1 - Automatically Accepted
----------------------------

View Update Summary	Remove SPO Access
---------------------	-------------------

**Figure 1 Proposal Update Control screen with an Automatically Accepted update highlighted. The View Update Summary button is circled.**

2. Highlight the Automatically Accepted update in the **Forwarded Updates** list (Figure 1).
3. Click the **View Update Summary** button (Figure 1). The **Update Summary Log** screen displays (Figure 2).

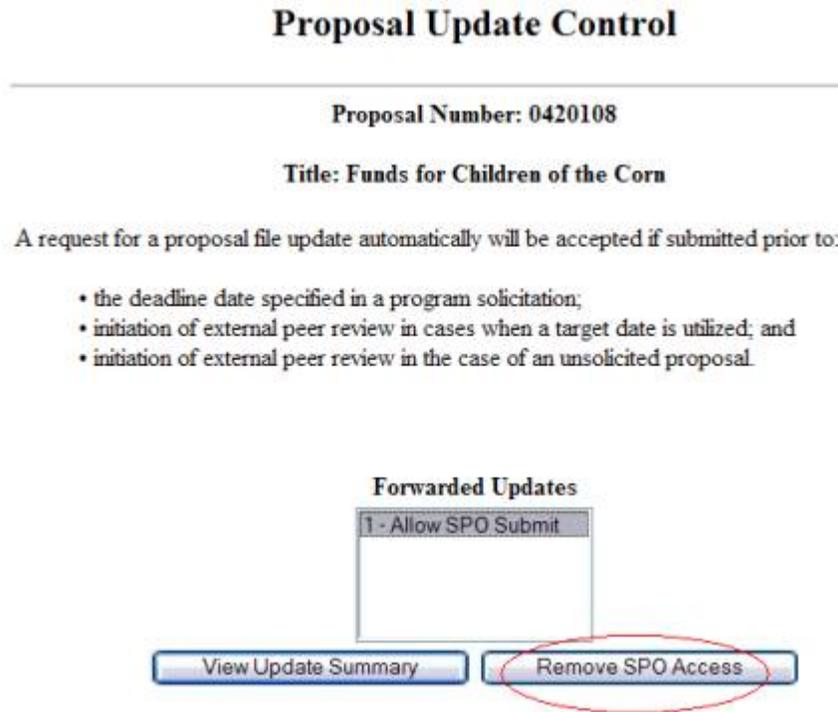


**Figure 3 View Submitted Proposal screen. The Print Entire Proposal button is circled.**

5. Click the **Go** button for the form you want to view. The form displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
6. Click the **Print** icon on the Adobe toolbar to print the form.
7. Click the browser back button to return to the **View Submitted Proposal** screen (Figure 3).
8. To print the entire proposal, on the **View Submitted Proposal** screen (Figure 3), click the **Go** button for Print Entire Proposal. FastLane concatenates the files for the proposal and prints the proposal as one PDF document.

## Remove SPO Access to a Proposal File Update

1. Access the **Proposal Update Control** screen (Figure 1) (see [Work with Forwarded Updates](#)).



**Figure 1 Proposal Update Control screen. The Remove SPO Access button is circled.**

2. In the **Forwarded Updates** list (Figure 1), highlight the update that you want to remove SPO access to.
3. Click the **Remove SPO Access** button (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to remove SPO access to the update.

**Please confirm you wish to remove SPO access to Proposal File Update 1 for Proposal No. 0420108. SPOs would no longer be able to edit the update.**



**Figure 2 Screen with a message for you to confirm that you want to remove SPO access to the update. The OK button is circled.**

4. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that SPO access to the update has been removed.

SPO access has been successfully removed.



**Figure 3** Screen with the confirmation message that SPO access to the update has been removed.

5. Click the **OK** button (Figure 3). The **Proposal Update Control** screen displays.

## View Submitted Updates

## View Submitted Updates

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

**Figure 1** Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

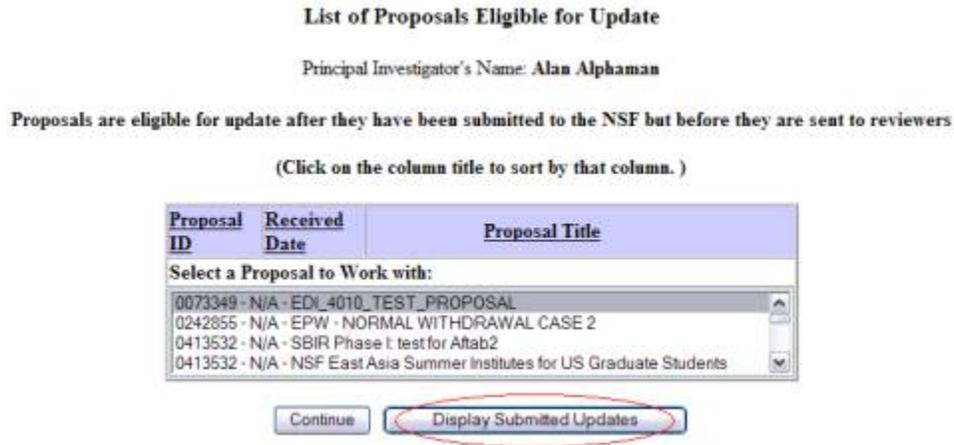
### Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

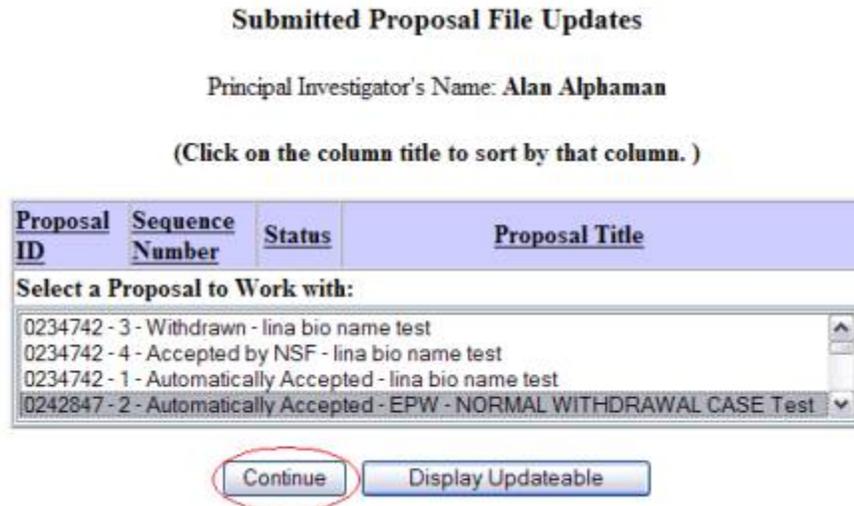
**Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.**

3. Click **Proposal File Update** (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).



**Figure 3 List of Proposals Eligible for Update screen. The Display Submitted Updates button is circled.**

4. Click the **Display Submitted Updates** button (Figure 3). The **Submitted Proposal File Updates** screen displays (Figure 4).



**Figure 4 Submitted Proposal File Updates screen. The Continue button is circled.**

5. Highlight the proposal whose update you want to check from the **Submitted Proposal File Updates** list (Figure 4).



## Update Summary Log

---

**Proposal Number: 0242847**

**Title: EPW - NORMAL WITHDRAWAL CASE Test**

**Update Number: 2**

**File Update Status: Automatically Accepted**

PI Name : <b>Alan Alphaman</b>	
AOR Name : <b>Alan alphaman</b>	Electronically Signed Date : <b>May 20 2003</b>
File Update Submitted to NSF on : <b>May 20 2003</b>	
Program Officer : <b>Not yet assigned.</b>	
Phone :	Email :
File Update Processed by NSF on: <b>May 20 2003</b>	

Project Description

**Figure 6 Update Summary Log screen. The View Replacement File button is circled.**

2. Click the **View Proposed Replacement Section** button (Figure 6). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Update Summary Log** screen (Figure 6).

### View the Justification Note

1. On the **Update Summary Log** screen (Figure 7), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 8).

## Update Summary Log

Proposal Number: 0242847

Title: EPW - NORMAL WITHDRAWAL CASE Test

Update Number: 2

File Update Status: **Automatically Accepted**

PI Name : Alan Alphaman  
AOR Name : Alan alphaman                      Electronically Signed Date : May 20 2003  
File Update Submitted to NSF on : May 20 2003  
Program Officer : Not yet assigned.  
Phone :    Email :  
File Update Processed by NSF on: May 20 2003

Project Description

View Initial File

View Replacement File

View Proposal Update Justification Note

View/Print Proposal

Figure 7 Update Summary Log screen. The View Proposal Update Justification Note button is circled.

Proposal Number: 0242847

Title: EPW - NORMAL WITHDRAWAL CASE Test

Update Number: 2

### Justification Note for the Requested Update

Needed to make change.

OK

**Figure 8 Justification Note screen. The OK button is circled.**

2. Click the **OK** button (Figure 8). The **Update Summary Log** screen displays (Figure 7).



### View Submitted Proposal

Please click on the appropriate "GO" button to display the document.  
 You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.  
 Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

**NOTE:** The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.  
 Please be patient and do not continually click the **"GO"** button.



**Figure 2 View Submitted Proposal screen. The Go button for Print Entire Proposal button is circled.**

3. Click the **Go** button for any form you want to view. The form displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
4. Click the **Print** icon on the Adobe toolbar to print the form.
5. To print the entire proposal, click the **Go** button for Print Entire Proposal (Figure 2). FastLane concatenates the files for the proposal and prints the proposal as one PDF document.



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