HELP DOCUMENTATION

FastLane Help System

Project Reports System

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Project Reports System

Report Categories and Functions

Report Categories and Functions Introduction

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

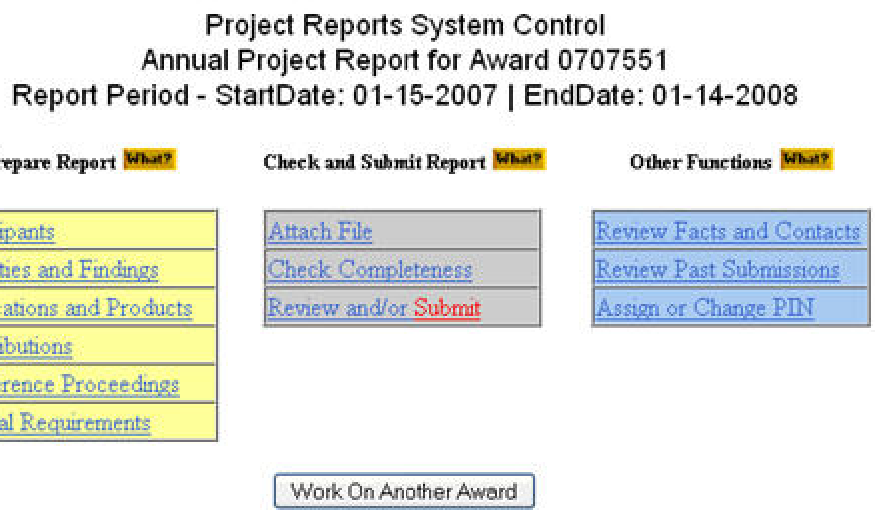

Figure 1 Project Reports System Control screen.

You have the following options for working on a report:

- Prepare a report (Annual, Final, or Interim Report)
- Check and submit a report
- Perform other functions

Report Categories and Functions Introduction

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

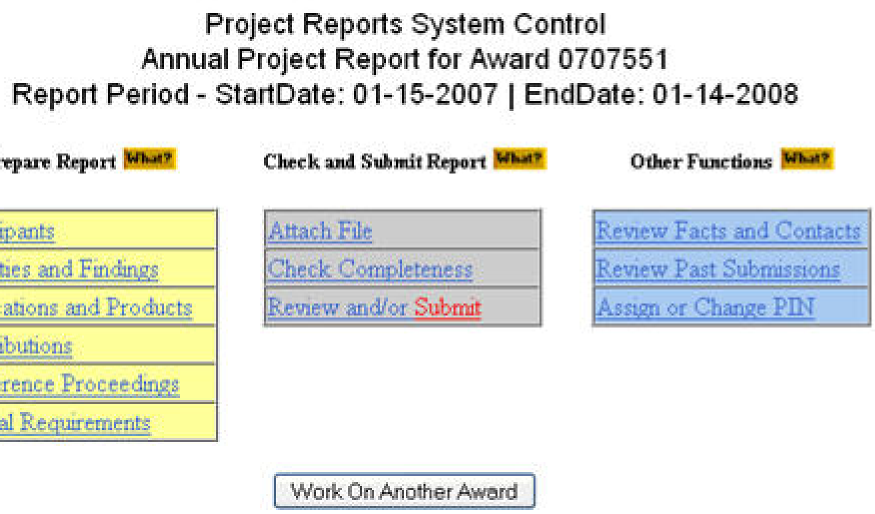

Figure 1 Project Reports System Control screen.

You have the following options for working on a report:

- Prepare a report (Annual, Final, or Interim Report)
- Check and submit a report
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Prepare a Report

Prepare a Report Introduction

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

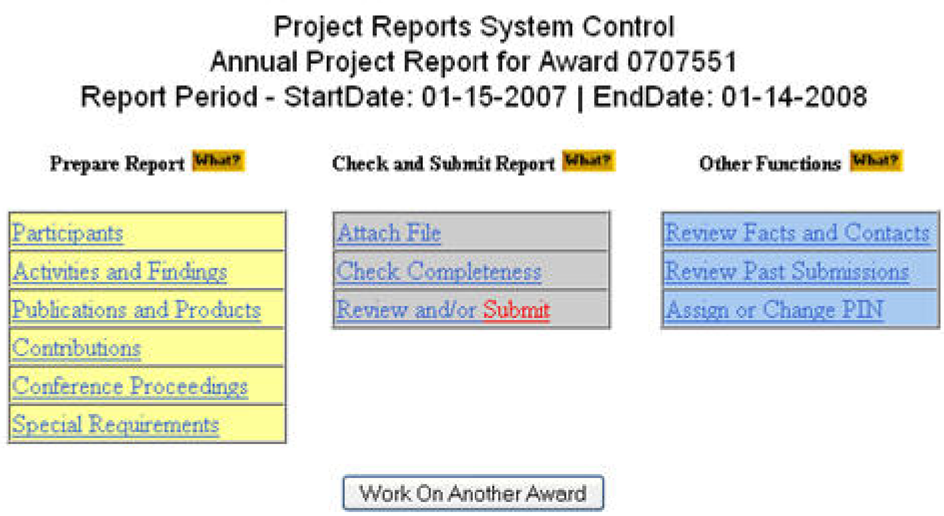

Figure 1 Project Reports System Control screen.

2. Select a link in the **Prepare Report** column (Figure 1) for any one of these reporting categories:
   - Participants
   - Activities and Findings
   - Publications and Products
   - Contributions
   - Conference Proceedings
   - Special Requirements

Prepare a Report Introduction

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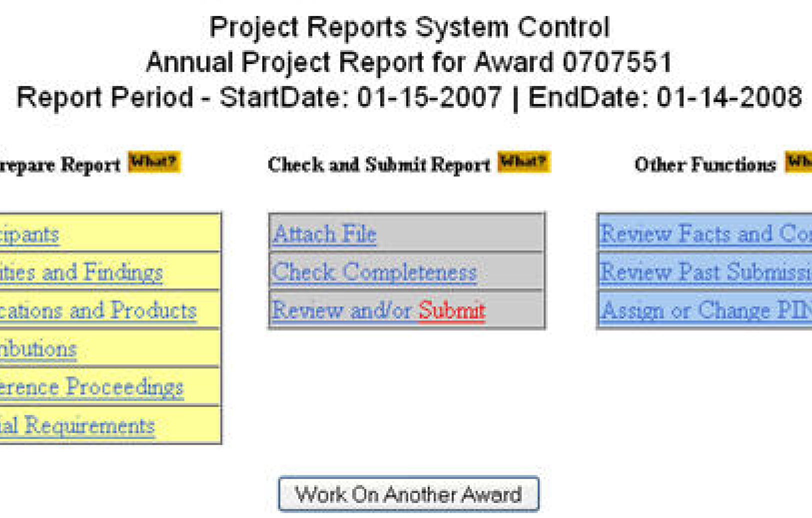

Figure 1 Project Reports System Control screen.

2. Select a link in the **Prepare Report** column (Figure 1) for any one of these reporting categories:
    - Participants
    - Activities and Findings
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    - Special Requirements

Participants

Participants

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create an Interim Report).

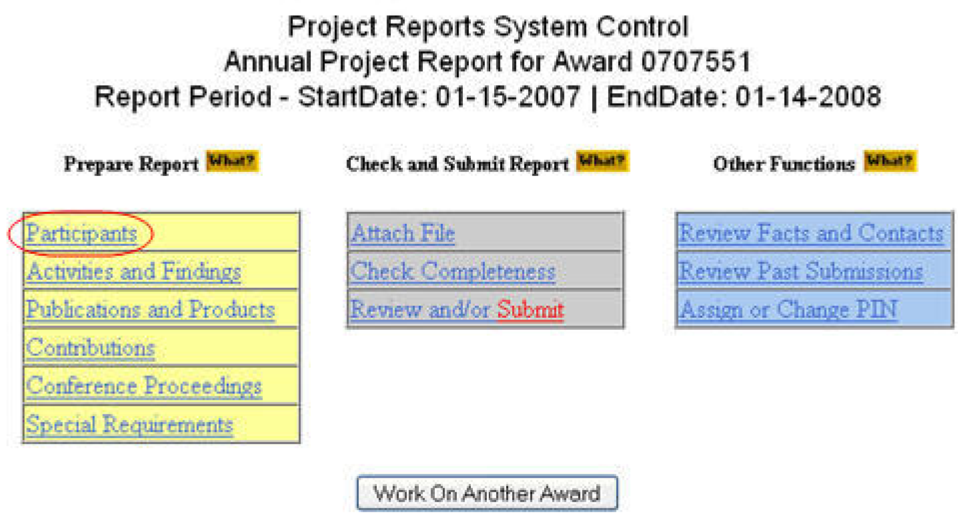

Figure 1 Project Reports System Control screen. The Participants link is circled.

2. On the **Project System Control** screen (Figure 1), select the **Participants** link (Figure 1). The **Project Participants** screen displays (Figure 2) with a list of the questions you will find in the **Participants** section of the Project Reports System.

Figure 2 Project Participants screen. The Continue button is circled.

3. Select the **Continue** button (Figure 2). The **What People Have Worked on the Project** screen displays (Figure 3). See Work on People for instructions for working on this category.

Figure 3 What People Have Worked on the Project screen.

If no other persons were involved in the project, click the **No** button in answer to the question, "Are any other persons involved with the project?" The **What Other Organizations Have Been Involved as Partners** screen displays. See What Are Partnering Organizations for instructions.

Participants

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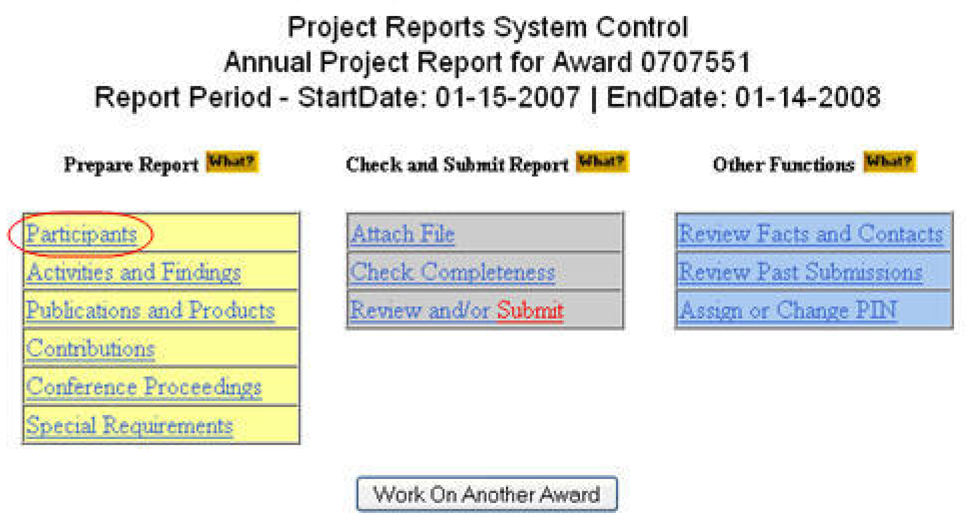

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If no other persons were involved in the project, click the **No** button in answer to the question, "Are any other persons involved with the project?" The **What Other Organizations Have Been Involved as Partners** screen displays. See What Are Partnering Organizations for instructions.

People

Work on People

Make sure that all the people, including students, who have worked on the project are listed. If an individual is not listed, add the person. See Demographic Information What and Why for an explanation of the information on the individual that NSF requests you submit.

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants). The **What People Have Worked on the Project** screen displays a list of the people you have reported as working on the project. You have these options:
   - Add demographic information for an individual
   - Review and revise the information for an individual
   - Delete an individual from the list

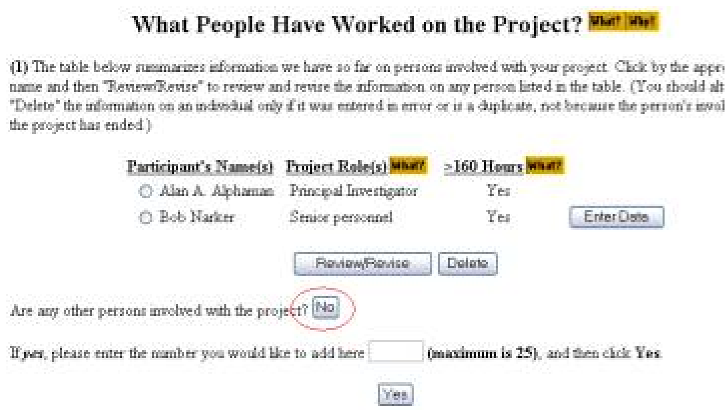

Figure 1 What People Have Worked on the Project screen. The No button is circled.

If you have completed work on the ***What People Have Worked on the Project*** *screen (Figure 1) or have nothing to report for this category*, click the **No** button in answer to the question, "Are any other persons involved with the project?" The **What Other Organizations Have Been Involved as Partners** screen displays (Figure 2) (see Organizations for instructions).

Figure 2 What Other Organizations Have Been Involved as Partners screen.

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Make sure that all the people, including students, who have worked on the project are listed. If an individual is not listed, add the person. See Demographic Information What and Why for an explanation of the information on the individual that NSF requests you submit.

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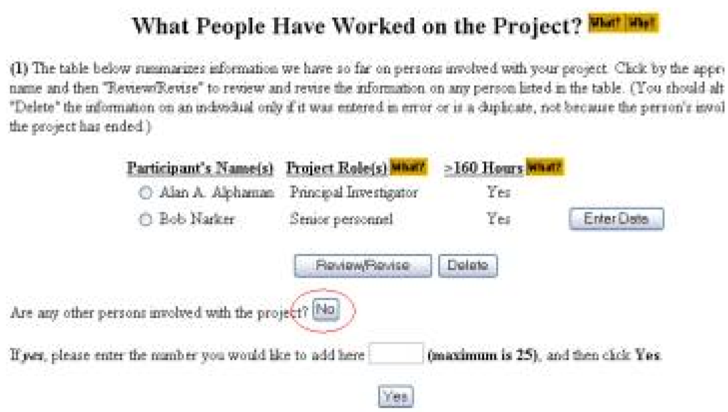

Figure 1 What People Have Worked on the Project screen. The No button is circled.

If you have completed work on the ***What People Have Worked on the Project*** *screen (Figure 1) or have nothing to report for this category*, click the **No** button in answer to the question, "Are any other persons involved with the project?" The **What Other Organizations Have Been Involved as Partners** screen displays (Figure 2) (see Organizations for instructions).

Figure 2 What Other Organizations Have Been Involved as Partners screen.

Add an Individual as a Participant

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants).

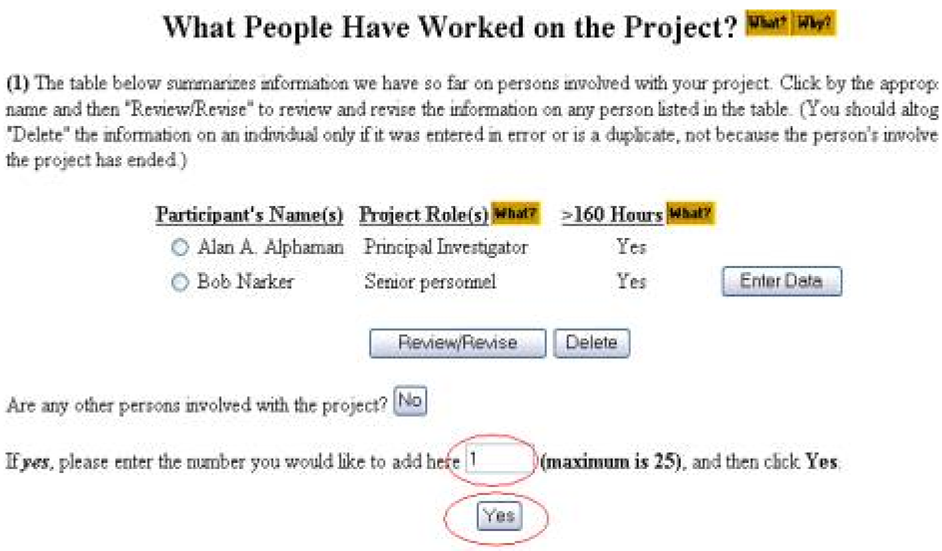

Figure 1 What People Have Worked on the Project screen. The box for the number of individuals added and the Yes button are circled.

2. On the **What People Have Worked on the Project** screen (Figure 1), type the number of people you want to add as participants to the project in answer to the question: "If ***yes***, please enter the number you would like to add."
3. Click the **Yes** button (Figure 1). The **Add Project Participant** screen displays (Figure 2).

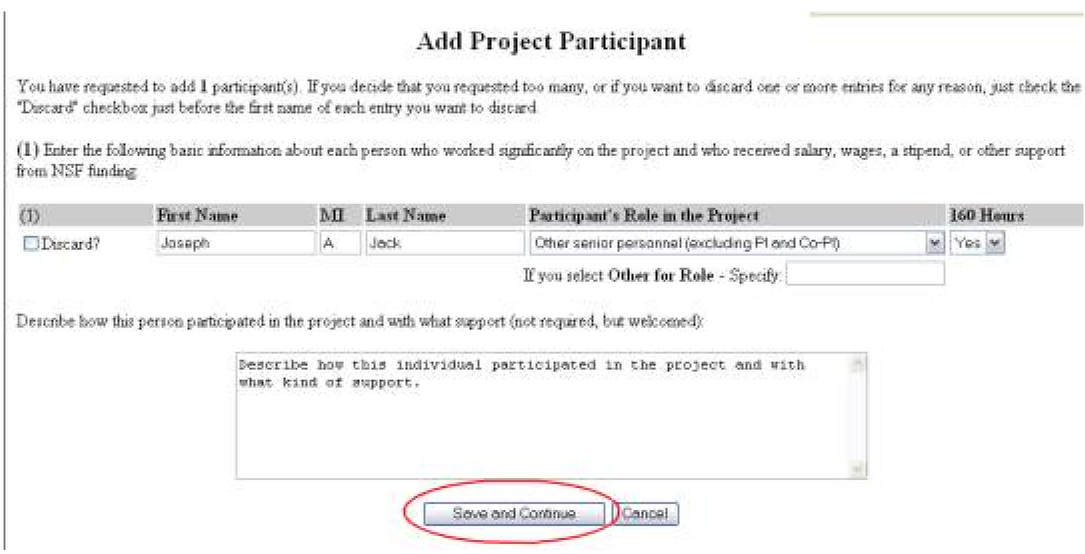

Figure 2 Add Project Participant screen. The Save and Continue button is circled.

4. Type the required information in the boxes (Figure 2) provided for:
   - **First name**
   - **Middle Initial (MI)**
   - **Last Name**
   - **Participant's Role in the Project**
5. Under **Participant's Role in the Project** (Figure 2), select the role from the drop-down list.
6. If you selected Other for **Participant's Role in the Project**, type the role in the box provided (Figure 2).
7. Under **160 Hours**, highlight Yes or No from the drop-down list.
8. Type in the text box (Figure 2) a description of how the individual participated in the project and with what support (optional).
9. Click the **Save and Continue** button (Figure 2). The **Funding Source and Demographic Information** screen displays (Figure 3).

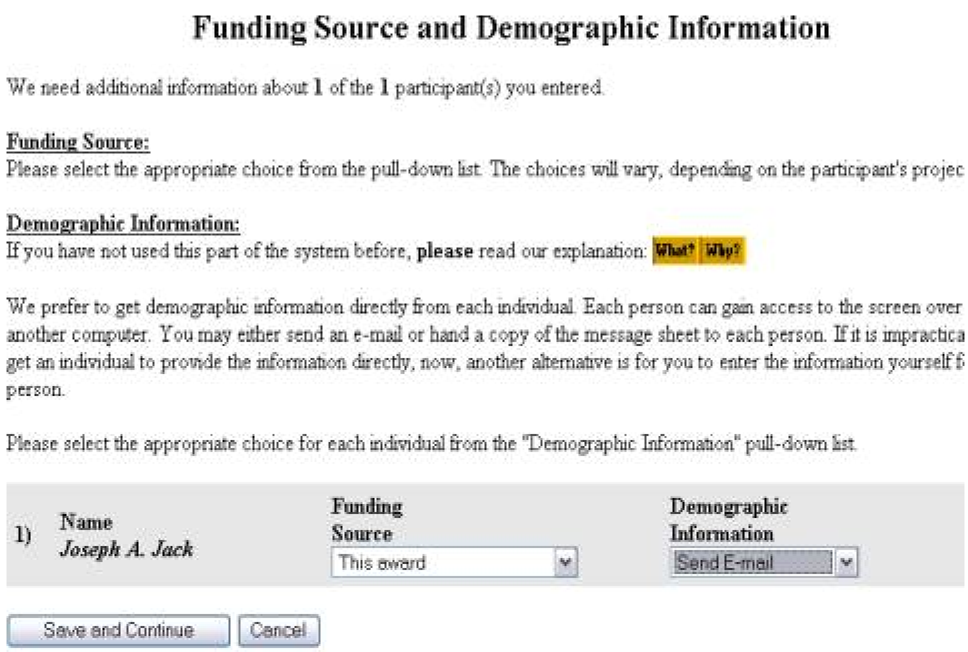

Figure 3 Funding Source and Demographic Information screen.

10. In the **Funding Source** drop-down list (Figure 3), highlight the source for the individual's work on the project.
11. In the **Demographic Information** drop-down list (Figure 3), highlight one of the following as the way in which NSF will receive the individual's demographic information:
    - **Send E-Mail** (option NSF prefers)
      NSF sends an email to the added participant, and the participant emails or mails his or her demographic information to NSF directly.
    - **Print Sheet**
      You print the demographic sheet, and either you or the individual mail in the demographic information.
    - **Enter for Participant**
      You enter the demographic information for the individual.

12. Click the **Save and Continue** button (Figure 3). The **Summary of Procedure to Notify Participants** screen displays (Figure 4).

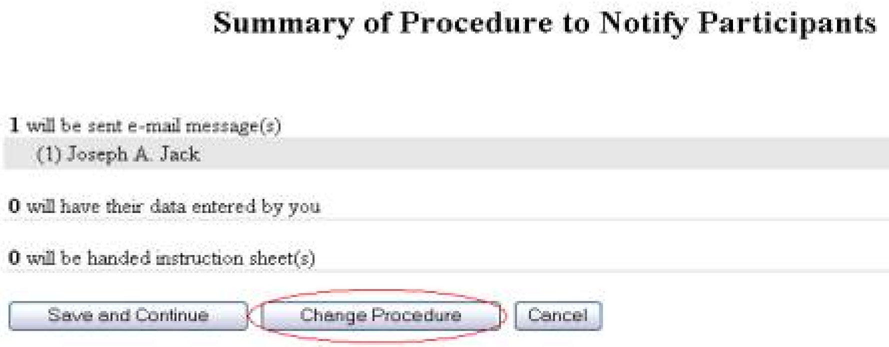

Figure 4 Summary of Procedure to Notify Participants screen. The Change Procedure button is circled.

13. *If you want to change the procedure*, click the **Change Procedure** button (Figure 4). The **Funding Source and Demographic Information** screen displays (Figure 5).

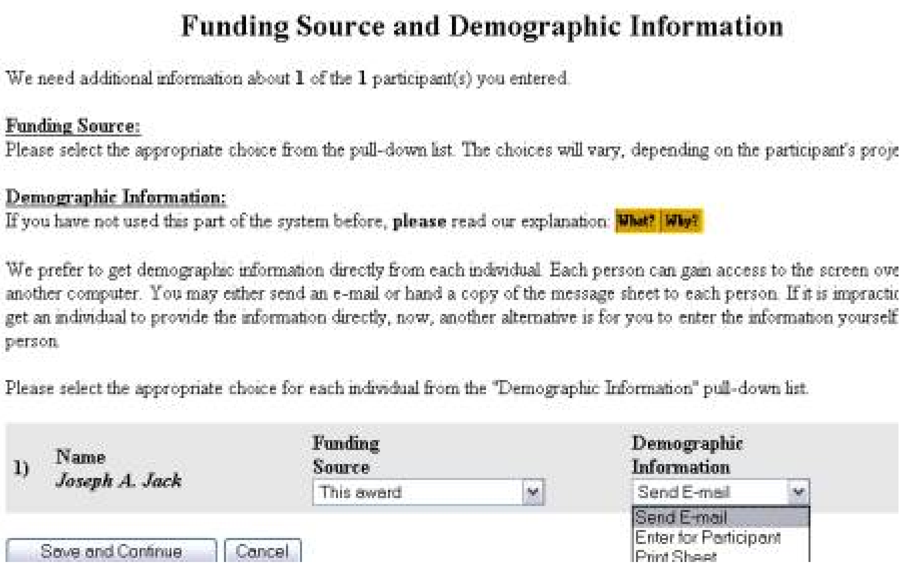

Figure 5 Funding Source and Demographic Information screen.

14. In the **Demographic Information** drop-down list (Figure 5), highlight a different procedure.
15. Click the **Save and Continue** button (Figure 5). The **Summary of Procedure to Notify Participants** screen displays (Figure 6).

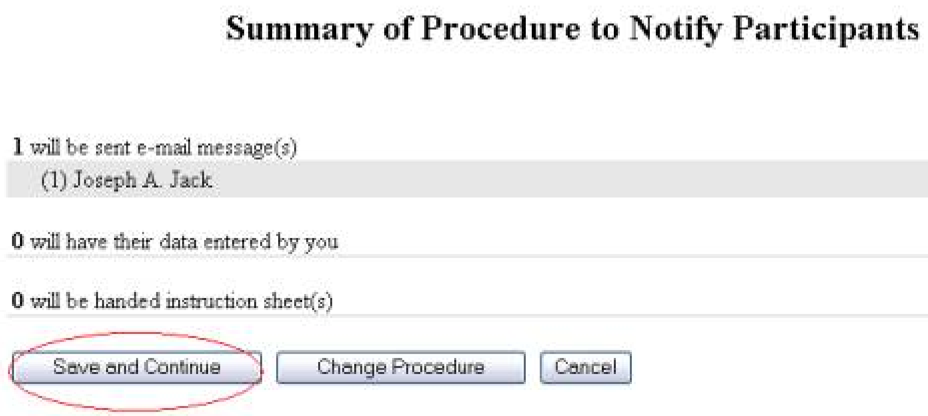

Figure 6 Summary of Procedure to Notify Participants screen. The Save and Continue button is circled.

16. Click the **Save and Continue** button (Figure 6). The screen for the option that you chose displays:
    - Send E-Mail
    - Enter for Participant
    - Print Sheet

Send E-Mail

If you chose Send E-Mail, the **Send E-Mails to Participants** screen displays (Figure 7).

Figure 7 Send E-Mails to Participants screen. The Send E-Mail button is circled.

1. In the **Your E-Mail Address** box (Figure 7), type your email address.
2. In the added individual **Address** box (Figure 7), type the individual's email address.
3. Click the **Send E-Mail** button (Figure 7). The **What People Have Worked on the Project** screen displays (Figure 1).

Enter for the Participant

If you chose Enter for the Participant, the **Add Demographic Information** screen displays (Figure 8). (All fields are optional.)

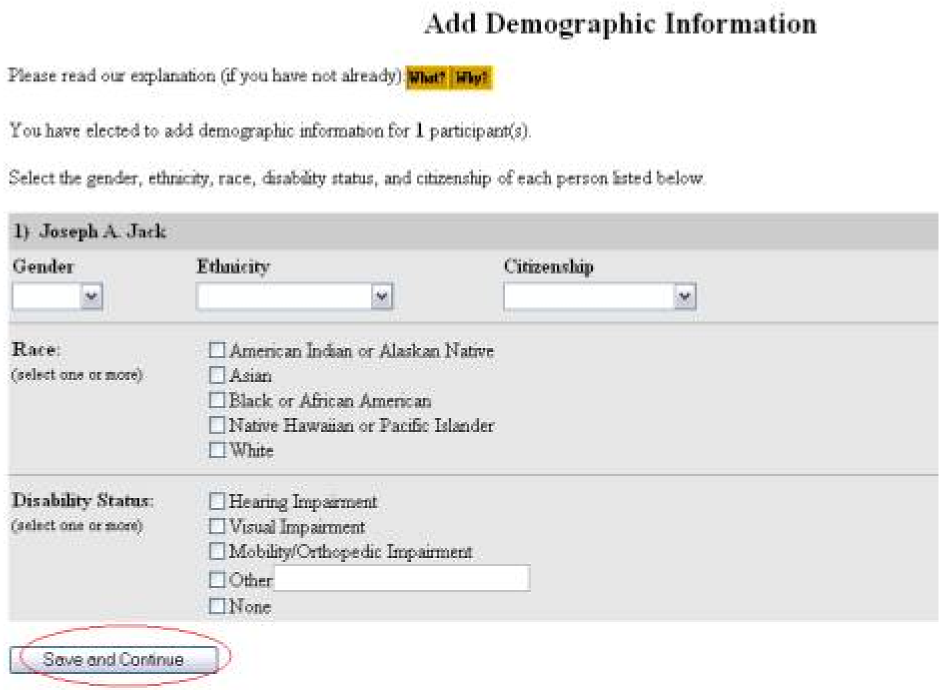

Figure 8 Add Demographic Information screen. The Save and Continue button is circled.

1. In the **Gender** drop-down list (Figure 8), highlight the individual's gender.
2. In the **Ethnicity** drop-down list (Figure 8), highlight the individual's ethnicity.
3. In the **Citizenship** drop-down list (Figure 8), highlight the individual's citizenship.
4. In the **Race** section (Figure 8), click the appropriate check mark box.
5. In the **Disability Status** section (Figure 8), click the appropriate check mark box. See Demographic Information What and Why for an explanation of the categories and how NSF uses the demographic information you contribute.
6. Click the **Save and Continue** button (Figure 8). The **What People Have Worked on the Project** screen displays (Figure 1).

Print Sheet

If you chose Print Sheet, the **Message to the Individual** screen displays (Figure 9).

Message to Joseph A. Jack

Please use **Print** button on the toolbar to print this message.

Continue

WE NEED YOUR HELP REPORTING ON OUR PROJECT TO THE NATIONAL SCIENCE FOUNDATION (NSF). PLEASE READ THE MESSAGE FROM NSF THAT FOLLOWS:

You have been identified as contributing to the following NSF-supported project:

NSF Award Number: 0700000

Principal Investigator: Alan A. Alphaman

Project Title: *Rules.*

The principal investigator is required to report progress and results to NSF. As part of that report, NSF wants to gather demographic information (i.e., gender, ethnicity, race, disability, status, and citizenship) about participants like you who contribute significantly, benefit significantly, or both. In the past NSF asked Principal Investigators to provide this information in summary for all project participants. NSF now wants to improve the accuracy of the information collected and preserve your privacy by asking you to provide the information directly.

To provide that information, you should use the appropriate part of the NSF project-reporting system on the World Wide Web. Please get there by entering the following URL into the "Location" box on any common Web browser software (such as Netscape or Internet Explorer):

http://flacpt:84/cgi-bin/people

Participant's Name: Joseph A. Jack

Participant temporary PIN: 1300

When you press {enter} the browser should take you to the right place on the NSF system. You will first be asked to enter your last name, the NSF award number, and your PIN (above). After that the NSF system will ask you to choose a new PIN and on the next screen will explain what to do. It will also explain, if you wish, why it asks for the information and what NSF will do with the information.

Your principal investigator's report will be incomplete until you provide the information requested (or expressly decline to do so). The whole process should take you less than five minutes unless you experience some unusual difficulty. (If that should happen, please let NSF know, using the Comment feature the system provides, so that NSF can address the problem.)

THANKS FOR YOUR COOPERATION AND CONTRIBUTION TO THE PROJECT.

Alan A. Alphaman

Figure 9 Message to the Individual screen. The Continue button is circled.

1. Click the **Print** icon on your browser to print the **Message to the Individual** screen (Figure 9) to give the copy of the message to the individual.
2. Click the **Continue** button (Figure 9). The **What People Have Worked on the Project** screen displays (Figure 1).

Add Demographic Information for an Individual

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants).

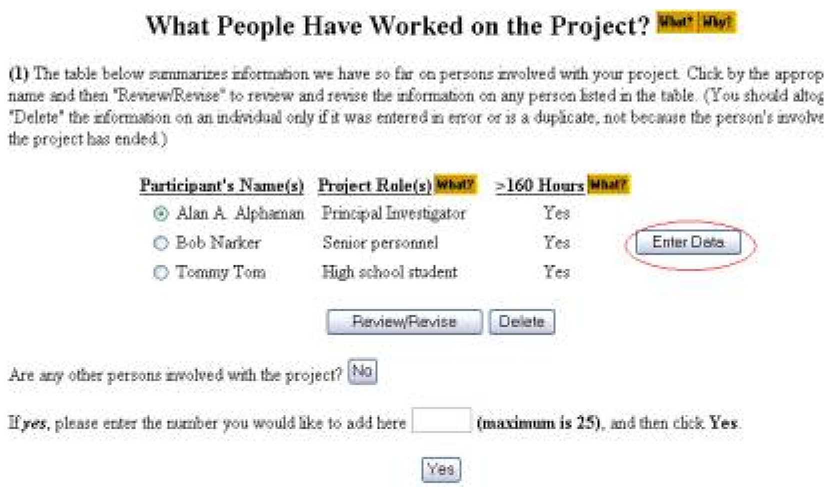

Figure 1 What People Have Worked on the Project screen. The Enter Data button is circled.

2. On the **What People Have Worked on the Project** screen (Figure 1), click the radio button for the individual you want to enter demographic information for.
3. Click the **Enter Data** button (Figure 1). The **Add Demographic Information** screen displays (Figure 2).

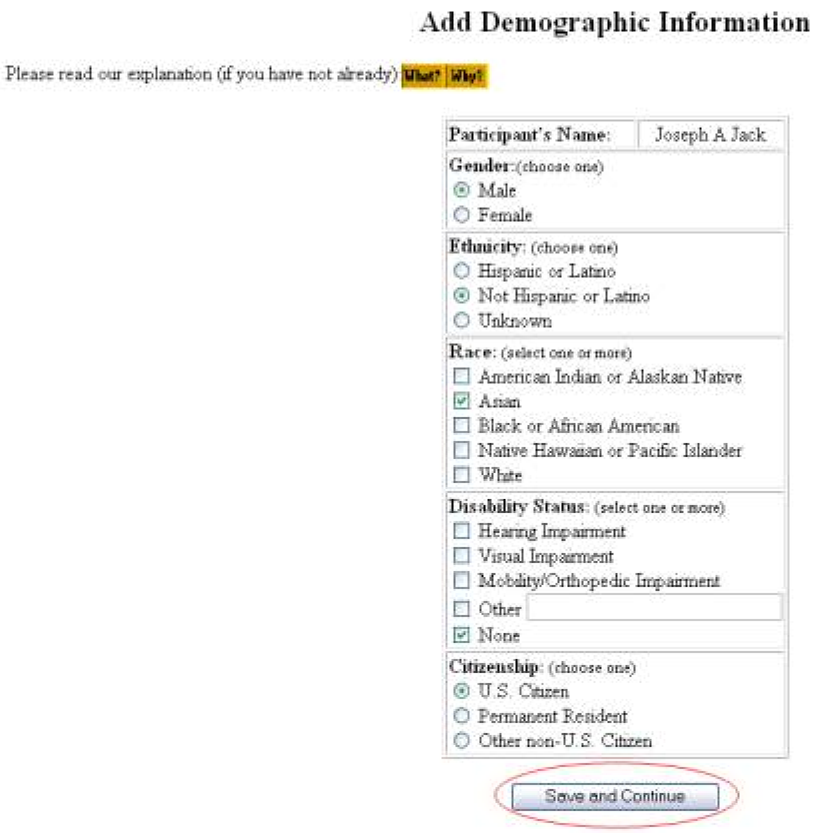

Figure 2 Add Demographic Information screen. The Save and Continue button is circled.

4. Click the appropriate check mark boxes for the categories:
   - Gender
   - Ethnicity
   - Race
   - Disability Status
   - Citizenship

   All fields are optional. See Demographic Information What and Why for an explanation of the categories and how NSF uses the demographic information you contribute.
5. Click the **Save and Continue** button screen (Figure 2). The **What People Have Worked on the Project** screen displays (Figure 1).

Demographic Information What and Why?

For all those individuals who worked many hours on the project, we ask that you also supply demographic information.

What Is Demographic Information?

Demographic information includes:

- **Ethnicity definition**
  - Hispanic or Latino, for a person of Mexican, Puerto Rican, Cuban, or South or Central American, or other Spanish culture of origin, regardless of race
- **Race definition**
  - *American Indian or Alaska Native*. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
  - *Asian*. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  - *Black or African-American*. A person having origins in any of the black racial groups of Africa.
  - *Native Hawaiian or Other Pacific Islander*. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
  - *White*. A person having origins in an of the original peoples of Europe, the Middle East, or North Africa

Submitting demographic information is voluntary. You will suffer no adverse consequences if you choose not to submit it.

Why Does NSF Need Demographic Information?

We use the demographic information to generate statistics that help us:

- Evaluate outputs and outcomes of the programs that taxpayers support through NSF
- Report to Congress as required on NSF programs and their results and outcomes
- Gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category
- Ensure that those in under-represented groups have the same knowledge of and access to programs, meetings, vacancies, and other research and educational opportunities as everyone else
- Assess involvement of international investigators or students in work we support

Your information helps assure the statistical validity of our data.

See Add Demographic Information for an Individual for instructions for working on demographic information.

Review and Revise the Information for an Individual

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants).

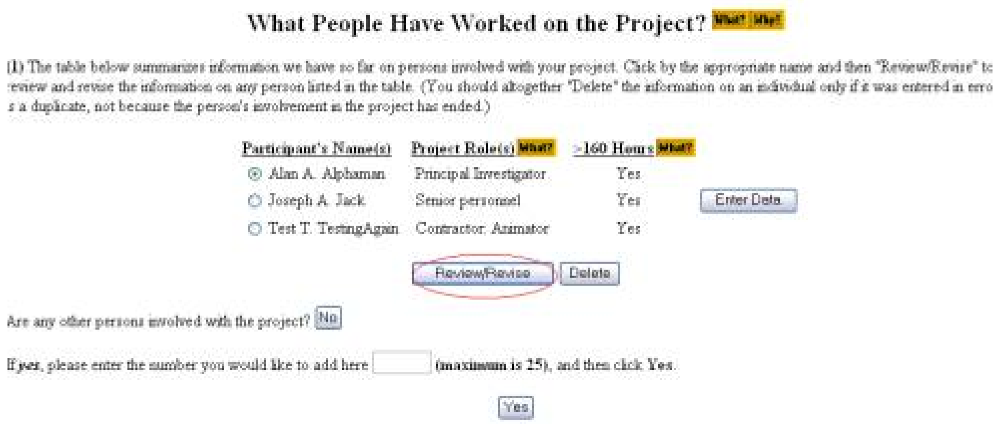

Figure 1 What People Have Worked on the Project screen. The Review / Revise button is circled.

2. On the **What People Have Worked on the Project** screen (Figure 1), click the radio button for the individual whose information you want to review or revise.
3. Click the **Review / Revise** button (Figure 1). The **Review and Revise Information on Project Participant** screen displays.

If the individual is not the PI, the **Review and Revise Information on Project Participant** screen displays as in Figure 2.

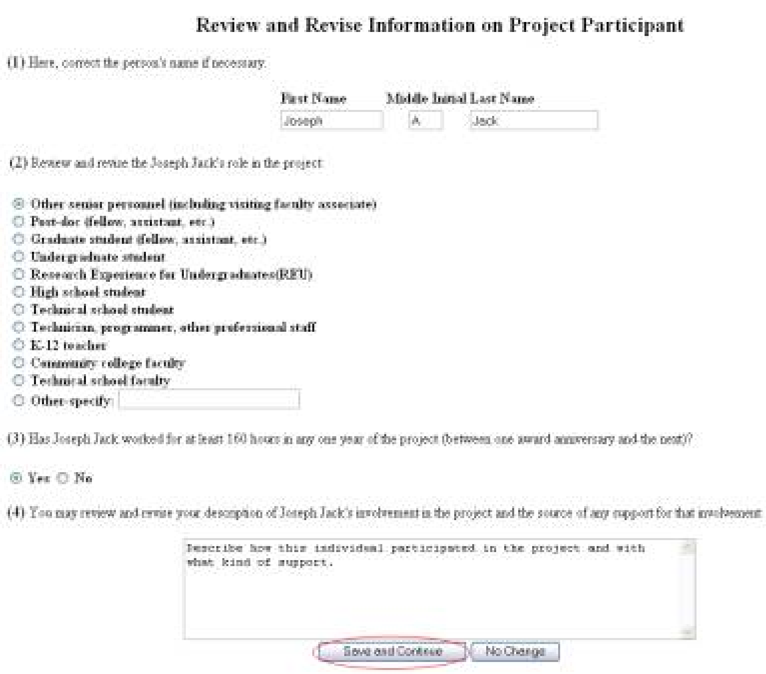

Figure 2 Review and Revise Information on Project Participant screen if the individual is not the Principal Investigator. The Save and Continue button is circled.

1. On the **Review and Revise Information on Project Participant** screen (Figure 2), type any corrections to the individual's name in the boxes provided for first name, middle initial, and last name.
2. To review and revise the individual's role in the project (Figure 2), click the radio button for a different role.
3. Click the radio button for Yes or No (Figure 2) in answer to the question, "Has the individual worked for at least 160 hours in any one year of the project?"
4. In the **Review and Revise the Individual's Role in the Project** box (Figure 2), revise the description of the individual's role in the project.
5. Click the **Save and Continue** button (Figure 2). The **What People Have Worked on the Project** screen displays (Figure 1).

If the individual is the PI, the **Review and Revise Information on Project Participant** screen displays as in Figure 3.

Figure 3 Review and Revise Information on Project Participant screen if the individual is the Principal Investigator. The Save and Continue button is circled.

1. On the **Review and Revise Information on Project Participant** screen (Figure 3), type any corrections to the individual's name in the boxes provided for first name, middle initial, and last name.
2. Click the radio button for Yes or No (Figure 3) in answer to the question, "Has the individual worked for at least 160 hours in any one year of the project?"
3. In the **Review and Revise the Individual's Role in the Project** box (Figure 3), revise the description of the individual's role in the project.
4. Click the **Save and Continue** button (Figure 3). The **What People Have Worked on the Project** screen displays (Figure 1).

Delete an Individual

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants).

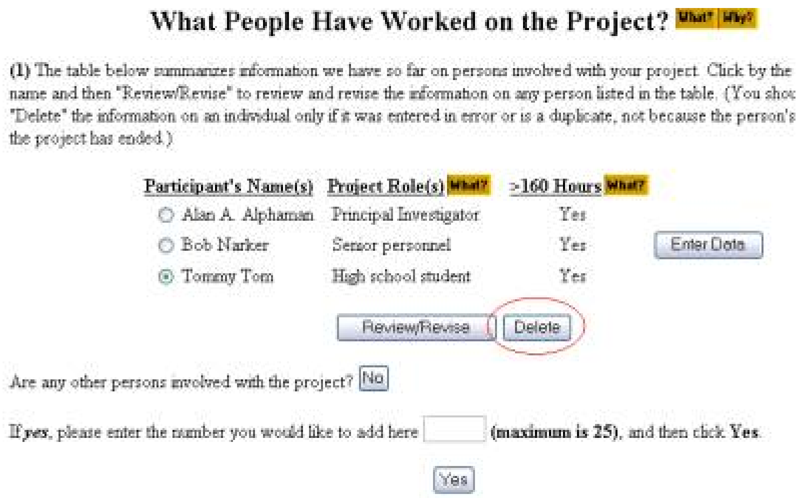

Figure 1 What People Have Worked on the Project. The Delete button is circled.

2. On the **What People Have Worked on the Project** screen (Figure 1), click the radio button for the individual you want to delete as a participant on the project.
3. Click the **Delete** button (Figure 1). The **Are You Sure You Want to Delete This Person's Record** screen displays (Figure 2) with a message for you to confirm that you want to delete this participant.

Figure 2 Are You Sure You Want to Delete This Person's Record screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **What People Have Worked on the Project** screen displays (Figure 1) with the individual's name removed from the list of project participants.

Organizations

What Are Partnering Organizations?

A partner organization is one that is outside your own organization. Partner organizations could be academic institutions, nonprofits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations.

Activities of partner organizations might be:
- Providing financial or in-kind support
- Supplying facilities or equipment
- Collaborating in the research
- Exchanging personnel

Don’t hesitate to identify any out-of-the-ordinary partnership arrangements.

A pre-established list of organizations is available for you to search for the name of a partnering organization on the project. This list helps us to ensure consistency and avoid either lost information or double counting when one organization is identified by various names.

Listing your partnership organizations helps us gauge and report our performance in promoting partnerships. NSF’s ambitious goals for the country’s science and technology base cannot be met with NSF resources alone. That is why we strongly encourage working in partnership with other public and private organizations engaged in science, engineering, and education. We also seek partnerships across national boundaries, working with comparable organizations in other countries wherever possible.

See Work on Organizations for instructions.

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See Work on Organizations for instructions.

Work on Organizations

Access the **What Other Organizations Have Been Involved as Partners** screen (see Participants).

If you have never listed an organization as a partner for the project, the **What Other Organizations Have Been Involved as Partners** screen displays as in Figure 1. You have these options on this screen:

- Click the **Yes** button to begin the process of adding an organization as a partner (see What Are Partnering Organizations and Add an Organization for instructions).
- Click the **No** button to proceed to the **Other Collaborators** section of the Project Reports System.

Figure 1 What Other Organizations Have Been Involved as Partners screen if no organization has ever been listed.

If you have previously listed an organization as a partner for the project, the **What Other Organizations Have Been Involved as Partners** screen displays as in Figure 2. On this screen, you have these options:

- Add an organization
- Change the partnering organization
- Review or revise information for an organization
- Delete an organization

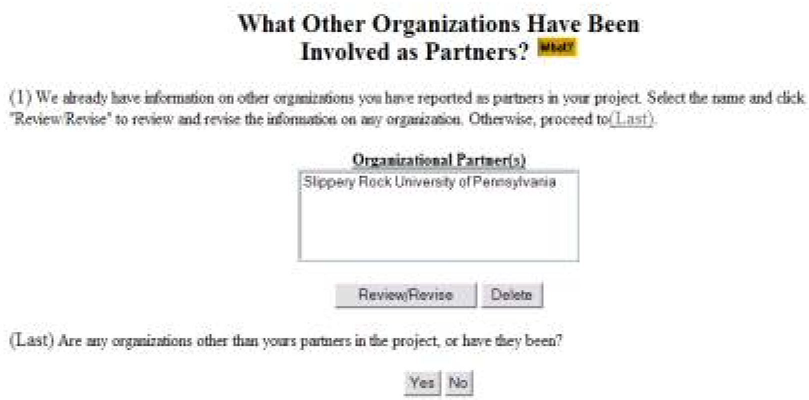

Figure 2 What Other Organizations Have Been Involved as Partners screen with a university listed as a partner.

When you have completed work on the **Organizations** section of the report, click the **No** button in answer to the question: "Are any organizations other than yours partners in the project, or have they been?" The **Other Collaborators** screen displays.

Add an Organization

1. Access the **What Other Organizations Have Been Involved as Partners** screen (Figure 1) (see Participants or Work on Organizations).

Figure 1 What Other Organizations Have Been Involved as Partners screen. The Yes button is circled.

2. On the **What Other Organizations Have Been Involved as Partners** screen (Figure 1), click the **Yes** button to the question, "Are any organizations other than yours partners in the project, or have they been?" (Figure 1). The **Add Organizational Partner** screen displays (Figure 2).

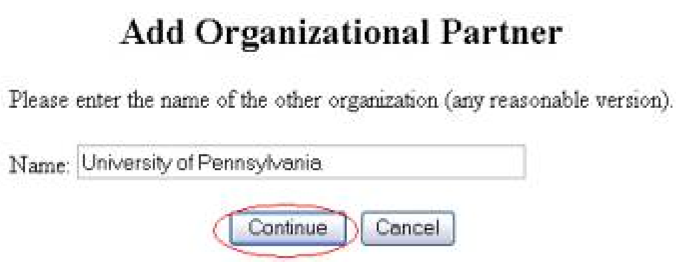

Figure 2 Add Organizational Partner screen. The Continue button is circled.

3. In the **Name** box (Figure 2), type the name of the organization you want to add.
4. Click the **Continue** button (Figure 2). The **Select Partner Organization** screen displays (Figure 3) with a listing of organizations that match the name you typed.

Figure 3 Select Partner Organization screen. The Select button is circled.

5. Highlight the name of the organization you want to add (Figure 3).
6. Click the **Select** button (Figure 3). The **Information About Partnership** screen displays (Figure 4) with the name of the selected organization as the partnering organization.

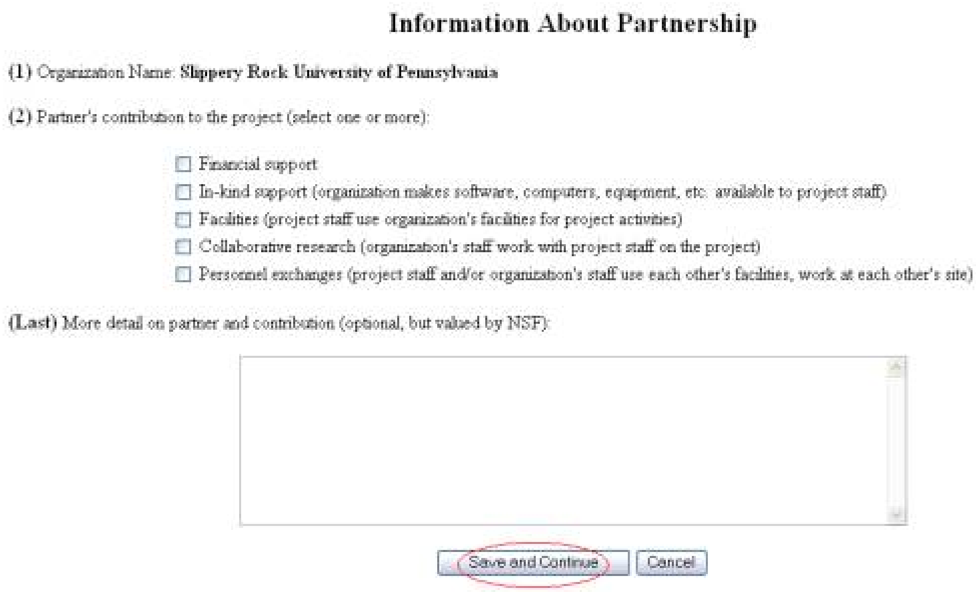

Figure 4 Information About Partnership screen. The Save and Continue button is circled.

7. Under **Partner's Contribution to the Project** (Figure 4), click one or any combination of the check mark boxes for:
   - Financial support
   - In-kind support
   - Facilities
   - Collaborative research
   - Personnel exchanges
8. In the text box for more detail on partner and contribution (Figure 4), type a description of the ways in which the organization is partnering with you for the project (optional).
9. Click the **Save and Continue** button (Figure 4). The **What Other Organizations Have Been Involved as Partners** screen displays (Figure 5) with the organization you added in the **Organizational Partners** list. You now have these options on the **What Other Organizations Have Been Involved as Partners** screen:
   - Add another organization
   - Change the organization
   - Review or revise the information for an organization
   - Delete the organization

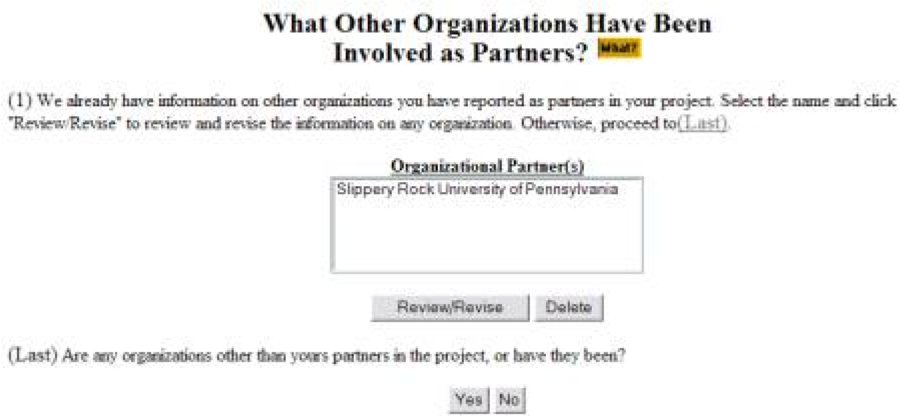

Figure 5 What Other Organizations Have Been Involved as Partners screen with the organization you added in the Organizational Partners list.

Review and Revise Information for an Organization

1. Access the **What Other Organizations Have Been Involved as Partners** screen (Figure 1) (see Participants or Work on Organizations).

Figure 1 What Other Organizations Have Been Involved as Partners screen. The Review/Revise button is circled.

2. On the **What Other Organizations Have Been Involved as Partners** screen (Figure 1), in the **Organizational Partners** list, highlight the organization whose information you want to review or revise.
3. Click the **Review/Revise** button (Figure 1). The **Review and Revise Partner Organization** screen displays (Figure 2).

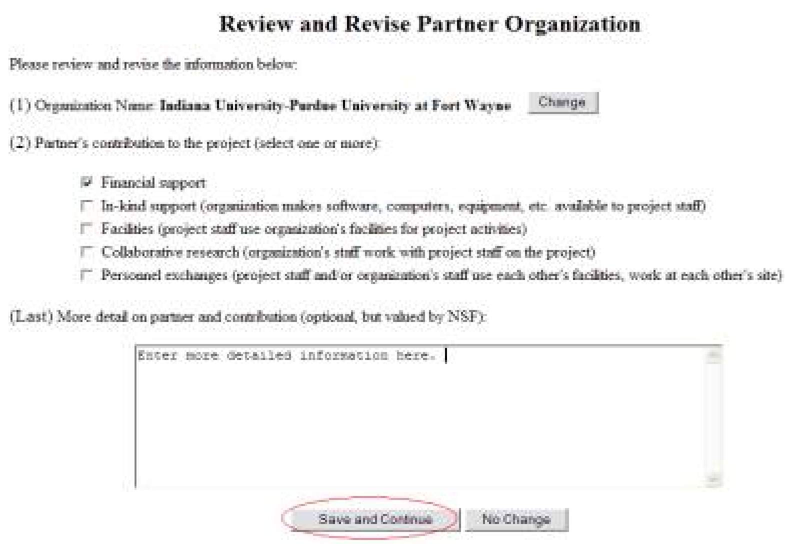

Figure 2 Review and Revise Partner Organization screen. The Save and Continue button is circled.

4. Revise the information for that organization as you require. Under **Partner's Contribution to the Project** (Figure 2), click one or any combination of the check mark boxes for:
   - Financial support

- In-kind support
- Facilities
- Collaborative research
- Personnel exchanges

5. In the text box for more detail on partner and contribution (Figure 2), type a description of the ways in which the organization is partnering with you for the project (optional).
6. Click the **Save and Continue** button (Figure 2). The **What Other Organizations Have Been Involved as Partners** screen displays (Figure 1).

Change the Partnering Organization

1. Access the **What Other Organizations Have Been Involved as Partners** screen (Figure 1) (see Participants or Work on Organizations).

Figure 1 What Other Organizations Have Been Involved as Partners screen. The Review/Revise button is circled.

2. On the **What Other Organizations Have Been Involved as Partners** screen (Figure 1), in the **Organizational Partners** list, highlight the organization you want to change.
3. Click the **Review/Revise** button (Figure 1). The **Review and Revise Partner Organization** screen displays (Figure 2).

Figure 2 Review and Revise Partner Organization screen. The Change button is circled.

4. To change the name of the organization, click the **Change** button (Figure 2). The **Add Organizational Partner** screen displays (Figure 3).

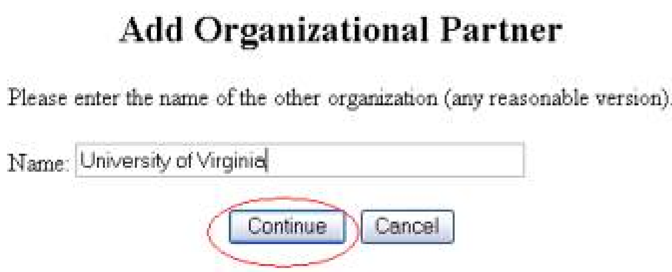

Figure 3 Add Organizational Partner screen. The Continue button is circled.

5. In the **Name** box (Figure 3), type the name of the new organization.
6. Click the **Continue** button (Figure 4). The **Select Partner Organization** screen displays (Figure 4) with a listing of organizations that match the name you typed.

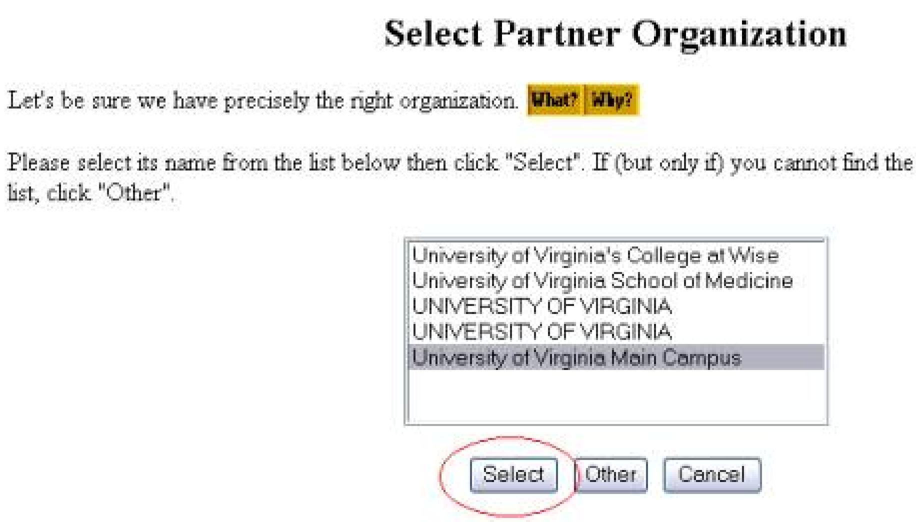

Figure 4 Select Partner Organization screen. The Select button is circled.

7. Highlight the organization you want to change to (Figure 4).
8. Click the **Select** button (Figure 4). The **Review and Revise Partner Organization** screen displays (Figure 5) with the name of the new organization as the partnering organization.

Figure 5 Review and Revise Partner Organization screen. The Save and Continue button is circled.

9. Under **Partner's Contribution to the Project** (Figure 5), click one or any combination of the check mark boxes for:
   - Financial support
   - In-kind support
   - Facilities
   - Collaborative research
   - Personnel exchanges
10. In the text box for more detail on partner and contribution (Figure 5), type a description of the ways in which the organization is partnering with you for the project (optional).
11. Click the **Save and Continue** button (Figure 5). The **What Other Organizations Have Been Involved as Partners** screen displays with the new organization in the **Organizational Partners** list.

Delete a Partnering Organization

1. Access the **What Other Organizations Have Been Involved as Partners** screen (Figure 1) (see Participants or Work on Organizations).

Figure 1 What Organizations Have Been Involved as Partners screen. The Delete button is circled.

2. On the **What Other Organizations Have Been Involved as Partners** screen (Figure 1), in the **Organizational Partners** list, highlight the organization that you want to delete.
3. Click the **Delete** button (Figure 1). The **Are You Sure You Want to Delete This Organization's Record** screen displays (Figure 2) with a message for you to confirm that you want to delete the organization.

Figure 2 Are You Sure You Want to Delete This Organization's Record screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **What Other Organizations Have Been Involved as Partners** screen displays with the name of the deleted organization removed.

Other Collaborators

Who Are Other Collaborators?

Some significant collaborators or contacts within your organization may not be covered by "What people have worked on the project?" Likewise, some significant collaborators or contacts outside your organization may not be covered under "What other organizations have been involved as partners?" These collaborators and contacts may include scientists, educators, or others who are:

- Within your own organization, especially interdepartmental or interdisciplinary collaborations
- Outside your organization with whom you have collaborated non-formally or have had contact on the project
- Outside the United States with whom you have collaborated non-formally or have had contact on the project

See Work on Other Collaborators for instructions.

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- Outside the United States with whom you have collaborated non-formally or have had contact on the project

See Work on Other Collaborators for instructions.

Work on Other Collaborators or Contacts

1. Access the **Other Collaborators or Contacts** screen (Figure 1) (see Work on Organizations).

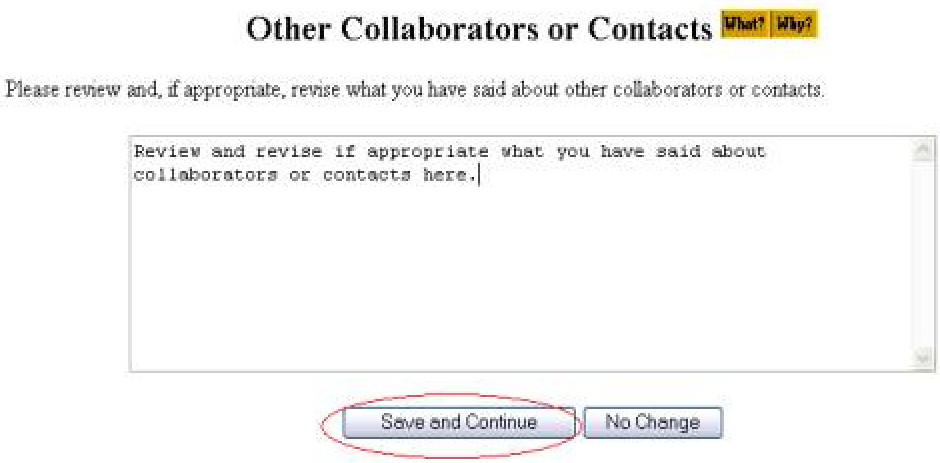

Figure 1 Other Collaborators or Contacts screen. The Save and Continue button is circled.

2. On the **Other Collaborators or Contacts** screen (Figure 1), type in the text box any additional collaborators or contacts and the description of their efforts for the project.
3. Click the **Save and Continue** button (Figure 1). You have completed the **Participants** section of the report. The **Project Reports System Control** screen displays (Figure 2).

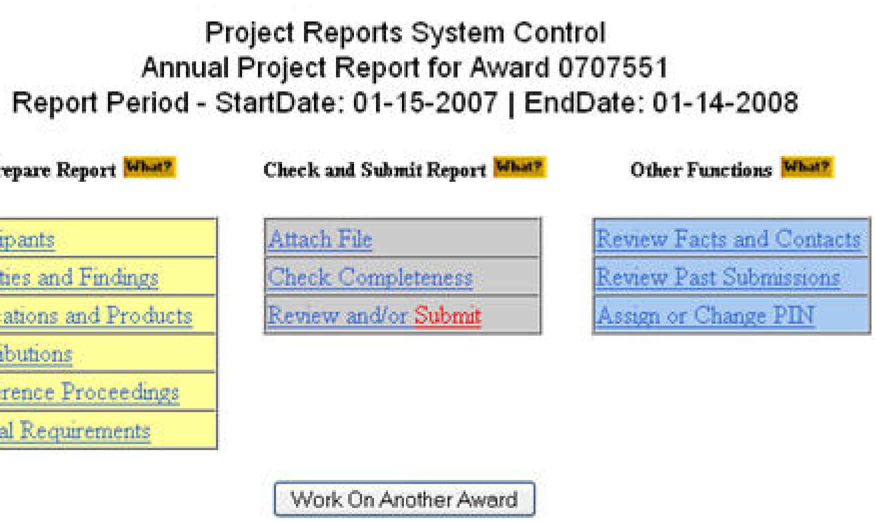

Figure 2 Project Reports System Control screen.

If you have nothing to report, on the **Other Collaborators or Contacts** screen (Figure 1), click the **No Change** button (or **Nothing (Yet) to Report** button). You have completed the **Participants** section of the report. The **Project Reports System Control** screen displays (Figure 2).

Activities and Findings

What Are Activities and Findings?

We anticipate that, as your project progresses, the emphasis in reporting will shift from activities to findings and products and ultimately to contributions. Later screens will invite you to list any books or products resulting from the project and to say how the project has contributed beyond its boundaries to education and development of human resources.

In this category, you are reporting to your Program Officer on the progress of the project year to year. Your answers here lay the basis for assessing the results once the award is completed.

See Work on Activities and Findings for how to begin work on this section of the report.

There are three main categories for Activities and Findings:

- Project Activities and Findings
- Training and Development
- Outreach Activities

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There are three main categories for Activities and Findings:

- Project Activities and Findings
- Training and Development
- Outreach Activities

Work on Activities and Findings

1. Access the **Project System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

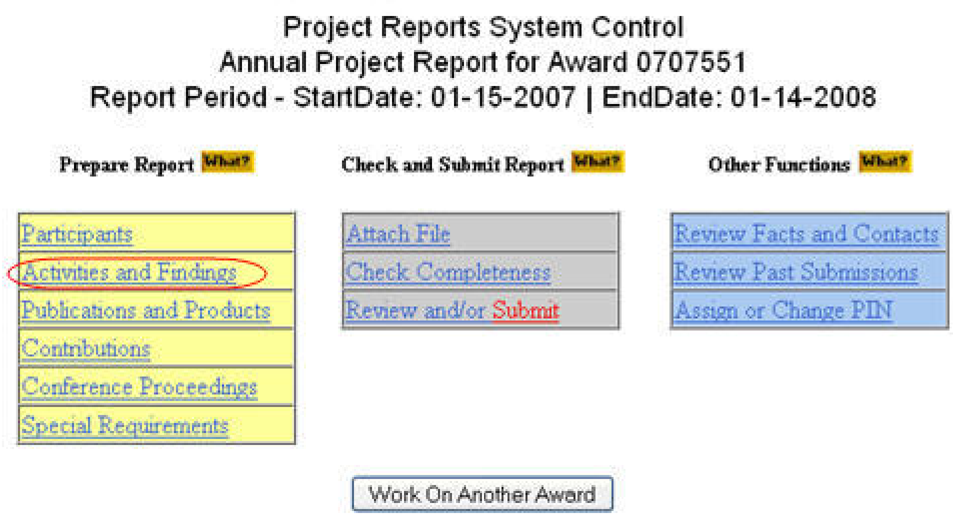

Figure 1 Project Reports System Control screen. The Activities and Findings link is circled.

2. On the **Project Reports System Control** screen (Figure 1), select **Activities and Findings.** The **Activities and Findings** screen displays (Figure 2) with a listing of the categories for reporting in this section.

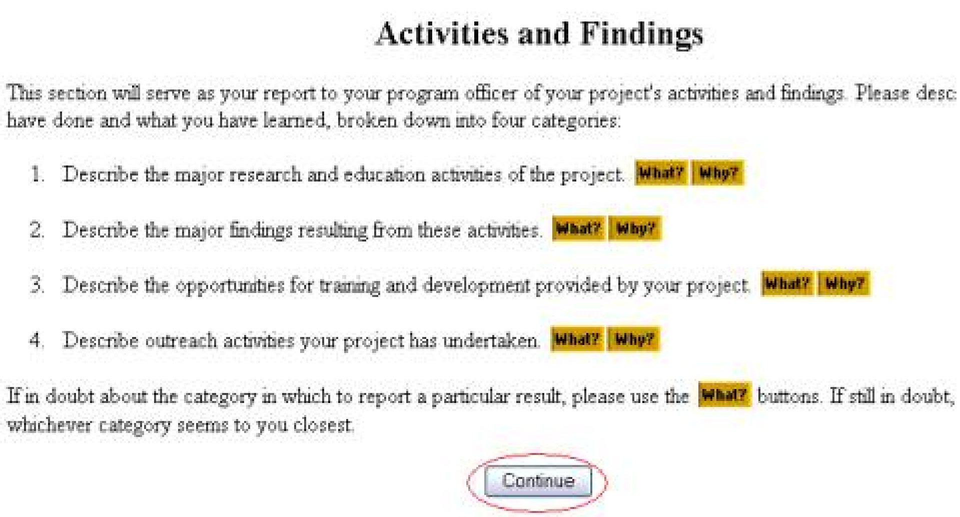

Figure 2 Activities and Findings screen. The Continue button is circled.

3. Click the **Continue** button (Figure 2). The **Project Activities and Findings** screen displays (Figure 3) (see Project Activities and Findings for instructions).

Figure 3 Project Activities and Findings screen.

If you have nothing new to report, on the **Project Activities and Findings** screen (Figure 3), click the **No Change** button or (**Nothing (Yet) to Report** button). The **Training and Development** screen displays (see Training and Development for instructions).

Project Activities and Findings

Project Activities and Findings is where to indicate:

- The goals and objectives of your efforts
- The research and education activities of the project to realize those goals

Your answers should encompass the experiments you conducted, simulations run, collections, observations, materials developed, and major presentations of your efforts.

For Findings, summarize the conclusions of the work so far.

Access the **Project Activities and Findings** screen (Figure 1) (see Work on Activities and Findings). You have these options for reporting your activities and findings:

- Enter your activities and findings in the text boxes
- Attach files with your activities and findings

Figure 1 Project Activities and Findings screen.

When you have completed work on the **Project Activities and Findings** screen (Figure 1), click the **Save and Continue** button. The **Training and Development** screen displays (see Training and Development for instructions).

If you have nothing new to report, on the **Project Activities and Findings** screen (Figure 1), click the **Nothing (Yet) to Report** button (or **No Change** button). The **Training and Development** screen displays (see Training and Development for instructions).

Enter Activities and Findings in the Text Boxes

1. On the **Project Activities and Findings** screen (Figure 1), in the text box for major research and education activities, type or copy and paste a description of the project research and education activities.
2. In the text box for major findings (Figure 1), type or copy and paste a description of major findings.
3. Click the **Save and Continue** button (Figure 1). The **Training and Development** screen displays. See Training and Development for instructions.

Attach a File with Activities and Findings

Note: The following steps show how to upload an Activities file. The procedure is the same for uploading a Findings file.

1. Prepare a word-processing file with an activities report. For a listing of the many formats FastLane accepts, see Acceptable Formats for FastLane.
2. On the **Project Activities and Findings** screen (Figure 2), click the **Attach Activities File** button. (For a Findings file, click the **Attach Findings File** button under the text box for findings). The **File Attachment for Activities** screen displays (Figure 3). See Upload a File for instructions.

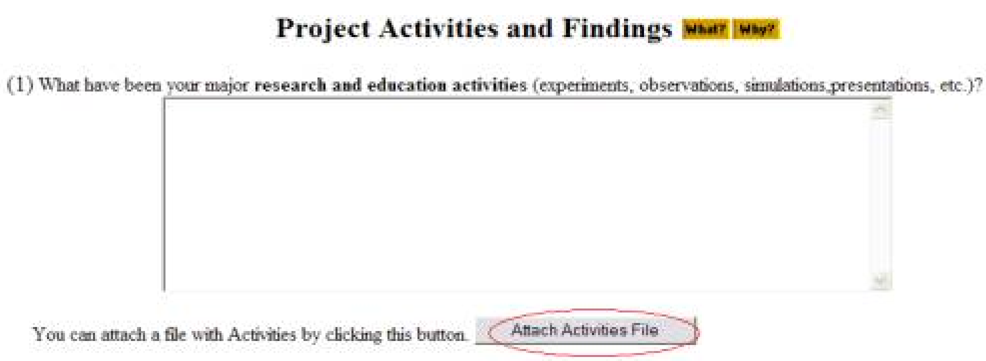

Figure 2 Project Activities and Findings screen. The Attach Activities File button is circled.

Figure 3 File Attachment for Activities screen.

3. When you have accepted the file attachment for Activities, the **Project Activities and Findings** screen displays (Figure 4) with the option to view the attached Activities file.

Figure 4 Project Activities and Findings screen. The View Activities Attached File button is circled.

4. To view the file, click the **View Activities Attached File** button (Figure 4). The **View Activities Attachment** screen displays (Figure 5) with these options:
   - View the Activities file
   - Replace the Activities file
   - Delete the Activities file

Figure 5 View Activities Attachment screen. The View button is circled.

View the Activities File

Note: Follow these same steps for a Findings file on the **View Findings Attachment** screen.

1. On the **View Activities Attachment** screen (Figure 5), click the **View** button. The Activities file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

2. Click the browser back button to return to the **View Activities Attachment** screen.

Replace the Activities File

Note: Follow these same steps for a Findings file on the **View Findings Attachment** screen.

1. On the **View Activities Attachment** screen (Figure 6), click the **Replace** button. The **Activities File Replacement** screen displays (Figure 7).

Figure 6 View Activities Attachment screen. The Replace button is circled.

Figure 7 Activities File Replacement screen.

2. On the **Activities File Replacement** screen (Figure 7), attach the new file. See Upload a File for directions.
3. When you have accepted the new file for Activities, the **Project Activities and Findings** screen displays with an option to view the new uploaded file.

Delete the Activities File

Note: Follow these same steps for a Findings file on the **View Findings Attachment** screen.

1. On the **View Activities Attachment** screen (Figure 8), click the **Delete** button. The **Are You Sure You Want to Delete This Attached File** screen displays (Figure 9) with the message for you to confirm that you want to delete the attached Activities file.

Figure 8 View Activities Attachment screen. The Delete button is circled.

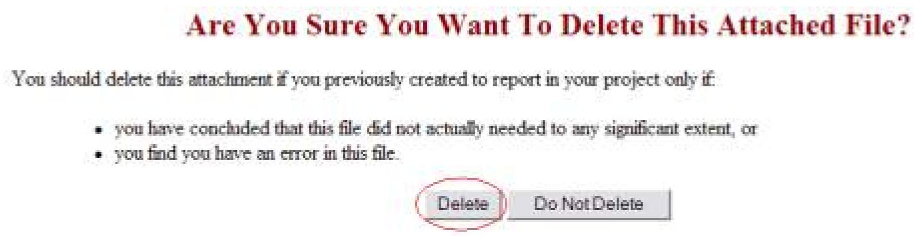

Figure 9 Are You Sure You Want to Delete This Attached File screen. The Delete button is circled.

2. Click the **Delete** button (Figure 9). The **Project Activities and Findings** screen displays (Figure 1).

Training and Development

Here summarize how the project has contributed to the project participants' research and teaching skills and experience. This may include undergraduate students, graduate students, postdoctorates, college faculty, and K-12 teachers.

1. Access the **Training and Development** screen (Figure 1) (see Project Activities and Findings).

Figure 1 Training and Development screen. The Save and Continue button is circled.

2. On the **Training and Development** screen (Figure 1), type or copy and paste in the text box a description of the training and development that the project has contributed.
3. Click the **Save and Continue** button (Figure 1). The **Outreach Activities** screen displays (Figure 2) (see Outreach Activities for instructions).

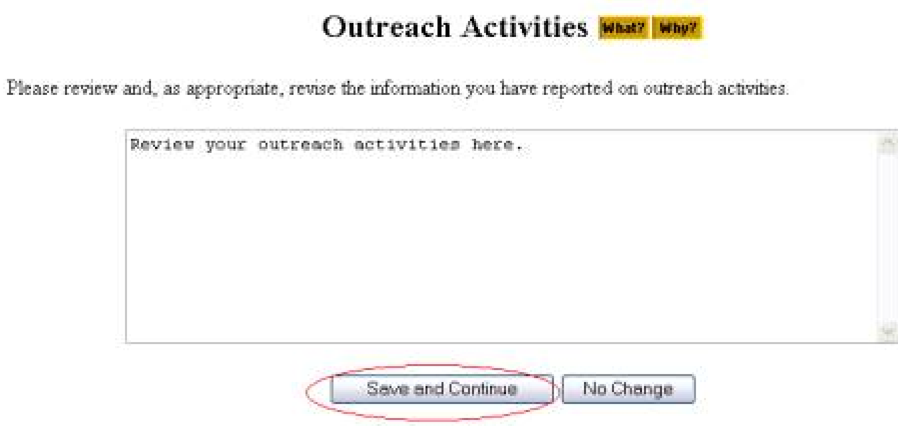

Figure 2 Outreach Activities screen. The Save and Continue button is circled.

Or if you have nothing to report or no changes from previously submitted reports in this category, on the **Training and Development** screen (Figure 1), click the **No**

Change button (or **Nothing (Yet) to Report** button). The **Outreach Activities** screen displays (Figure 2) (see Outreach Activities for instructions).

Outreach Activities

Summarize any project activities geared to members of the community who are not usually aware of your activities. These are activities geared toward:

- Increasing the level of participation in science learning
- Encouraging careers in science
- Raising public understanding of science and technology

1. Access the **Outreach Activities** screen (Figure 1) (see Training and Development).

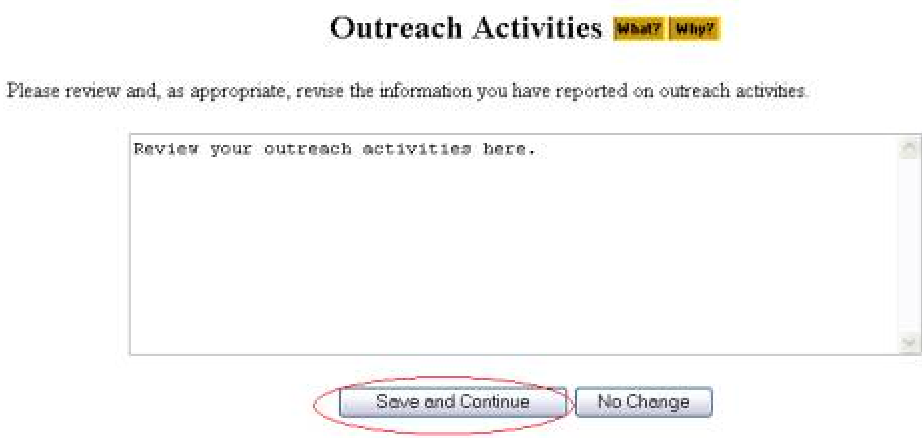

Figure 1 Outreach Activities screen. The Save and Continue button is circled.

2. On the **Outreach Activities** screen (Figure 1), type or copy and paste in the text box a description of the outreach activities associated with the project.
3. Click the **Save and Continue** button (Figure 1). You have completed the **Activities and Findings** section of the report. The **Project Reports System Control** screen displays (Figure 2).

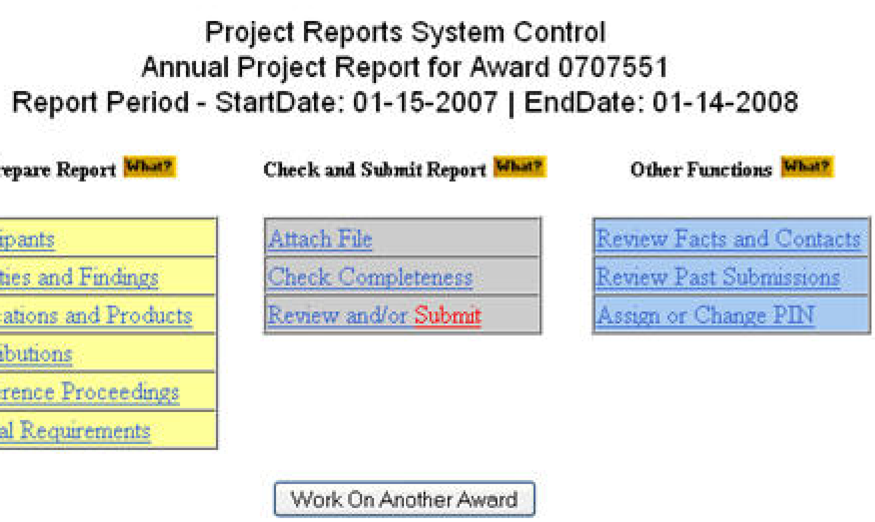

Figure 2 Project Reports System Control screen.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button or (**Nothing (Yet) to Report** button) (Figure 1). You have completed the Activities and Findings section of the report. The **Project Reports System Control** screen displays (Figure 2).

Publications and Products

What Are Publications and Products?

See Work on Publications and Products for instructions on how to begin working on Publications and Products.

We ask you to report products in these categories:

- Publications
  - Journals
  - One-time publications
- Web sites and other Internet sites created in the project
- Other products

Publications

Publications are the characteristic product of basic research, particularly academic basic research. We are looking to see how the results of your work are being communicated to colleagues, potential users, and other sections of the public.

Journals

List the major publications resulting from the project in articles or papers in scientific, technical, or professional journals. Include in this category periodically produced proceedings of a scientific society or conference (but not one-time proceedings).

Only list the major publications of your work. We are looking to evaluate not the numbers of publications, but what the publications demonstrate about the excellence and significance of the research.

Books and Other One-Time Publications

Report any publication of your material in a one-time publication, such as any of the following:

- Book
- Monograph
- Dissertation
- Abstract
- Paper in a one-time proceedings of a conference
- Report as part of a one-time study or commission

Internet Dissemination

Report on any Web sites or other Internet sites you have created.

Other Products

NSF policy encourages researchers under our awards to share with other researchers, at no more than incremental costs and within a reasonable time, the data, samples, physical collections, and other supported materials created or gathered in the work. We also encourage grantees to share software and inventions (once appropriate protection has been secured) and to act to make the innovations they embody widely useful and usable.

We use the listing of products generated through this process of sharing in several ways:

- Reporting the products to Congress, the scientific and engineering community, and the public
- Assessing these products as important outputs of our support to researchers
- Recognizing these products as part of our evaluation of your results from NSF support when you submit a new proposal

Among the products we ask you to consider reporting are:

- Data or databases
- Physical collections (samples, germ lines, etc.)
- Audio or video products
- Software or netware
- Educational aids (other than publications)
- Instruments or equipment developed
- Other inventions
- Other products

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- Instruments or equipment developed
- Other inventions
- Other products

Work on Publications and Products

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

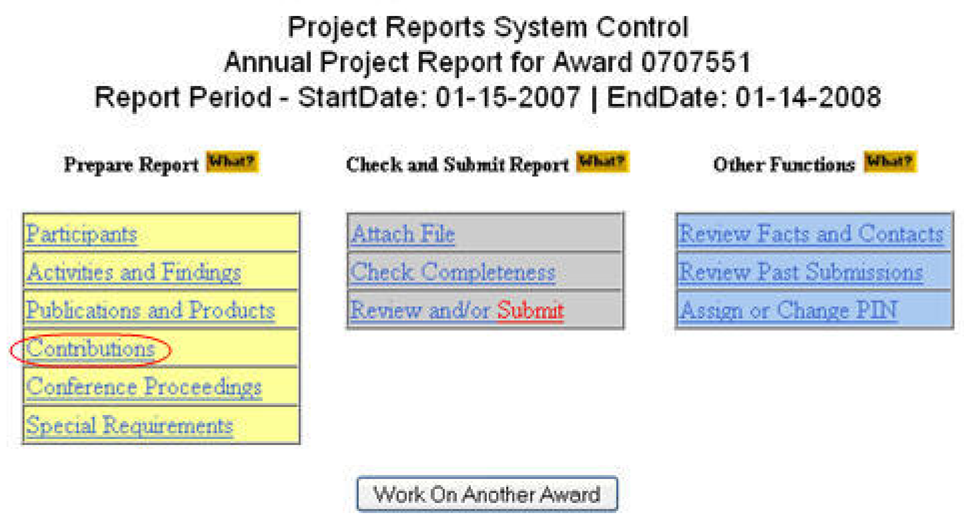


Figure 1 Project Reports System Control screen. The Publications and Products link is circled.

2. On the **Project Reports System Control** screen (Figure 1), in the **Prepare Report** column, click **Publications and Products**. The **Publications and Products** screen displays (Figure 2) with the reporting categories on the tab headings.

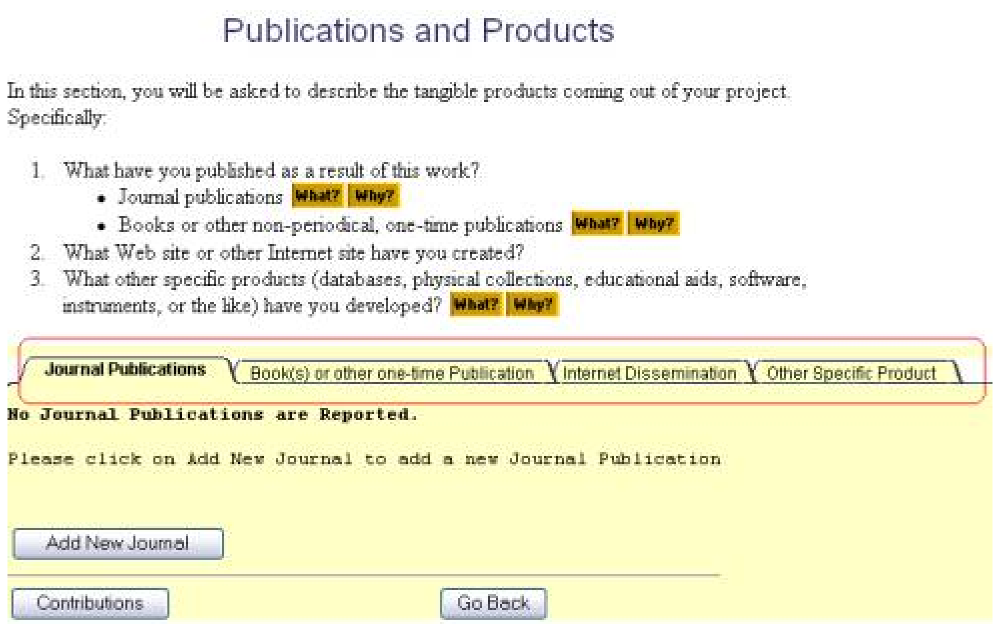


Figure 2 Publications and Products screen. The tab headings with the reporting categories are circled.

3. Click a tab heading to go to the screen for reporting on that category:
   - Journal publications
   - Books or other one-time publications
   - Internet dissemination
   - Other specific products

To proceed to the next category at any point, click the **Contributions** button (Figure 1). The **Contributions** screen displays (see Contributions for instructions).

Journals

List the major publications resulting from the project in articles or papers in scientific, technical, or professional journals.

Only list the major publications of your work. We are looking to evaluate not the numbers of publications, but what the publications demonstrate about the excellence and significance of the research.

You have the below options for working on journals. Before any of these are possible the Acknowledgement Screen will appear:

- Add a Journal
- Review and Revise a Journal
- Delete a Journal

Journals

List the major publications resulting from the project in articles or papers in scientific, technical, or professional journals.

Only list the major publications of your work. We are looking to evaluate not the numbers of publications, but what the publications demonstrate about the excellence and significance of the research.

You have the below options for working on journals. Before any of these are possible the Acknowledgement Screen will appear:

- Add a Journal
- Review and Revise a Journal
- Delete a Journal

Acknowledgement Screen

1. Access the **Acknowledgement** screen (Figure 1) (see Work on Publications and Products).

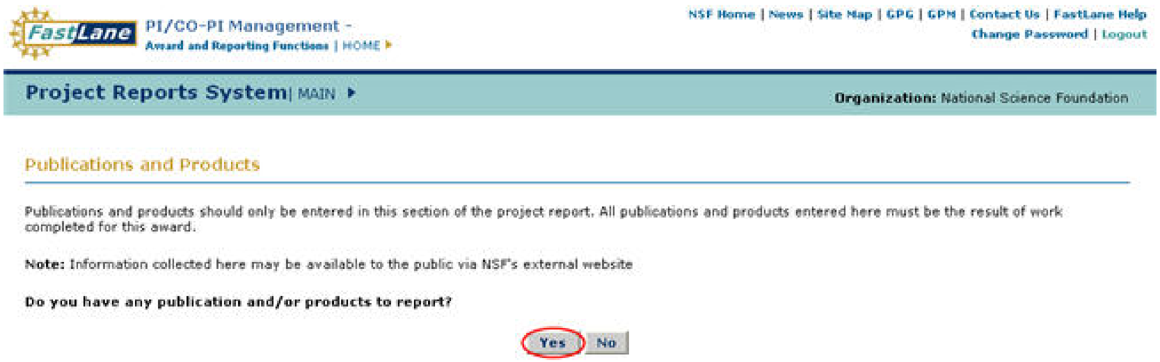


Figure 1 Acknowledgement screen. The Yes button is circled.

2. The **Acknowledgement** screen is displayed. Click the Yes button to acknowledge that you have Publications and/or Products to report.

3. Click the **No** button to acknowledge that you do not have any Publications and/or Products to report.

Add a Journal

There are three different methods that can be used to add a Journal. The steps involved in each are discussed in their respective sections. These three methods for Adding a Journal are:

- Add a Journal via Thomson Scientific Search Engine
- Add a Journal via *EndNote* XML File Upload
- Add a Journal via the Manual Entry Screen

Add a Journal via Thomson Scientific Search Engine

1. Access the **Journal Publications** tab on the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

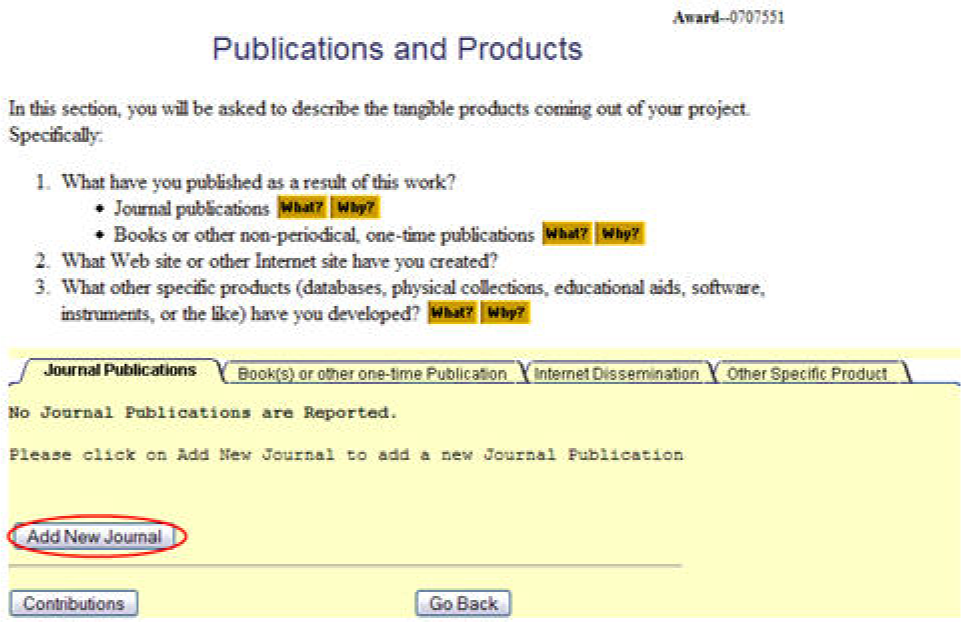


Figure 1 Journal Publications tab on the Publications and Products screen. The Add New Journal button is circled.

2. On the **Journal Publications** tab (Figure 1), click the **Add New Journal** button. **The Add New Journal Publication for Award** screen displays (Figure 2).

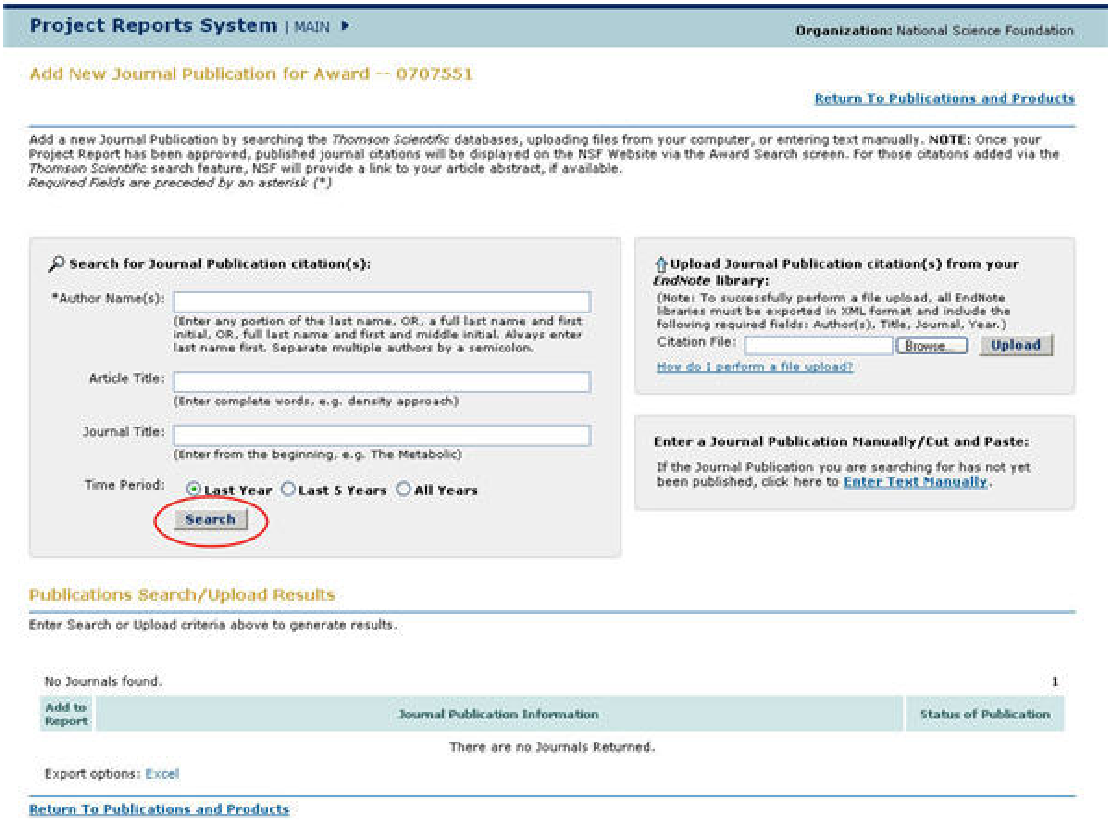


Figure 2 Add New Journal Publication for Award screen. The Search button is circled.

3. Enter search criteria in the fields provided (Figure 2). You must enter criteria for at least the Author Name(s) field. The rest of the text fields are optional.

   Note: You can narrow your search by selecting a time period of Last Year, Last 5 Years, or All Years.

4. Click the **Search** button

5. Your search results will be displayed at the bottom of the screen (Figure 3).

   Note: You may be required to scroll down to view your results.

pd_project_reports_system

Project Reports System | MAIN

Organization: National Science Foundation

Add New Journal Publication for Award -- 0707551

Return To Publications and Products

Add a new Journal Publication by searching the *Thomson Scientific* databases, uploading files from your computer, or entering text manually. **NOTE:** Once your Project Report has been approved, published journal citations will be displayed on the NSF Website via the Award Search screen. For those citations added via the *Thomson Scientific* search feature, NSF will provide a link to your article abstract, if available.
Required Fields are preceded by an asterisk (*)

Search for Journal Publication citation(s):

*Author Name(s): Ruppel
(Enter any portion of the last name, OR, a full last name and first initial, OR, full last name and first and middle initial. Always enter last name first. Separate multiple authors by a semicolon.

Article Title:
(Enter complete words, e.g. density approach)

Journal Title:
(Enter from the beginning, e.g. The Metabolic)

Time Period: Last Year | Last 5 Years | All Years

Search

Upload Journal Publication citation(s) from your *EndNote* library:
(Note: To successfully perform a file upload, all EndNote libraries must be exported in XML format and include the following required fields: Author(s), Title, Journal, Year.)
Citation File: Browse... Upload
How do I perform a file upload?

Enter a Journal Publication Manually/Cut and Paste:
If the Journal Publication you are searching for has not yet been published, click here to Enter Text Manually.

Publications Search/Upload Results

To add Journal Publications that resulted from work on this Award, check a corresponding box in the Add to Report column, and click the **"Add to Report"** button. When you have finished adding citations to your Project Report, click the **"Return to Publications and Products"** link.

Add to Report

27 Journals found, displaying 1 to 10 — [Prev] 1, 2, 3 [Next]

Add to Report	Journal Publication Information	Status of Publication
☐	Bahgat, M; Sorgho, H; Ouedraogo, JB; Poda, JN; Sawadogo, L; Ruppel, A, et al. **Enzyme-linked immunosorbent assay with worm vomit and cercarial secretions of Schistosoma mansoni to detect infections in an endemic focus of Burkina Faso** JOURNAL OF HELMINTHOLOGY 80 (1): 19-23 MAR 2006	Published
☐	Canales, RD; Luo, YL; Willey, JC; Austermiller, B; Barbacioru, CC; Boysen, C, et al. **Evaluation of DNA microarray results with quantitative gene expression platforms** NATURE BIOTECHNOLOGY 24 (9): 1115-1122 SEP 2006	Published
☐	Castellini, DG; Dickens, GR; Snyder, GT; Ruppel, CD **Barium cycling in shallow sediment above active mud volcanoes in the Gulf of Mexico** CHEMICAL GEOLOGY 226 (1-2): 1-30 FEB 16 2006	Published
☐	Fuchs, RK; Allen, MR; Ruppel, ME; Miller, LM; Burr, DB **How long does secondary mineralization of osteonal bone take?** JOURNAL OF BONE AND MINERAL RESEARCH 20 (9): S325-S325 Suppl. 1 SEP 2005	Published
☐	Hagn, P; Przadka, A; Leidl, A; Seitz, S; Ruppel, CCW **Acoustic frontend modules** FREQUENZ 59 (1-2): 18-23 JAN-FEB 2005	Published
☐	Hornbach, MJ; Ruppel, C; Saffer, DM; Van Dover, CL; Holbrook, WS **Coupled geophysical constraints on heat flow and fluid flux at a salt diapir** GEOPHYSICAL RESEARCH LETTERS 32 (24): - DEC 28 2005	Published
☐	Hubbard, TL; Ruppel, SE; Courtney, JR **The force of appearance: Gamma movement, naive impetus, and representational momentum** PSICOLOGICA 26 (1): 209-228 2005	Published
☐	Ionescu, A; Ruppel, M; Wendt, OF **Isomerisation of omega-hydroxyalkenes under hydroxycarbonylation conditions in palladium catalysed aqueous phase systems** JOURNAL OF ORGANOMETALLIC CHEMISTRY 691 (18): 3806-3815 SEP 1 2006	Published
☐	Juraeva, D; George, E; Davranov, K; Ruppel, S **Detection and quantification of the nifH gene in shoot and root of cucumber plants** CANADIAN JOURNAL OF MICROBIOLOGY 52 (8): 731-739 AUG 2006	Published
☐	Knopp, A; Ruppel, H **Calcium-sensitive downregulation of the transduction chain in rod photoreceptors of the rat retina** BIOPHYSICAL JOURNAL 91 (3): 1078-1089 AUG 2006	Published

Export options: Excel

Add to Report

Return To Publications and Products

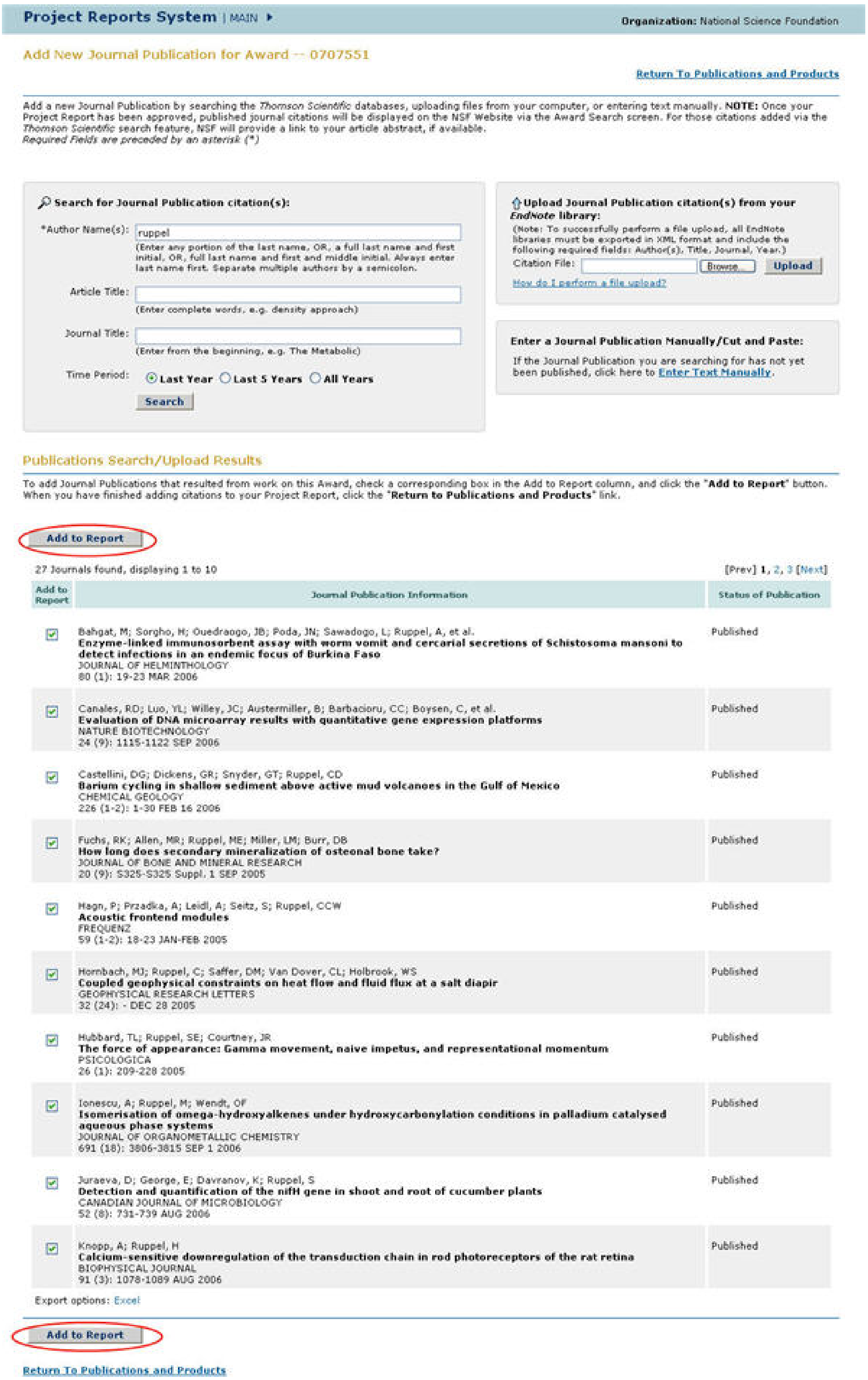
Figure 3 Publications Search Results screen.

6. Select the applicable Journal Publication information, if any, and click the **Add To Report** button (Figure 4).

   Note: There is no limit on the amount of Journal Publications you may select, and you may click through the pages of results to select additional Journal Publication information.

   Note: If you want to click through the pages of results to view/select additional Journal Publications, but you want to add a Publication from the current page, you must select the Journal Publication and click the Add To Report button before moving to the next page in order to successfully add that Journal Publication to the report.

   Note: If your search returns more than 100 results, you will receive a warning message that will instruct you to enter additional search criteria to narrow your search results.



Project Reports System | MAIN ▸ **Organization:** National Science Foundation

Add New Journal Publication for Award -- 0707551

[Return To Publications and Products]

Add a new Journal Publication by searching the *Thomson Scientific* databases, uploading files from your computer, or entering text manually. **NOTE:** Once your Project Report has been approved, published journal citations will be displayed on the NSF Website via the Award Search screen. For those citations added via the *Thomson Scientific* search feature, NSF will provide a link to your article abstract, if available.
Required Fields are preceded by an asterisk (*)

Search for Journal Publication citation(s):

*Author Name(s): ruppel
(Enter any portion of the last name, OR, a full last name and first initial, OR, full last name and first and middle initial. Always enter last name first. Separate multiple authors by a semicolon.)

Article Title:
(Enter complete words, e.g. density approach)

Journal Title:
(Enter from the beginning, e.g. The Metabolic)

Time Period: **Last Year** **Last 5 Years** **All Years**

Search

Upload Journal Publication citation(s) from your *EndNote* library:
(Note: To successfully perform a file upload, all EndNote libraries must be exported in XML format and include the following required fields: Author(s), Title, Journal, Year.)
Citation File: Browse... **Upload**
How do I perform a file upload?

Enter a Journal Publication Manually/Cut and Paste:
If the Journal Publication you are searching for has not yet been published, click here to Enter Text Manually.

Publications Search/Upload Results

To add Journal Publications that resulted from work on this Award, check a corresponding box in the Add to Report column, and click the "**Add to Report**" button. When you have finished adding citations to your Project Report, click the "**Return to Publications and Products**" link.

Add to Report

27 Journals found, displaying 1 to 10 [Prev] 1, 2, 3 [Next]

Add to Report	Journal Publication Information	Status of Publication
☑	Bahgat, M; Sorgho, H; Ouedraogo, JB; Poda, JN; Sawadogo, L; Ruppel, A, et al. **Enzyme-linked immunosorbent assay with worm vomit and cercarial secretions of Schistosoma mansoni to detect infections in an endemic focus of Burkina Faso** JOURNAL OF HELMINTHOLOGY 80 (1): 19-23 MAR 2006	Published
☑	Canales, RD; Luo, YL; Willey, JC; Austermiller, B; Barbacioru, CC; Boysen, C, et al. **Evaluation of DNA microarray results with quantitative gene expression platforms** NATURE BIOTECHNOLOGY 24 (9): 1115-1122 SEP 2006	Published
☑	Castellini, DG; Dickens, GR; Snyder, GT; Ruppel, CD **Barium cycling in shallow sediment above active mud volcanoes in the Gulf of Mexico** CHEMICAL GEOLOGY 226 (1-2): 1-30 FEB 16 2006	Published
☑	Fuchs, RK; Allen, MR; Ruppel, ME; Miller, LM; Burr, DB **How long does secondary mineralization of osteonal bone take?** JOURNAL OF BONE AND MINERAL RESEARCH 20 (9): S325-S325 Suppl. 1 SEP 2005	Published
☑	Hagn, P; Przadka, A; Leidl, A; Seitz, S; Ruppel, CCW **Acoustic frontend modules** FREQUENZ 59 (1-2): 18-23 JAN-FEB 2005	Published
☑	Hornbach, MJ; Ruppel, C; Saffer, DM; Van Dover, CL; Holbrook, WS **Coupled geophysical constraints on heat flow and fluid flux at a salt diapir** GEOPHYSICAL RESEARCH LETTERS 32 (24): - DEC 28 2005	Published
☑	Hubbard, TL; Ruppel, SE; Courtney, JR **The force of appearance: Gamma movement, naive impetus, and representational momentum** PSICOLOGICA 26 (1): 209-228 2005	Published
☑	Ionescu, A; Ruppel, M; Wendt, OF **Isomerisation of omega-hydroxyalkenes under hydroxycarbonylation conditions in palladium catalysed aqueous phase systems** JOURNAL OF ORGANOMETALLIC CHEMISTRY 691 (18): 3806-3815 SEP 1 2006	Published
☑	Juraeva, D; George, E; Davranov, K; Ruppel, S **Detection and quantification of the nifH gene in shoot and root of cucumber plants** CANADIAN JOURNAL OF MICROBIOLOGY 52 (8): 731-739 AUG 2006	Published
☑	Knopp, A; Ruppel, H **Calcium-sensitive downregulation of the transduction chain in rod photoreceptors of the rat retina** BIOPHYSICAL JOURNAL 91 (3): 1078-1089 AUG 2006	Published

Export options: Excel

Add to Report

Return To Publications and Products

Figure 4 Publications Search Results screen. Selected Journal Publication information is displayed and the Add to Report button is circled.

7. After you click the **Add to Report** button, you will see a count of how many citations have been added to your report at the top of the screen (Figure 5).

Figure 5 Publications Search Results screen. Count of citations added is circled.

8. Once you are finished adding Journal Publication information, click the Return to Publications and Products link (Figure 5) and you will be directed to the **Journal Publications** tab on the **Publications and Products** screen displaying the Journal Publication information previously added to the Project Report (Figure 6).

   Note: Journal Publications that have been added via the Thomson Scientific search engine are denoted with the label "[TS]" before the title (Figure 6). These Journal Publications can only be viewed, but can not be edited.

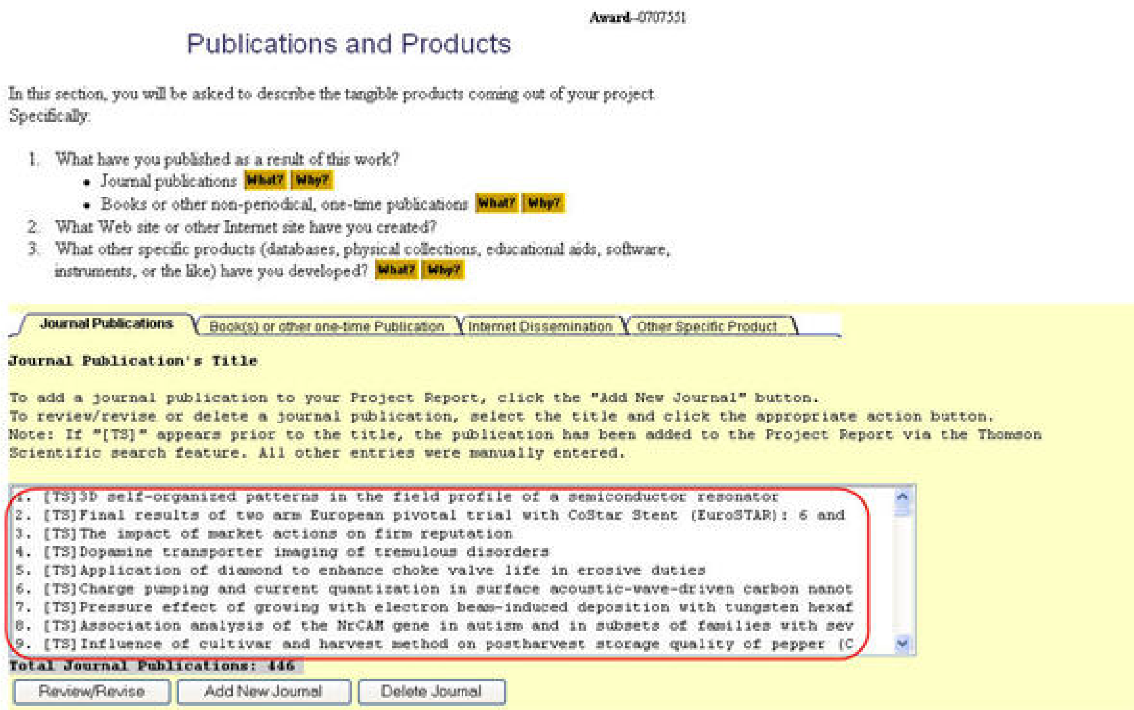


Figure 6 Journal Publications tab. Journal Publication information previously added is circled.

Add a Journal via EndNote XML File Upload

1. Access the **Publications and Products** screen on the **Journal Publications** tab (Figure 1) (see Work on Publications and Products).

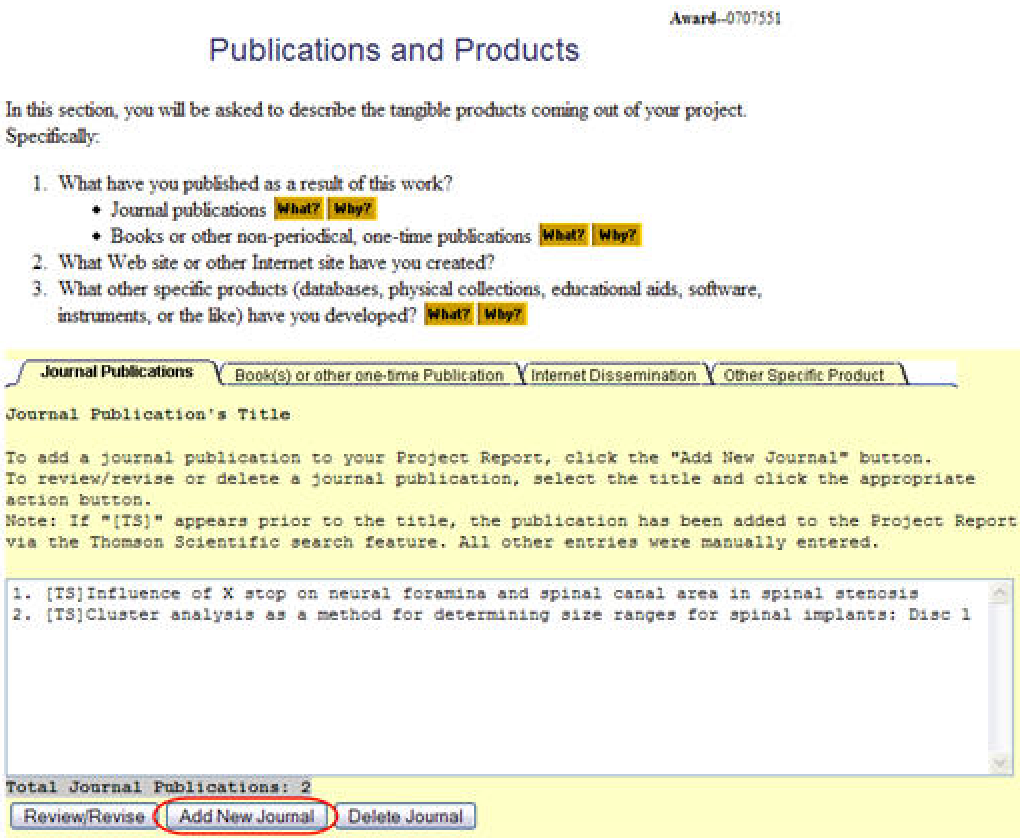


Figure 1 Publications and Products screen on the Journal Publications tab. The Add New Journal button is circled.

2. On the **Journal Publications** tab (Figure 1), click the **Browse** button. The system displays the Browse dialogue box. Choose an *EndNote* XML file from your local computer and click **OK**. The file name and location displays in the Citation File field. Click **Upload.** (Figure 2)

   Note: To successfully **Add a Journal** via **File Upload** your file must be exported from *EndNote* version 8.0 or higher in XML format. And must contain the following required information in the below specified format:
      1. Author(s)
      2. Title
      3. Journal Name
      4. Year

   Note: To export a file from EndNote in XML format, follow these steps:
      1. Select the records you wish to export
      2. Go to "File" and select "Export"
      3. Select "XML" as the File Type

4. Save the file to your local computer

If you experience problems exporting your file from *Endnote*, contact your software provider.

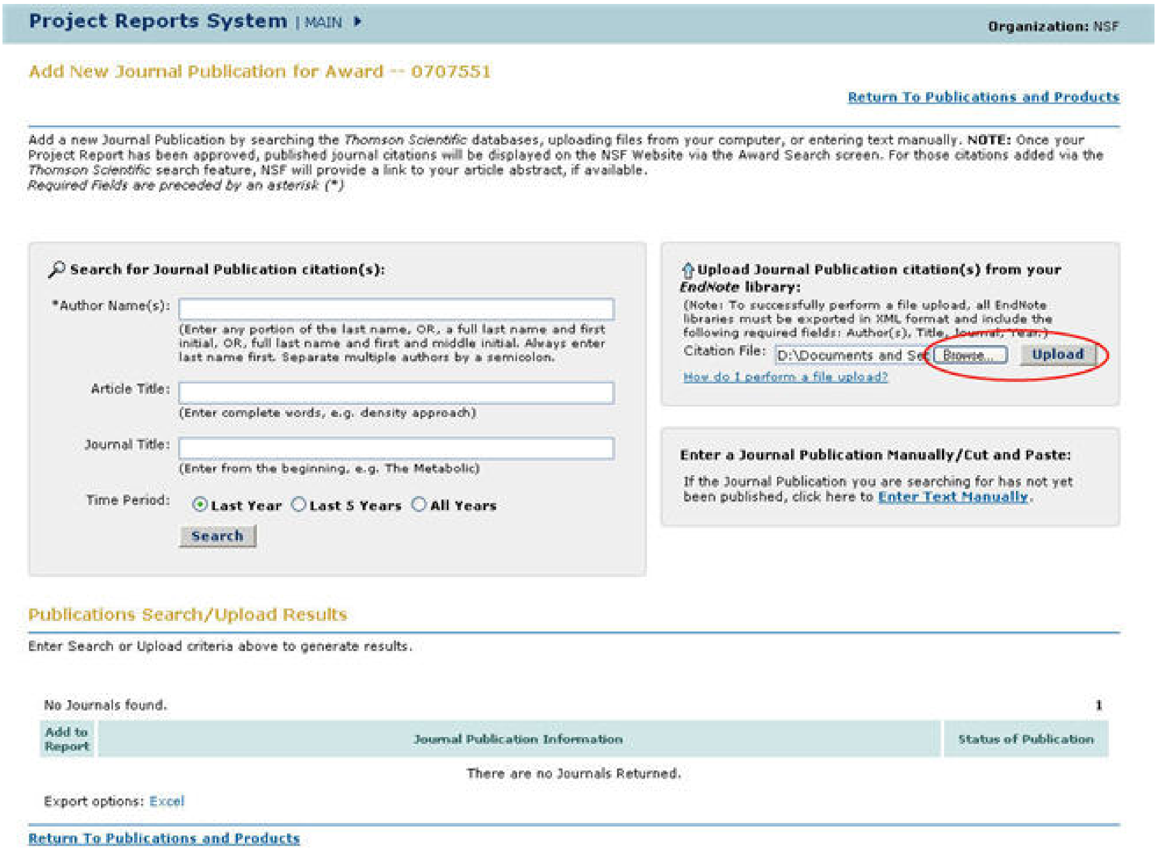


Figure 2 EndNote XML file name and location displays in the "Citation File" field. The Browse and Upload buttons are circled.

3. Your Upload results are displayed at the bottom of the page. (Figure 3)

Note: You may be required to scroll down to view your results.

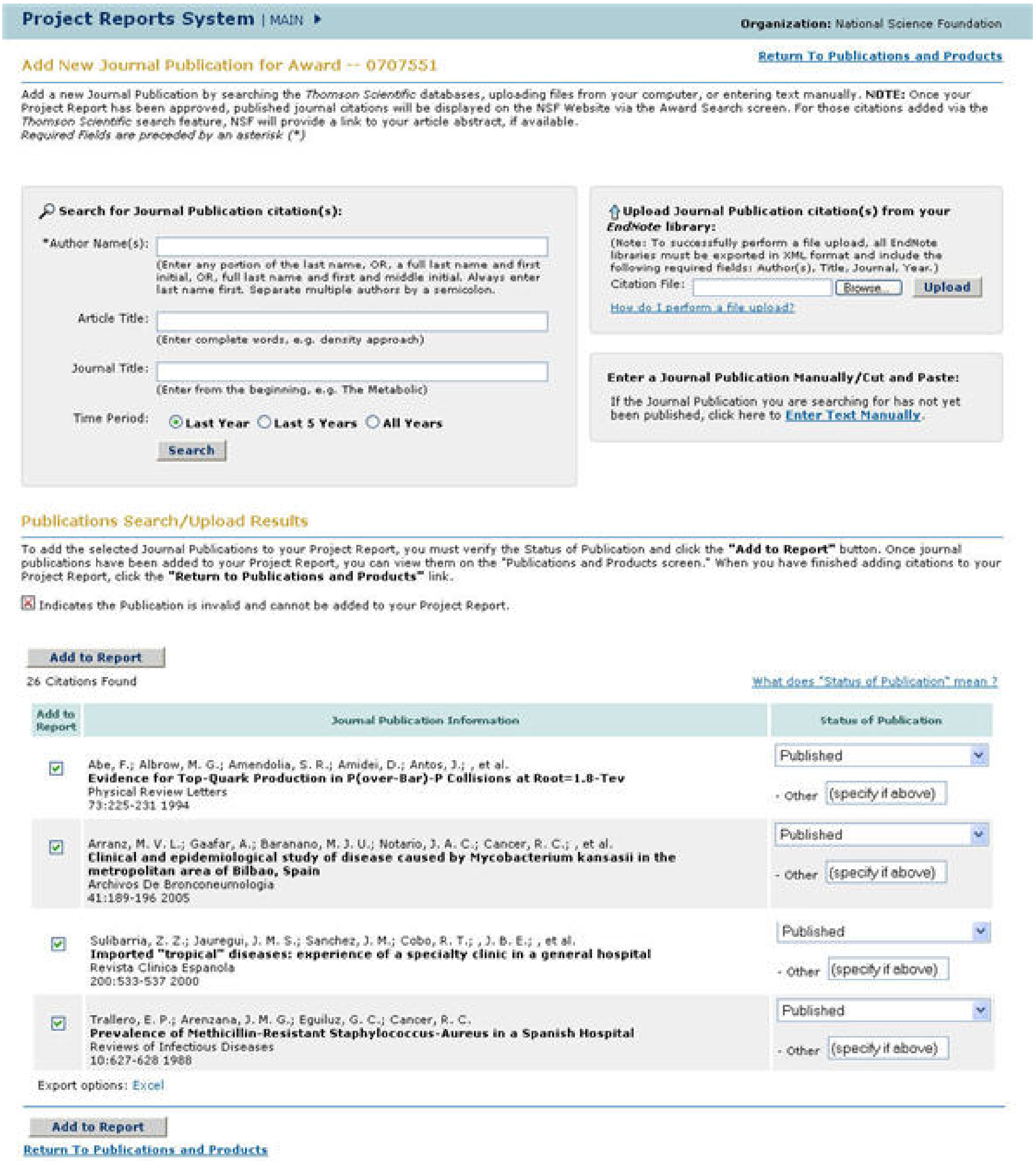


Figure 3 File Upload Results screen.

4. Select the **Publication Status** for each citation and click the Add to Report button. (Figure 4)

   Note: There is no limit on the amount of Journal Publications you may select. To de-select a Journal Publication click on the checkbox in the Add to Report column. Only publications with checked boxes will be added to your report.

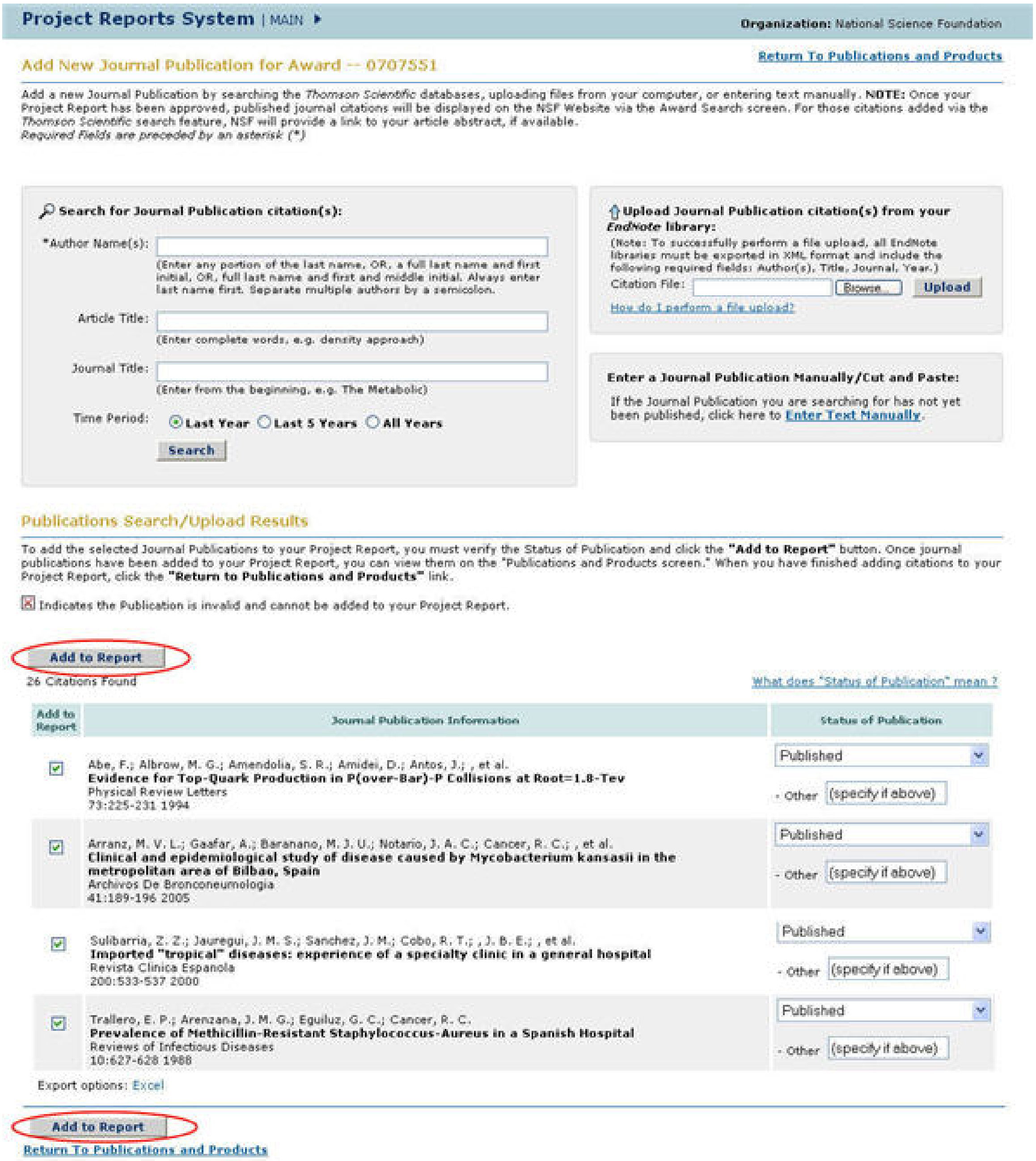


Figure 4 File Upload Results Screen. Add to Report button is circled.

5. After you click the Add to Report button, you will see a count of how many citations have been added to your report at the top of the screen (Figure 5).

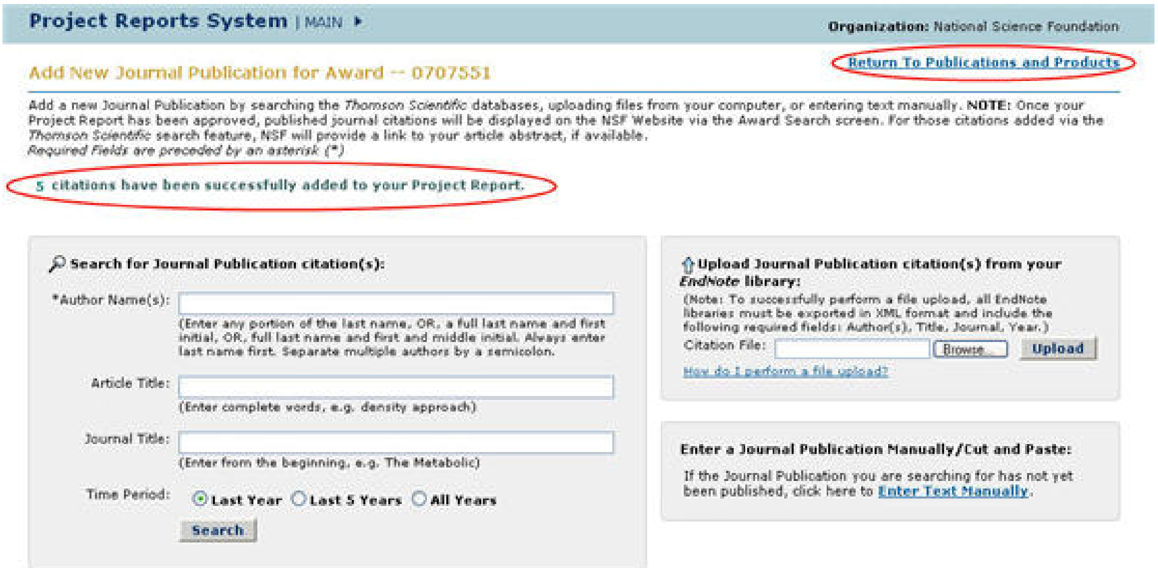


Figure 5 File Upload Results screen. Count of citations added and the Return to Publications and Products link are circled.

6. Once you are finished adding Journal Publication information, click the **Return to Publications and Products** link (Figure 5) and you will be directed to the Journal Publications tab on the **Publications and Products** screen displaying the Journal Publication information previously added to the Project Report (Figure 6).

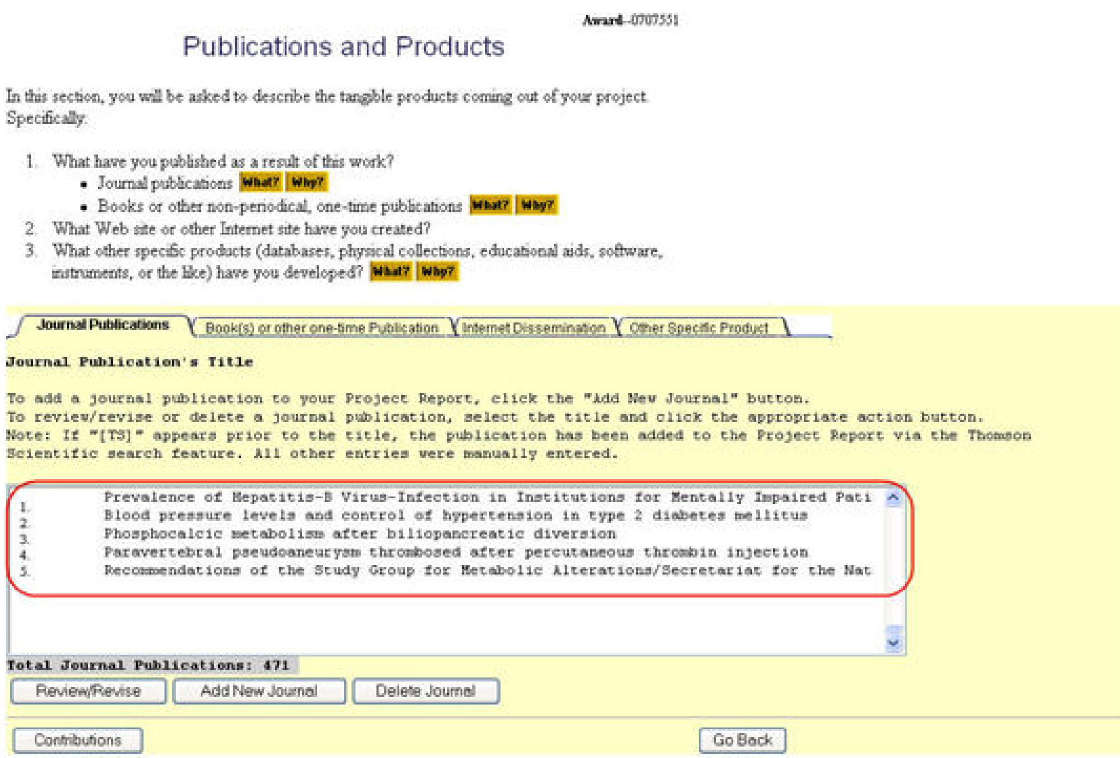


Figure 6 Publications and Products screen. Journal Publication information previously added is circled.

Add a Journal via the Manual Entry Screen

1. Access the **Publications and Products** screen on the **Journal Publications** tab (Figure 1) (see Work on Publications and Products).

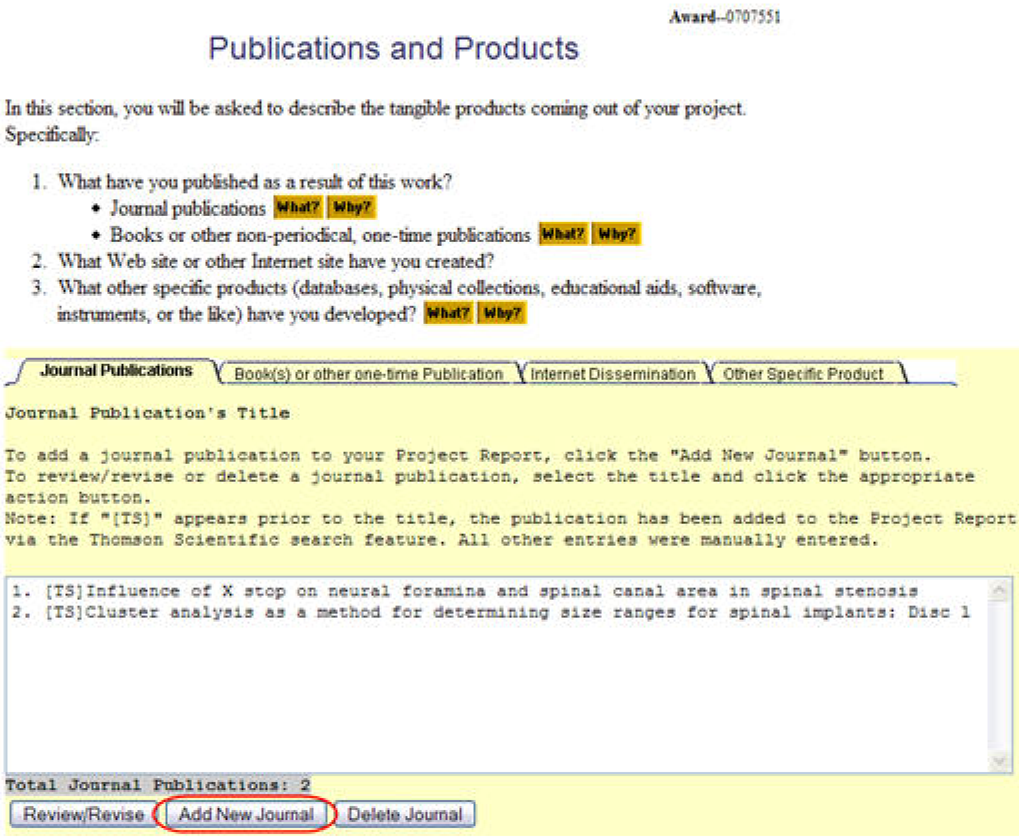


Figure 1 Publications and Products screen on the Journal Publications tab. The Add New Journal button is circled.

2. On the **Journal Publications** tab (Figure 1), click the **Add New Journal** button. The **Add New Journal Publication for Award** screen displays (Figure 2).

3. Select the **Enter Text Manually** option (Figure 2).

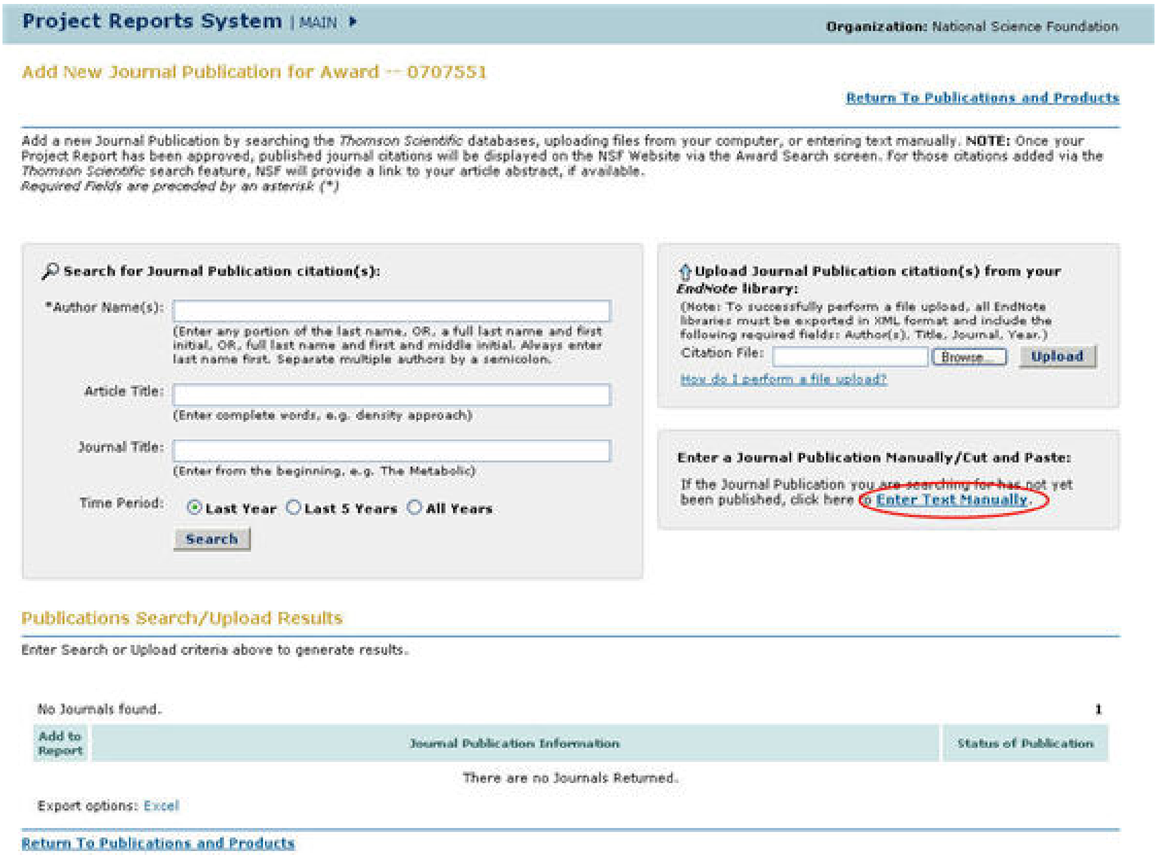


Figure 2 Add New Journal Publication for Award screen. The Enter it Manually link is circled.

4. Enter information in the fields provided (Figure 3). You must enter the following information:
   - Author(s)
   - Title
   - Journal (**Note**: This field is not required if the Status of Publication option is set to Other)
   - Status of Publication (**Note**: If you set the Status of Publication field to "Published," this Journal Publication information will be available on the NSF website on the Award Search page)
   - Year (**Note**: This field must be entered in the YYYY format; e.g. 2007)

5. The following fields are available, but are not required:
   - Volume
   - Beginning Page Number
   - DOI (Digital Object Identifier)

   Note: You may use the **Cut & Paste Workspace** to temporarily store information to ease the task of manually entering journal publications. Use the **Cut & Paste Workspace** to transfer your publication information to the correct fields.

Note: Information in the **Cut & Paste Workspace** cannot be added to your project report by clicking the **Add to Report** button. You must first transfer the data to the required fields.

6. When you have entered information for all of the required fields, click the **Add To Report** button. Clicking **Add To Report** will save your current Journal Publication information and refresh the **Create New Journal Publication for Award** screen with a count of how many citations have been added. You may add another at this point, if necessary.

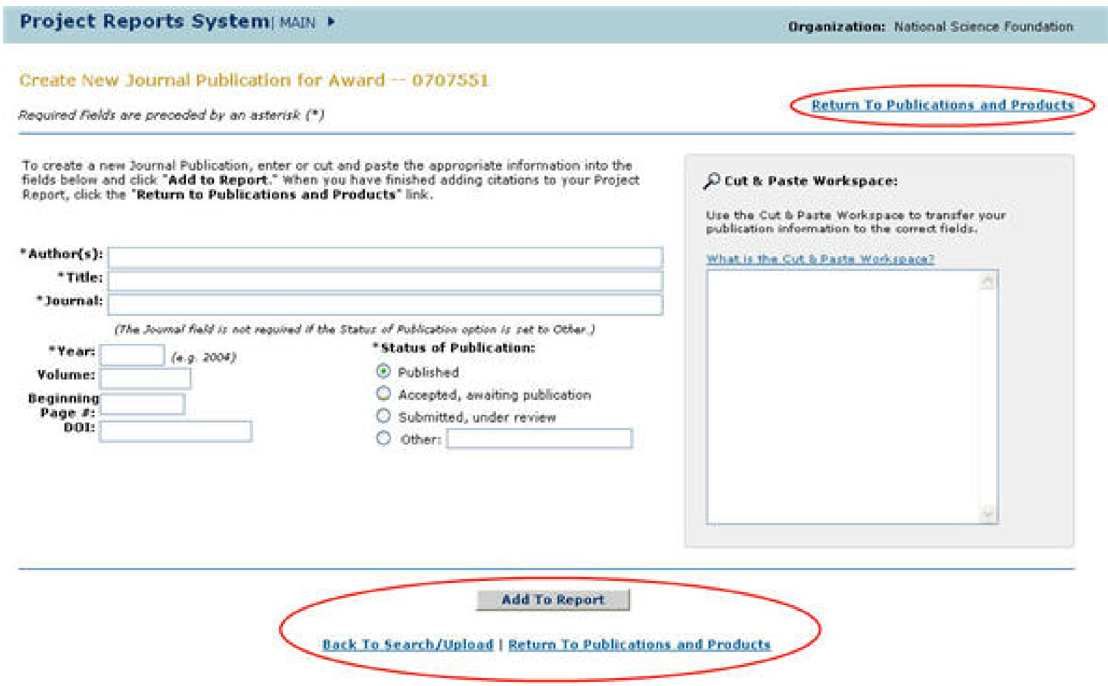


Figure 3 Create New Journal Publication for Award screen. The Add To Report button, the Return To Search / Upload link, and the Return to Publications and Products link are circled.

7. The **Return to Search / Upload** link is also available on the **Create New Journal Publication for Award** screen. Clicking this link will direct you to the **Search / Upload** screen where you can either search for a Journal Publication, upload a citation file, or click the **Enter Text Manually** link (Figure 2).

8. The **Return To Publications and Products** link is also available on the **Create New Journal Publication for Award** screen. Clicking this link will direct you to the **Journal Publications** tab on the **Publications and Products** screen (Figure 1).

Review and Revise a Journal

1. Access the **Journal Publications** tab on the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

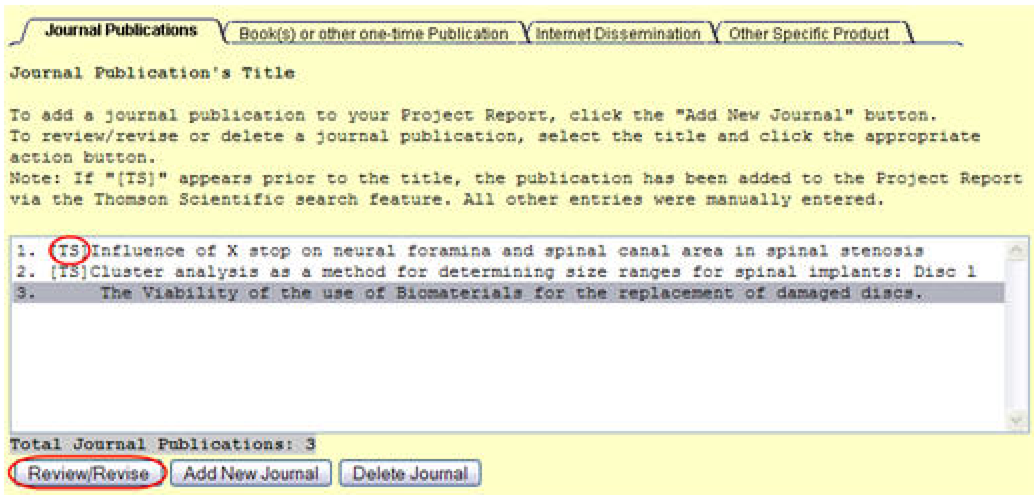


Figure 1 Journal Publications tab. The Review / Revise button and [TS] label are circled.

2. On the **Journal Publications** tab (Figure 1), highlight the Journal title you want to Review/Revise. **Note**: Journal Publications that have been added via the Thomson Scientific search engine are denoted with the label "[TS]" before the title (Figure 1). These Journal Publications can only be viewed, but can not be revised (Figure 3).

3. Click the **Review / Revise** button (Figure 1). The **Review / Revise Journal Publication for Award** screen is displayed (Figure 2).

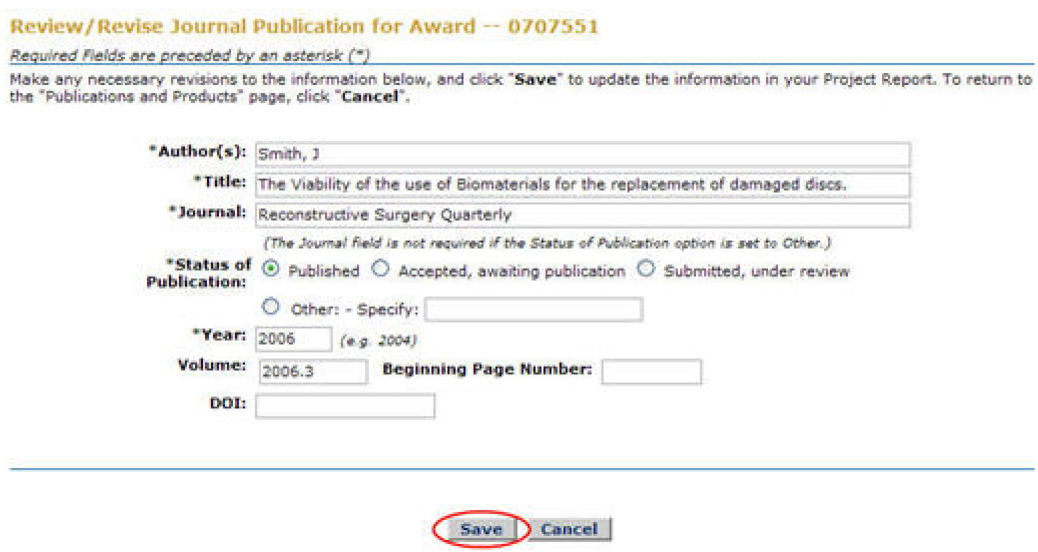


Figure 2 Review / Revise Journal Publication for Award screen. The Save button is circled.

4. Edit the record as necessary (Figure 2) (see Add a Journal via the Manual Entry Screen, for instructions).

5. Click the **Save** button (Figure 2).

6. The **Journal Publications** tab is displayed (Figure 1).

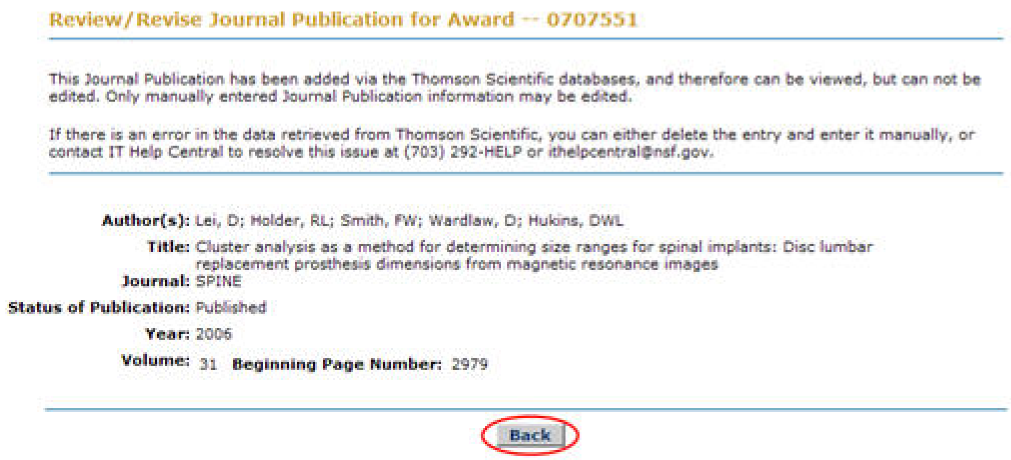


Figure 3 Review / Revise Journal Publication for Award screen for a Journal Publication added via the Thomson Scientific search feature. The Back button is circled.

Delete a Journal

1. Access the **Journal Publications** tab on the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

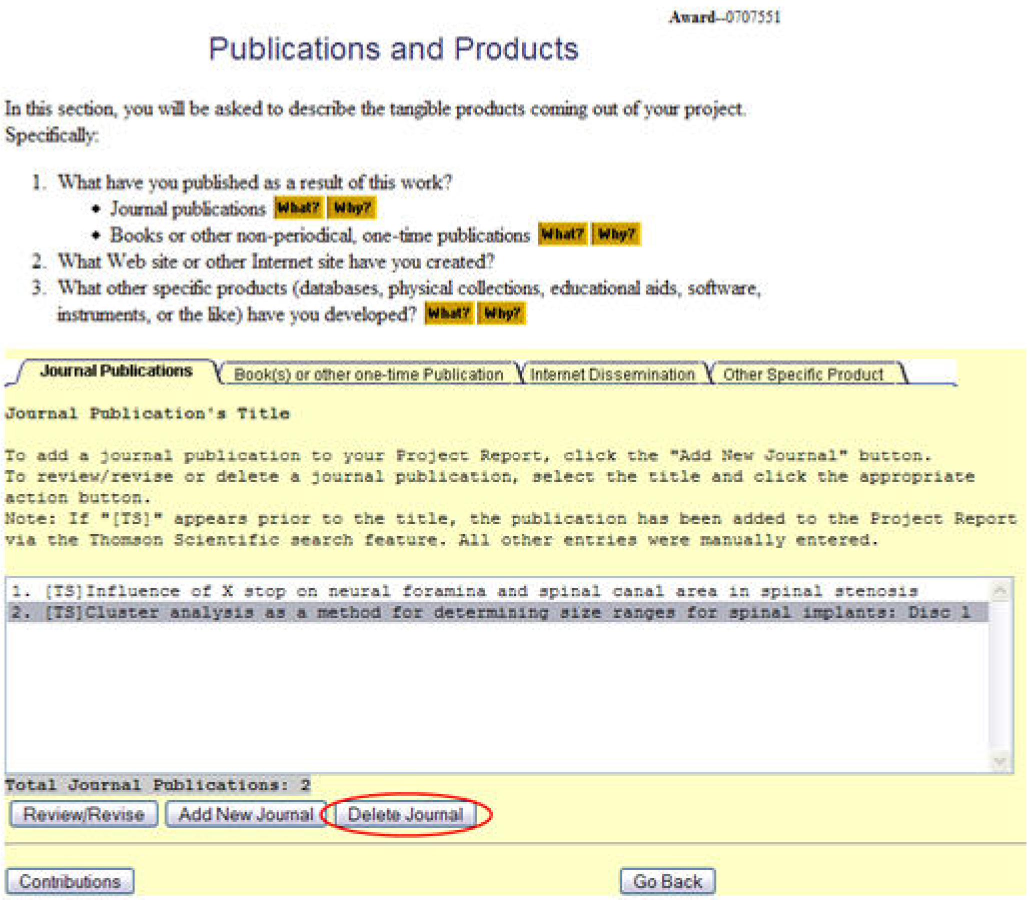


Figure 1 Journal Publications tab. The Delete Journal button is circled.

2. On the **Journal Publications** tab (Figure 1), highlight the Journal title you want to delete.

3. Click the **Delete Journal** button (Figure 1).

4. The **Delete Journal Publication from Award: Are You Sure?** screen (Figure 2) displays a message asking you to confirm that you want to delete the Journal Publication from your report.

   Note: Author(s), Title, Journal, Status of Publication, Year, Volume, and Beginning Page Number information will be displayed on this screen.

5. Click the **Delete** button to remove the Journal Publication from your report.

6. Click the **Cancel** button to return to the **Journal Publications** tab on the **Publications and Products** screen (Figure 1).

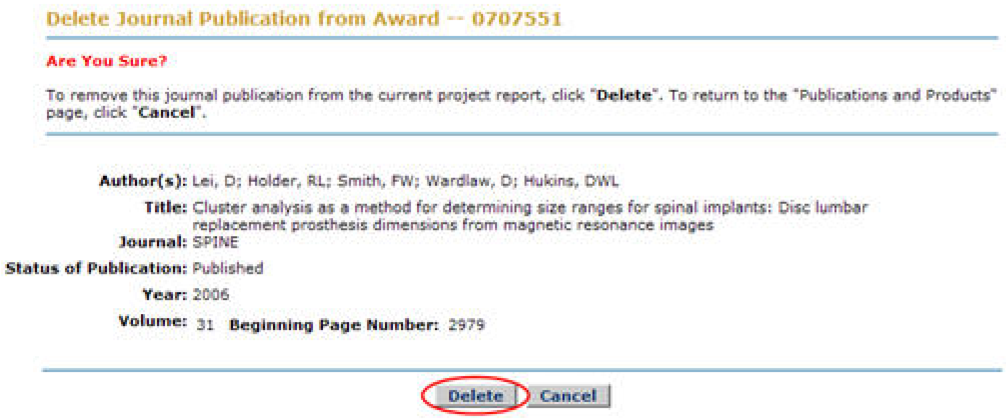


Figure 2 Delete Journal Publication from Award: Are You Sure? screen. The Delete button is circled.

7. After selecting the **Delete** option (Figure 2), the **Journal Publications** tab is displayed (Figure 3) with the deleted Journal title removed from the report.

Figure 3 Journal Publications tab with the deleted record title removed.

Books or Other One-Time Publications

Report any publication of your material in a one-time publication, such as any of the following:

- Book
- Monograph
- Dissertation
- Abstract
- Report as part of a one-time study or commission

You have these options for working on journals:

- Add a book or other one-time publication
- Review and revise a book or other one-time publication
- Delete a book or other one-time publication

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You have these options for working on journals:

- Add a book or other one-time publication
- Review and revise a book or other one-time publication
- Delete a book or other one-time publication

Add a Book or Other One-Time Publication

1. Access the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

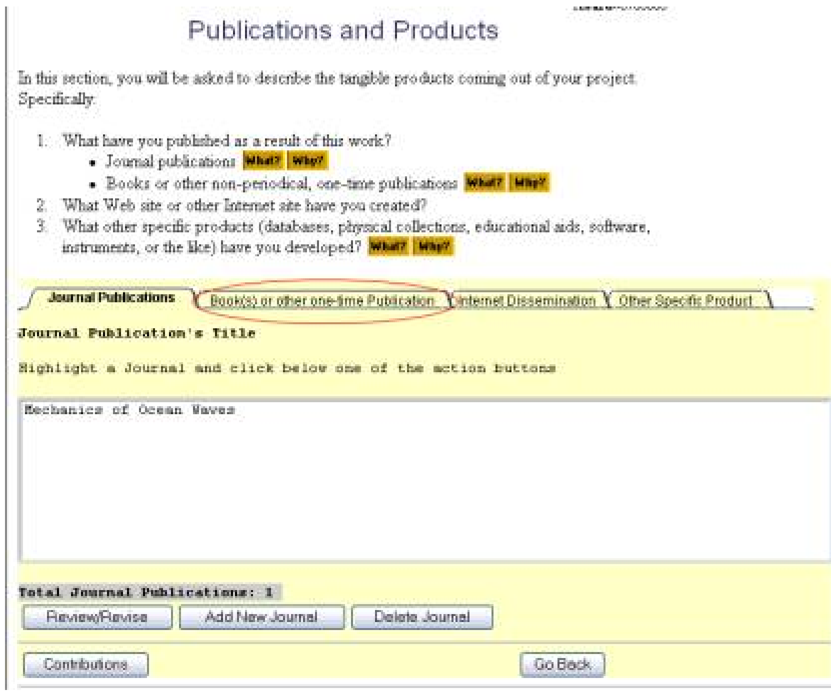

Figure 1 Publications and Products screen. The Books or Other One-Time Publication tab is circled.

2. On the **Publications and Products** screen (Figure 1), click the tab heading for **Books or Other One-Time Publication**. The **Books or Other One-Time Publication** tab displays (Figure 2).

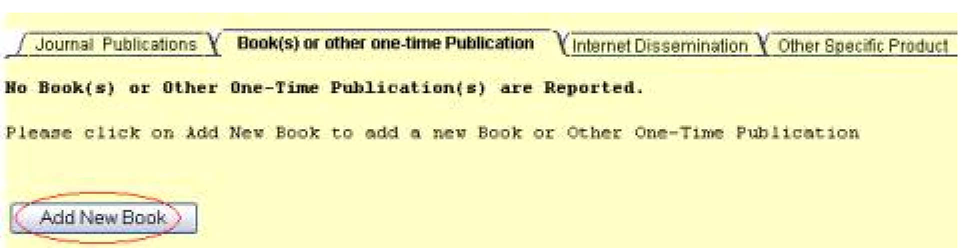

Figure 2 Books or Other One-Time Publication tab. The Add New Book button is circled.

3. Click the **Add New Book** button (Figure 2). The **Add a Book or One-Time Publication** screen displays (Figure 3).

Figure 3 Add a Book or Other One-Time Publication screen. The Save and Continue button is circled.

4. Type in the boxes (Figure 3) information for the following:
   - Author(s)
   - Title
   - Editor(s)
   - Title of Collection
   - Bibliographic Information
   - Year
5. In the **Cut-and-Paste Workspace** box (Figure 3), type the citations.
6. For the **Type of Publication** (Figure 3), click the radio button for one of the following:
   - Book
   - Thesis or Dissertation
   - Other (*If you chose Other*, type in the box the type.)
7. For the **Status of Publication** (Figure 3), click the radio button for one of the following:
   - Published
   - Accepted, awaiting publication
   - Submitted, under review
   - Other (*If you chose Other*, type in the box the status.)
8. Click the radio button for Yes or No (Figure 3) in answer to the question, "Is NSF support formally acknowledged in the publication?"
9. Click the **Save and Continue** button (Figure 3). The **Acknowledgment and Disclaimer** screen displays (Figure 4).

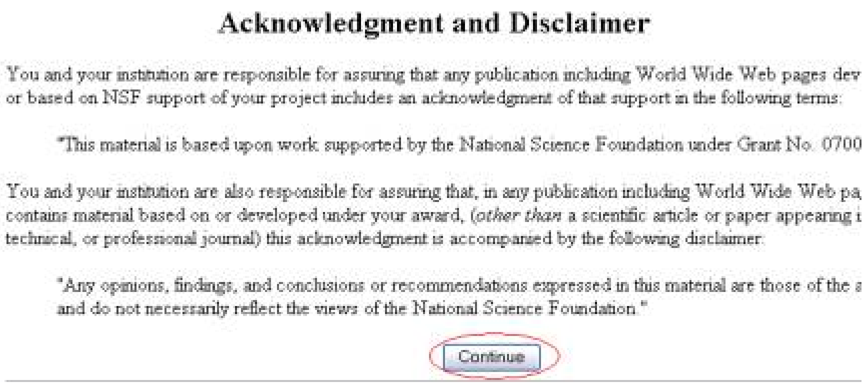

Figure 4 Acknowledgment and Disclaimer screen. The Continue button is circled.

10. Click the **Continue** button (Figure 4). The **Books or Other One-Time Publication** tab displays (Figure 5) with the new book title now added.

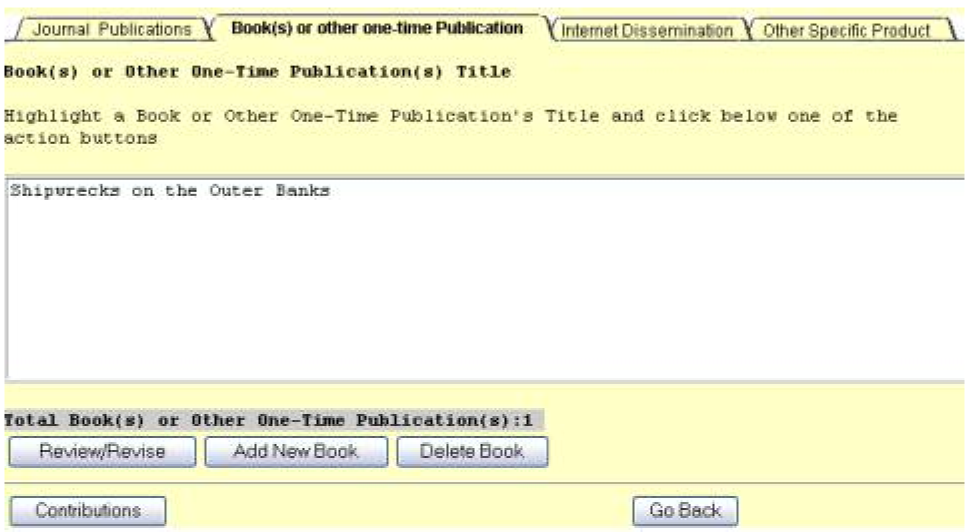

Figure 5 Books or Other One-Time Publication tab with the new book title.

Review and Revise a Book or Other One-Time Publication

1. Access the **Publications and Products** screen on the **Books or Other One-Times Publication** tab (Figure 1) (see Add a Book, Steps 1 and 2).

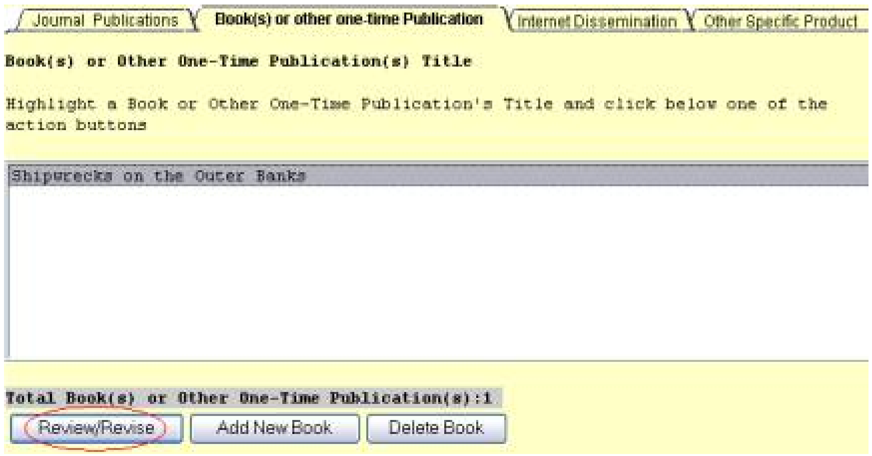

Figure 1 Books or Other One-Time Publication tab. The Review / Revise button is circled.

2. On the **Books or Other One-Time Publication** tab (Figure 1), highlight the book record you want to revise.
3. Click the **Review / Revise** button (Figure 1). The **Book or Other One-Time Publication: Review and Revise** screen displays (Figure 2).

Figure 2 Book or Other One-Time Publication: Review and Revise screen. The Save and Continue button is circled.

4. Revise the fields as you require (Figure 2) (see Add a Book, Step 4 through Step 8, for instructions).
5. Click the **Save and Continue** button (Figure 2). The **Acknowledgment and Disclaimer** screen displays (Figure 3).

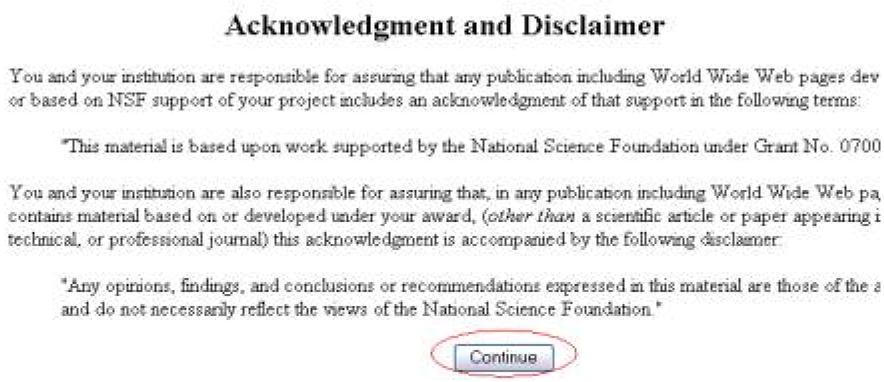

Figure 3 Acknowledgment and Disclaimer screen. The Continue button is circled.

6. Click the **Continue** button (Figure 3). The **Books or Other One-Time Publication** tab displays (Figure 1).

Delete a Book or Other One-Time Publication

1. Access the **Publications and Products** screen on the **Books or Other One-Time Publications** tab (Figure 1) (see Add a Book, Steps 1 and 2).

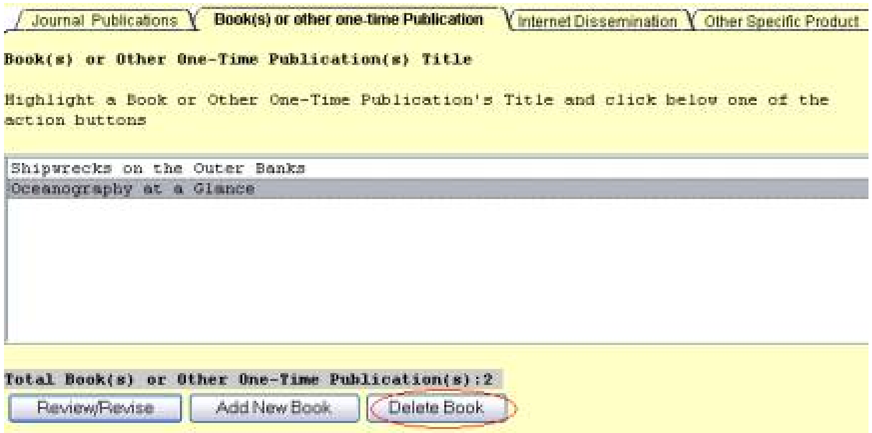

Figure 1 Books or Other One-Time Publications tab. The Delete Book button is circled.

2. On the **Books or Other One-Time Publication** tab (Figure 1), highlight the record you want to delete.
3. Click the **Delete Book** button (Figure 1). The **Are You Sure You Want to Delete This Book or One-Time Publication Record** screen displays (Figure 2).

Figure 2 Are You Sure You Want to Delete This Book or One-Time Publication Record screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **Books or Other One-Time Publication** tab displays without that record.

Internet Dissemination

Report on any Web sites or other Internet sites you have created.

You have these options for working on journals:

- Add a URL
- Review and revise a URL
- Delete a URL

Internet Dissemination

Report on any Web sites or other Internet sites you have created.

You have these options for working on journals:

- Add a URL
- Review and revise a URL
- Delete a URL

Add a URL

1. Access the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

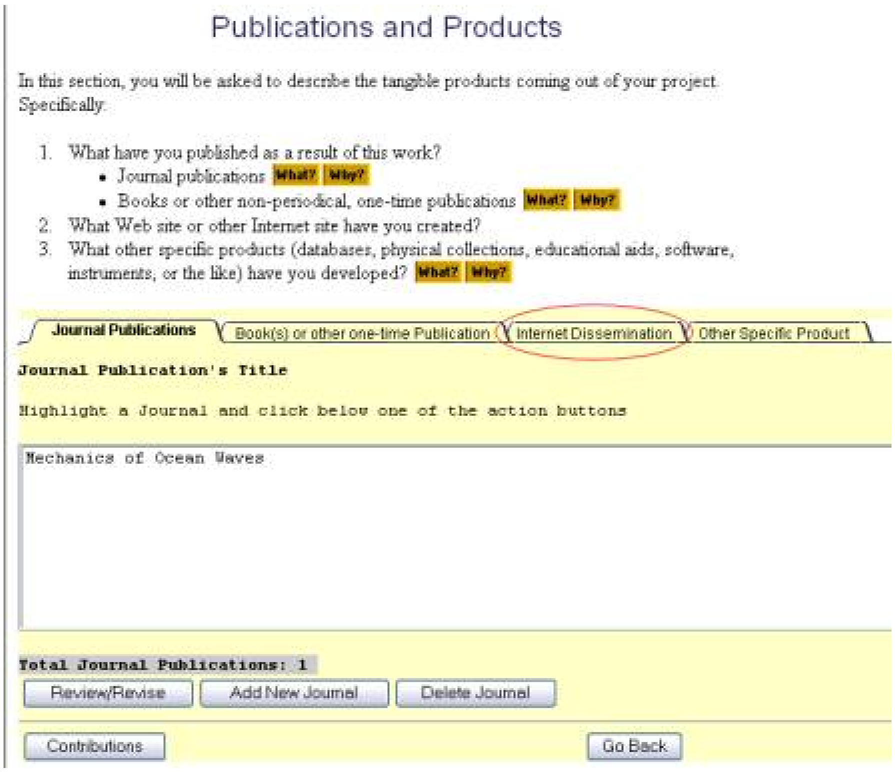

Figure 1 Publications and Products screen. The Internet Dissemination tab is circled.

2. On the **Publications and Products** screen (Figure 1), click the tab heading for **Internet Dissemination**. The **Internet Dissemination** tab displays (Figure 2).

Figure 2 Internet Dissemination tab. The Add New URL button is circled.

3. Click the **Add New URL** button (Figure 2). The **Internet Dissemination** screen displays (Figure 3).

Figure 3 Internet Dissemination screen. The Save and Continue button is circled.

4. In the **URL** box (Figure 3), type the URL.
5. In the text box (Figure 3), type an explanation or update of how the web site relates to the award.
6. Click the radio button for Yes or No in answer to the question (Figure 3), "Is NSF support acknowledged on the web site?"
7. Click the **Save and Continue** button (Figure 3). The **Internet Dissemination** tab displays with the new URL displayed.

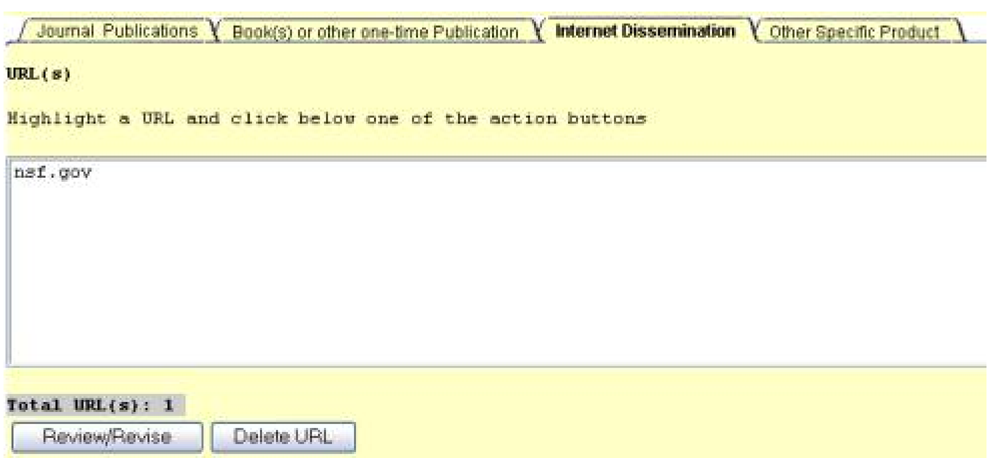

Figure 4 Internet Dissemination tab with the new URL displayed.

Review and Revise an URL

1. Access the **Publications and Products** screen on the **Internet Dissemination** tab (Figure 1) (see Add a URL, Steps 1 and 2).

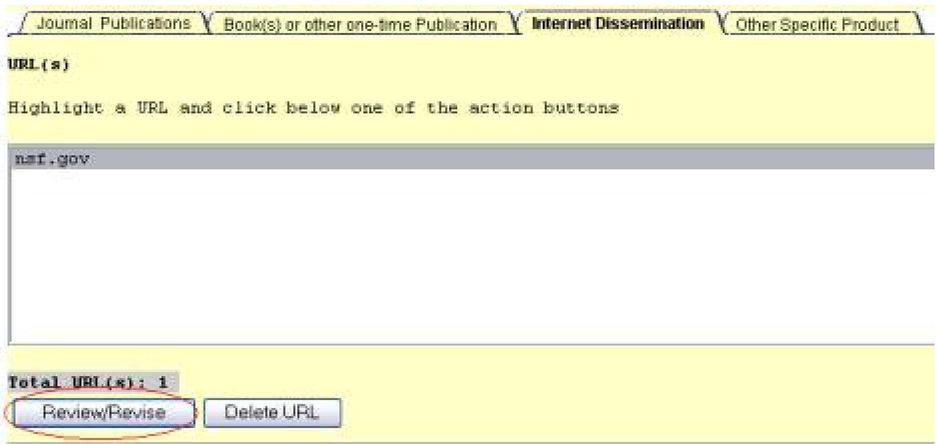

Figure 1 Internet Dissemination tab. The Review / Revise button is circled.

2. On the **Internet Dissemination** tab (Figure 1), highlight the URL that you want to review and revise.
3. Click the **Review / Revise** button (Figure 1). The **Internet Dissemination** screen displays (Figure 2).

Figure 2 Internet Dissemination screen. The Save and Continue button is circled.

4. Make the changes you require (Figure 2) (see Add a URL, Step 4 through Step 6, for instructions).
5. Click the **Save and Continue** button (Figure 2). The **Internet Dissemination** tab displays (Figure 1).

Delete a URL

1. Access the **Publications and Products** screen on the **Internet Dissemination** tab (Figure 1) (see Add a URL, Steps 1 and 2).

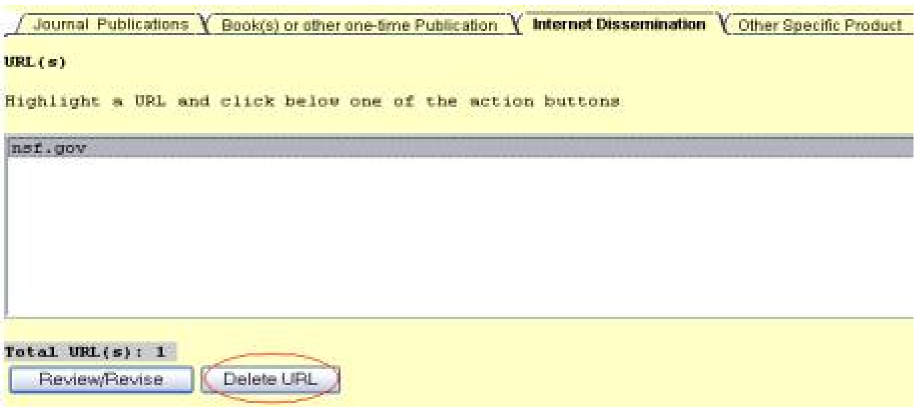

Figure 1 Internet Dissemination tab. The Delete URL button is circled.

2. On the **Internet Dissemination** tab (Figure 1), select the URL that you want to delete.
3. Click the **Delete URL** button (Figure 1). The **Are You Sure You Want to Delete This URL** screen displays (Figure 2).

Figure 2 Are You Sure You Want to Delete This URL screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **Internet Dissemination** tab displays with the deleted URL removed.

Other Specific Products

NSF policy encourages researchers under our awards to share with other researchers, at no more than incremental costs and within a reasonable time, the data, samples, physical collections, and other supported materials created or gathered in the work. We also encourage grantees to share software and inventions (once appropriate protection has been secured) and to act to make the innovations they embody widely useful and usable.

We use the listing of products generated through this process of sharing in several ways:

- Reporting the products to Congress, the scientific and engineering community, and the public
- Assessing these products as important outputs of our support to researchers
- Recognizing these products as part of our evaluation of your results from NSF support when you submit a new proposal

Among the products we ask you to consider reporting are:

- Data or databases
- Physical collections (samples, germ lines, etc.)
- Audio or video products
- Software or netware
- Educational aids (other than publications)
- Instruments or equipment developed
- Other inventions
- Other products

You have these options for working on journals:

- Add a product
- Review and revise a product
- Delete a product

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- Educational aids (other than publications)
- Instruments or equipment developed
- Other inventions
- Other products

You have these options for working on journals:

- Add a product
- Review and revise a product
- Delete a product

Add a Product

1. Access the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

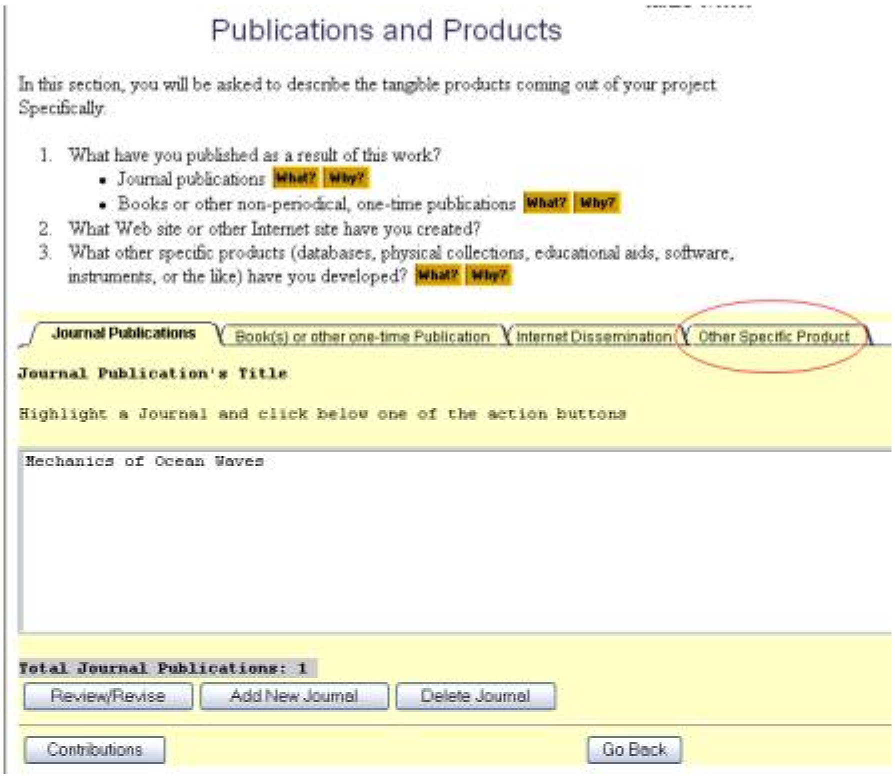

Figure 1 Publications and Products screen. The Other Specific Product tab is circled.

2. On the **Publications and Products** screen (Figure 1), click the **Other Specific Product** tab. The **Other Specific Product** tab displays (Figure 2).

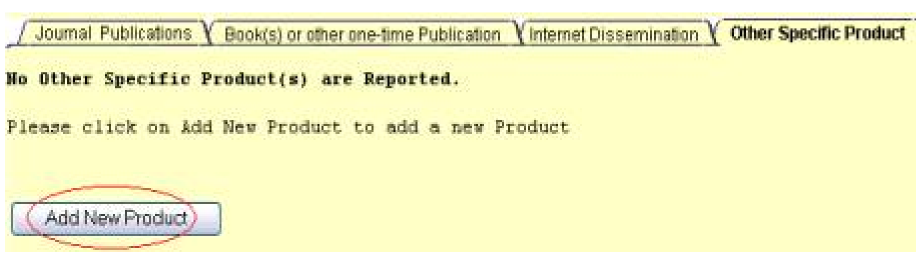

Figure 2 Other Specific Product tab. The Add New Product button is circled.

3. Click the **Add New Product** button (Figure 2). The **Add Other Specific Product** screen displays (Figure 3).

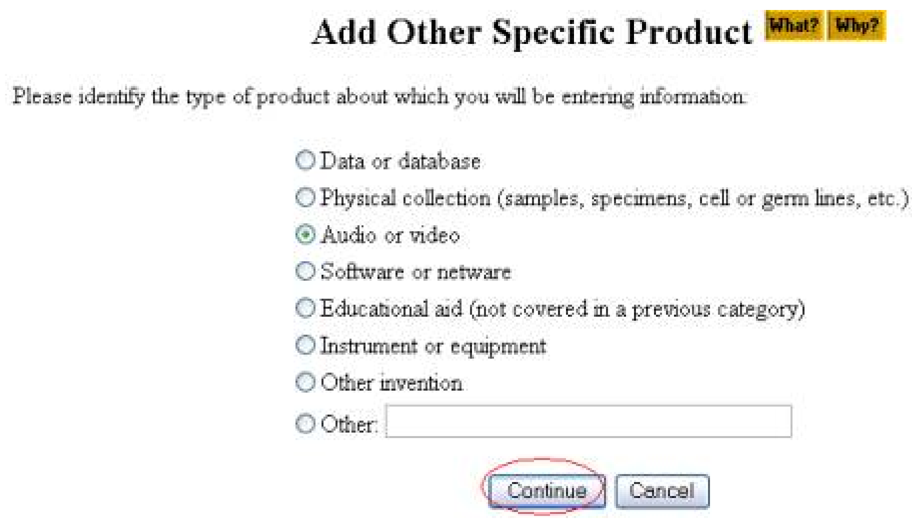

Figure 3 Add Other Specific Product screen. The Continue button is circled.

4. Click the radio button (Figure 3) for the type of specific product that you want to add from the listing of specific products:
   - Data or database
   - Physical collection (samples, specimens, cell and germ lines, etc.)
   - Audio or video product
   - Software or netware
   - Educational aid (other than publication)
   - Instrument or equipment developed
   - Other invention
   - Other product

   (Click on a link above to see instructions for that type of product.)

Data or Database

If you selected the radio button for Data or Database on the ***Add Other Specific Product*** *screen (Figure 3)*, the **Add Data or Database** screen displays (Figure 4).

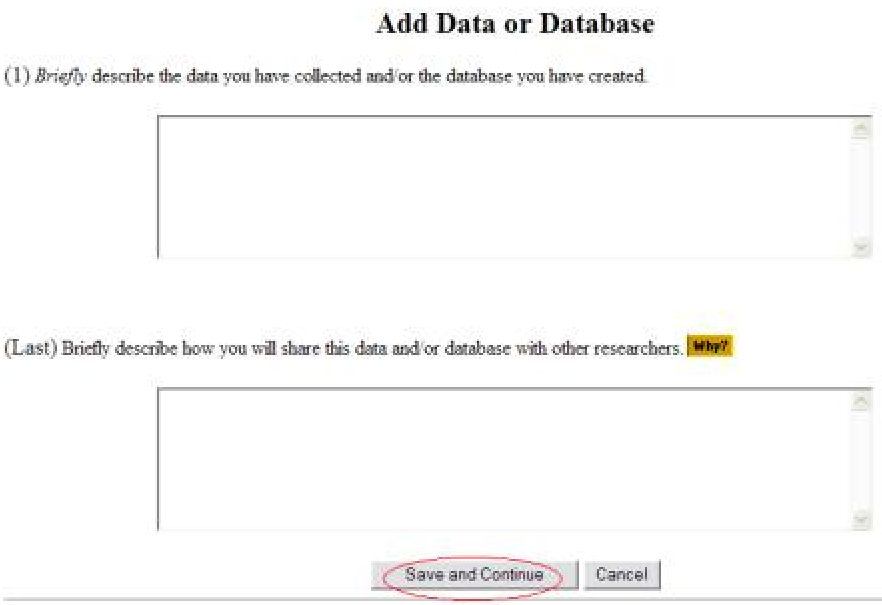

Figure 4 Add Data or Database screen. The Save and Continue button is circled.

1. In the first text box (Figure 4), briefly describe the data or database.
2. In the second text box (Figure 4), briefly describe how the data or database will be shared with others.
3. Click the **Save and Continue** button (Figure 4). The **Other Specific Product** tab displays with the data or database information displayed.

Physical Collection

*If you selected the radio button for Physical Collection on the **Add Other Specific Product** screen (Figure 3)*, the **Physical Collection** screen displays (Figure 5).

Figure 5 Add Physical Collection screen. The Save and Continue button is circled.

1. In the first text box (Figure 5), briefly describe the physical collection.
2. In the second text box (Figure 5), briefly describe how the physical collection will be shared with others.
3. Click the **Save and Continue** button (Figure 5). The **Other Specific Product** tab displays with the physical collection information displayed.

Audio or Video

If you selected the radio button for Add Audio or Video on the ***Add Other Specific Product*** *screen (Figure 3)*, the **Add Audio or Video** screen displays (Figure 6).

Figure 6 Add Audio or Video screen. The Save and Continue button is circled.

1. In the first text box (Figure 6), briefly describe the audio or video.
2. In the second text box (Figure 6), briefly describe how the audio or video will be shared with others.
3. Click the **Save and Continue** button (Figure 6). The **Other Specific Product** tab displays with the audio or video information displayed.

Software or Netware

If you selected the radio button for Software or Netware on the ***Add Other Specific Product*** *screen (Figure 3)*, the **Add Software** screen displays (Figure 7).

Figure 7 Add Software screen. The Save and Continue button is circled.

1. In the first text box (Figure 7), briefly describe the software or netware.
2. In the second text box (Figure 7), briefly describe how the software or netware will be shared with others.
3. Click the **Save and Continue** button (Figure 7). The **Other Specific Product** tab displays with the software or netware information displayed.

Educational Aid

If you selected the radio button for Educational Aid on the ***Add Other Specific Product*** *screen (Figure 3)*, the **Add Educational Aid** screen displays (Figure 8).

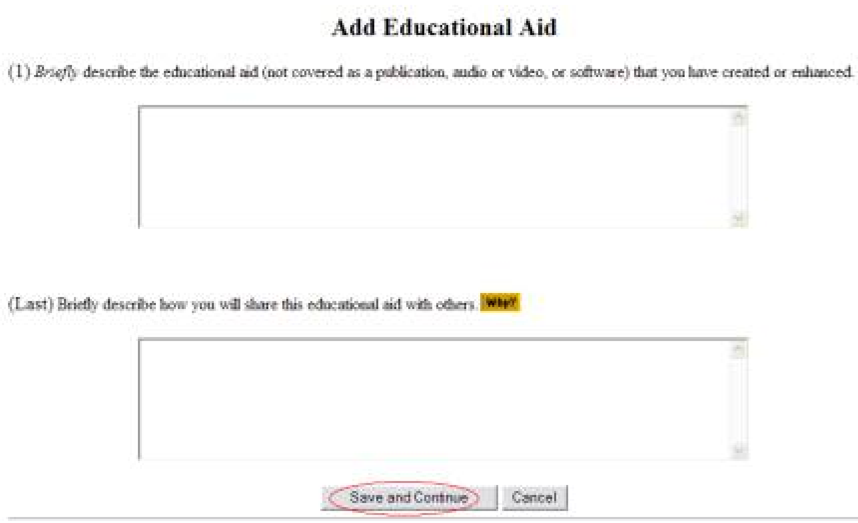

Figure 8 Add Educational Aid screen. The Save and Continue button is circled.

1. In the first text box (Figure 8), briefly describe the education aid.

2. In the second text box (Figure 8), briefly describe how the education aid will be shared with others.
3. Click the **Save and Continue** button (Figure 8). The **Other Specific Product** tab displays with the educational aid information displayed.

Instrument or Equipment

*If you selected the radio button for Instrument or Equipment on the **Add Other Specific Product** screen (Figure 3)*, the **Instrument or Equipment** screen displays (Figure 9).

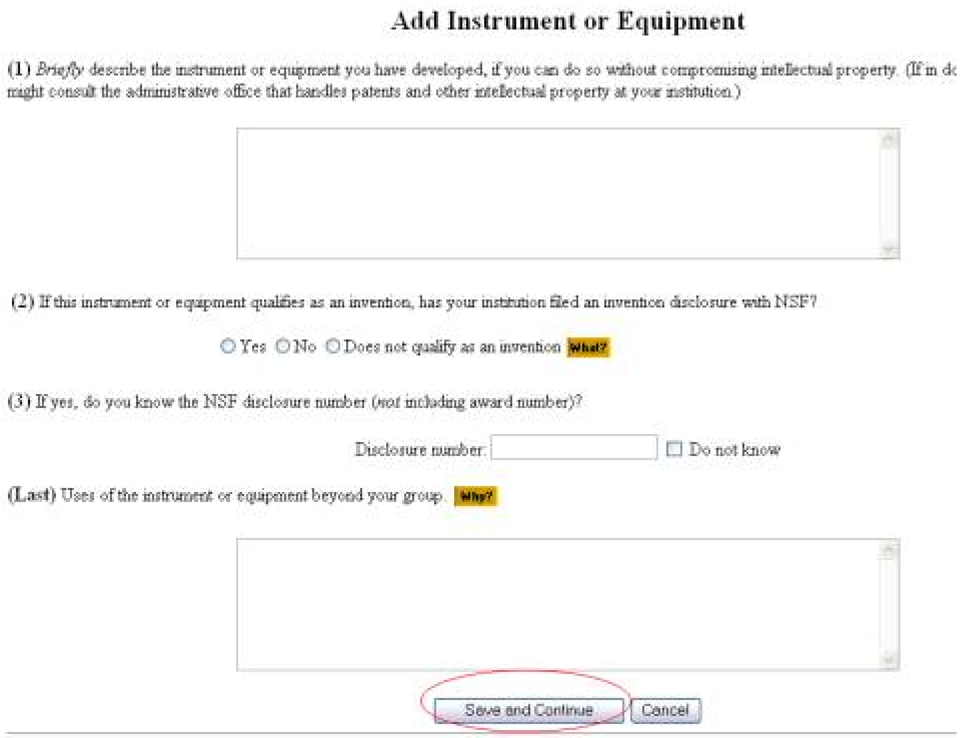

Figure 9 Add Instrument or Equipment screen. The Save and Continue button is circled.

1. In the first text box (Figure 9), briefly describe the instrument or equipment.
2. Click the radio button for Yes or No (Figure 9) in answer to the question, "If this instrument or equipment qualifies as an invention, has your organization filed an invention disclosure with NSF?"
3. *If you answered Yes in Step 2*, in the **Disclosure Number** box (Figure 9), type the disclosure number or click the box for Do Not Know.
4. In the second text box (Figure 9), briefly describe how the instrument or equipment will be used.
5. Click the **Save and Continue** button (Figure 9). The **Other Specific Product** tab displays with the instrument or equipment information displayed.

Invention

*If you selected the radio button for Other Invention on the **Add Other Specific Product** screen (Figure 3)*, the **Add Invention** screen displays (Figure 10).

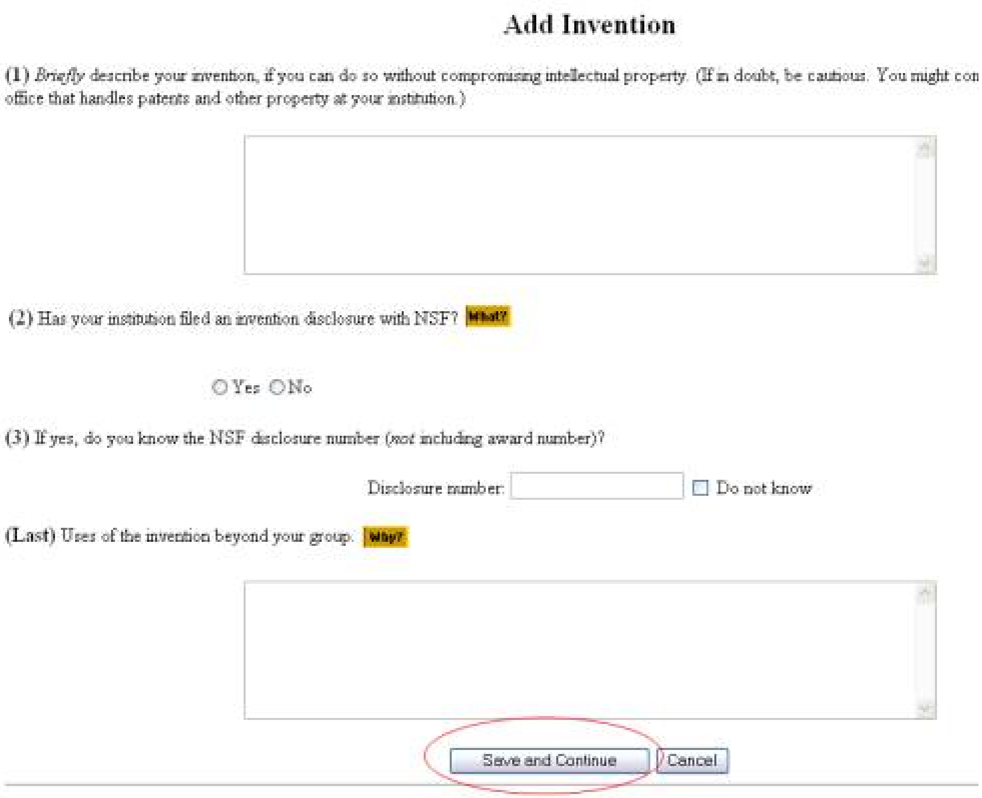

Figure 10 Add Invention screen. The Save and Continue button is circled.

1. In the first text box (Figure 10), briefly describe the other invention.
2. Click the radio button for Yes or No (Figure 10) in answer to the question, "Has your institution filed an invention disclosure with NSF?"
3. *If you answered Yes in Step 2*, in the **Disclosure Number** box (Figure 10), type the disclosure number or click the box for Do Not Know.
4. In the second text box (Figure 10), briefly describe the uses of the invention beyond your group.
5. Click the **Save and Continue** button (Figure 10). The **Other Specific Product** tab displays with the invention information displayed.

Other

1. *If you selected the radio button for Other on the **Add Other Specific Product** screen (Figure 11)*, in the **Other** box, type the name of the product you are adding.

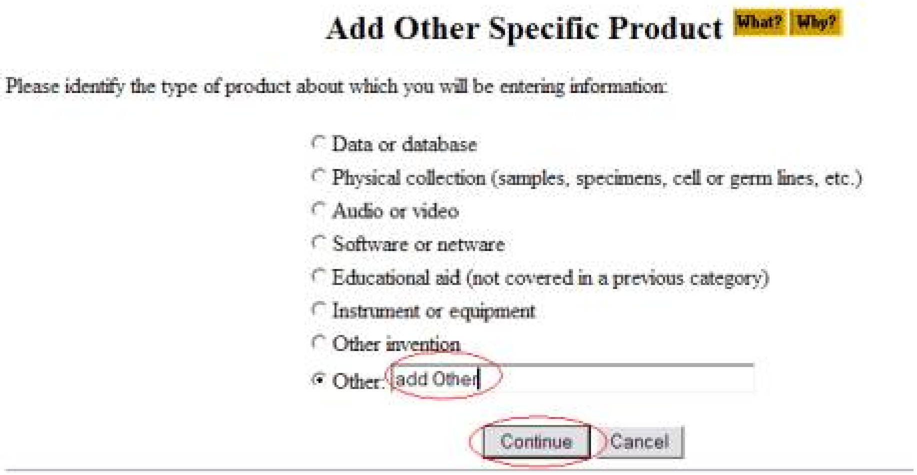

Figure 11 Add Other Specific Product screen. The Other box and the Continue button are circled.

2. Click the **Continue** button (Figure 11). The **Add Other Specific Product** screen displays (Figure 12).

Figure 12 Add Other Specific Product screen. The Save and Continue button is circled.

3. In the first text box (Figure 12), briefly describe the product.
4. In the second text box (Figure 12), briefly describe how the product will be shared with others.
5. Click the **Save and Continue** button (Figure 12). The **Other Specific Product** tab displays with the other product information displayed.

Review and Revise a Product

1. Access the **Publications and Products** screen on the **Other Specific Product** tab (Figure 1) (see Add a Product, Steps 1 and 2).

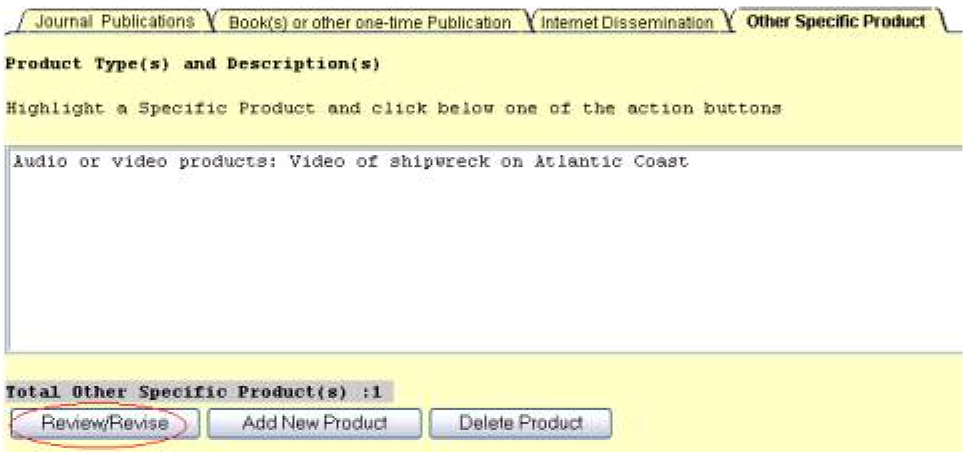

Figure 1 Other Specific Product tab. The Review / Revise button is circled.

2. On the **Other Specific Product** tab (Figure 1), click the **Review / Revise** button. The **Other Specific Product: Review and Revise** screen displays (Figure 2).

Figure 2 Other Specific Product: Review and Revise screen. The Change button is circled.

3. Click the radio button (Figure 2) for the product that you want to review or revise from the list of products. The **Review and Revise** screen displays for that product, as in Figure 3 for Audio or Video, as an example.

Figure 3 Audio or Video: Review and Revise screen. The Save and Continue button is circled.

4. Make your revisions. Click on a link below for the instructions for that product:
   - Data or database
   - Physical collection (samples, specimens, cell and germ lines, etc.)
   - Audio or video product
   - Software or netware
   - Educational aid (other than publication)
   - Instrument or equipment developed
   - Other invention
   - Other product
5. When you have finished your revisions, click the **Save and Continue** button on the screen for that product (see Figure 3). The **Other Specific Product** tab displays (Figure 1) with the revised information.

Delete a Product

1. Access the **Publications and Products** screen on the **Other Specific Product** tab (Figure 1) (see Add a Product, Steps 1 and 2).

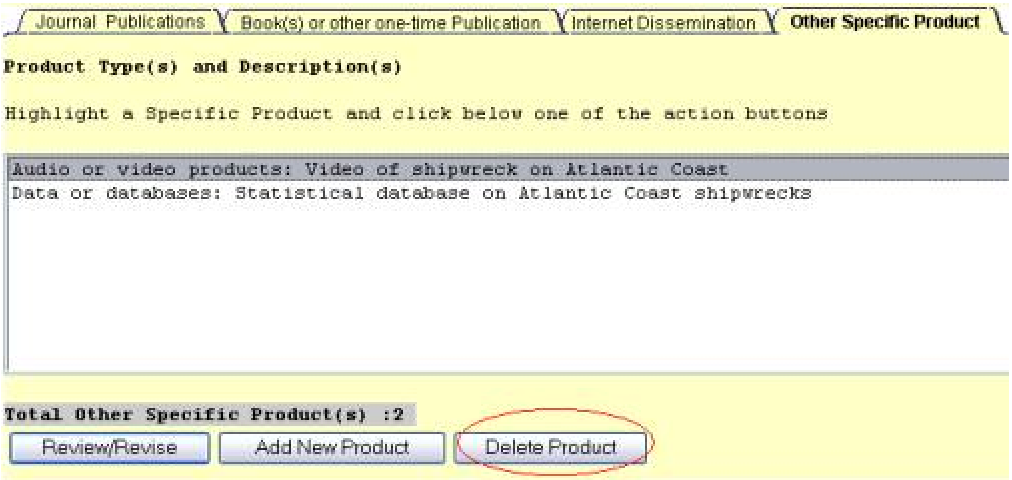

Figure 1 Other Specific Product tab. The Delete Product button is circled.

2. On the **Other Specific Product** tab (Figure 1), highlight the product you want to delete.
3. Click the **Delete Product** button (Figure 1). The **Are You Sure You Want to Delete This Product's Record** screen displays (Figure 2).

Figure 2 Are You Sure You Want to Delete This Product's Record screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **Other Specific Product** tab displays (Figure 3) with the record deleted.

Contributions

What Are Contributions?

See Work on Contributions for instructions on how to begin working on Contributions.

NSF's programs help to build our science and technology base, which comprises:
- The body of scientific and engineering knowledge and technique
- The pool of people trained to develop that knowledge and technique or put it to use
- The physical, institutional, and information resources that enable those people to receive training and perform their functions

Our nation continually, and often unpredictably, draws upon this base of knowledge, technique, people, and infrastructure for application to commercial technology and the economy, to many aspects of the public welfare, and to generation of new science and technology. This science and technology base is also a major contribution to the enlightenment of our people and to human civilization.

We ask you: What are the unique contributions, major accomplishments, innovations, and successes of the project relative to:
- The principal disciplines of the project
- Other disciplines of science and engineering
- Development of human resources
- Physical, institutional, and information resources that form the infrastructure for research and education
- The public welfare beyond science and engineering

For all these areas:
- We need to report your contribution to Congress and the taxpaying public so they can see how the investment in NSF pays off. This helps us continue to make our case to the public for research and education in science and engineering.
- We want to give you credit for these contributions and better evaluate the results of your project work.
- We use the reports of your project's contributions in these areas to help us to evaluate new proposals.

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Work on Contributions

Note: As you go through the **Contributions** section, if you click the **Nothing Significant (Yet)** button or the **No Change** button at the bottom of the screen for a Contribution type, the screen for the next Contribution type displays.

1. Access the **Project Reports System Control** screen (Figure 1) (Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

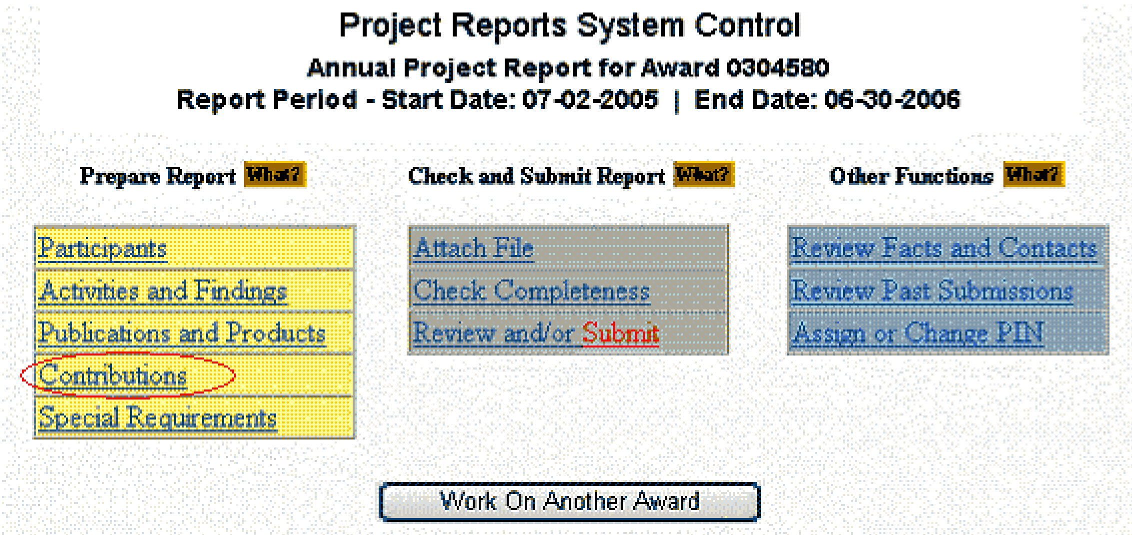

Figure 1 Project Reports System Control screen. The Contributions button is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Contributions**. The **Contributions** screen displays (Figure 2).

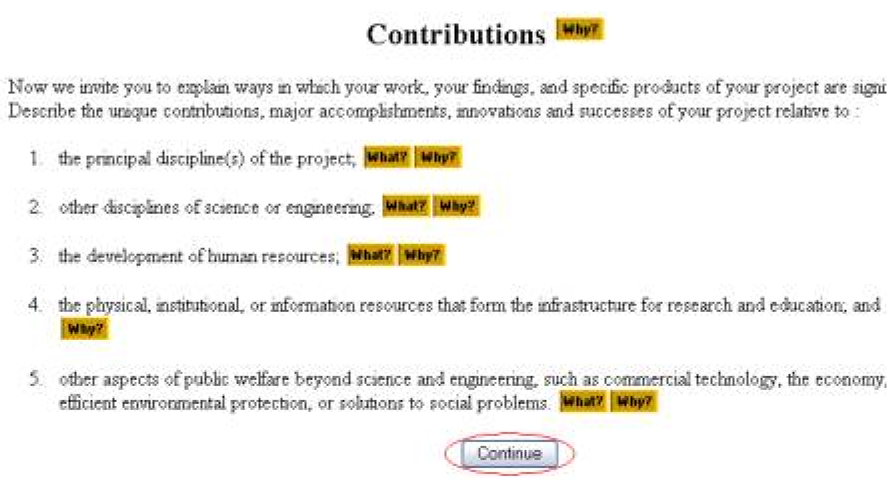

Figure 2 Contributions screen. The Continue button is circled.

3. Click the **Continue** button (Figure 2). The next screens take you through the five categories of contributions:
   - Contributions within discipline (Figure 3)
   - Contributions to other disciplines
   - Contributions to human resource development
   - Contributions to resources for research and education
   - Contributions beyond science and engineering

Figure 3 Contributions Within Discipline screen, the first screen for the Contributions category of the report.

Contributions Within Discipline

Report how the listed publications and products of the research contribute to the base of knowledge, theory, and methods of research and pedagogy in the principal disciplinary fields of the project.

Begin with a summary that an intelligent lay audience can understand and then, if necessary, elaborate technically for those more knowledgeable in your field.

Our major concern is that, between your answers here and for the next category—contributions to other disciplines, you cover all the contributions your project has made to science and engineering knowledge and technique.

How do you define your field? The easiest way to define your field is to use a corresponding NSF disciplinary division or single academic department. We prefer that you not define your field as a subfield.

For example, define your field as:

- Physics rather than nuclear physics
- Mechanical engineering rather than tribology

1. Access the **Contributions Within Discipline** screen (Figure 1) (see Work on Contributions).

Figure 1 Contributions Within Discipline screen. The Save and Continue button is circled.

2. In the text box on the **Contributions Within Discipline** screen (Figure 1), type or copy and paste a description of the project's contributions within discipline.
3. Click the **Save and Continue** button (Figure 1). The **Contributions to Other Disciplines** screen displays.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Contributions to Other Disciplines** screen displays.

Contributions to Other Disciplines

Identify any evident ways in which the project has contributed or seems likely to contribute to disciplines of science and engineering other than disciplines covered under the first category for contributions within the principal discipline.

Many fields of science contribute tools or underpinnings to other scientific fields. For example, a theoretical advance in physics may have applications in chemistry or nuclear engineering.

We don’t routinely expect identifiable applications of one project to other fields. Still, applications do arise and often in ways that are unexpected when the project began. If you can identify these types of applications from the project, report them here.

1. Access the **Contributions to Other Disciplines** screen (Figure 1) (see Contributions Within Discipline).

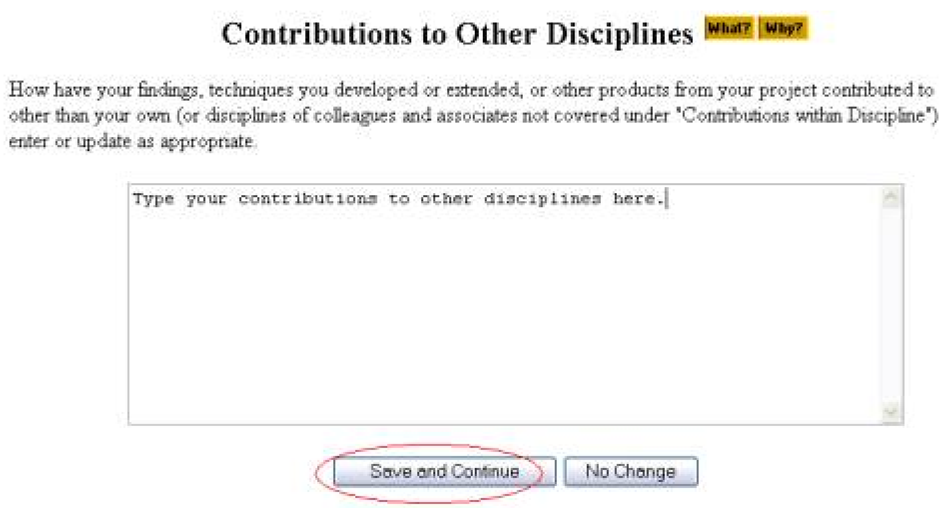

Figure 1 Contributions to Other Disciplines screen. The Save and Continue button is circled.

2. In the text box on the **Contributions to Other Disciplines** screen (Figure 1), type or copy and paste a description of the project’s contributions to other disciplines.
3. Click the **Save and Continue** button (Figure 1). The **Contributions to Human Resource Development** screen displays.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Contributions to Human Resource Development** screen displays.

Contributions to Human Resource Development

A core NSF strategy is to encourage integration of research and education.

Describe here how the project has contributed to human resource development in science, engineering, and technology in any of the following ways:

- Providing opportunities for research and teaching in science and engineering areas
- Improving the performance, skills, or attitudes of members of under-represented groups that will improve their access to or retention in research and teaching careers
- Developing and disseminating new educational materials or providing scholarships
- Giving exposure to science and technology to pre-college teachers, young people, and other non-scientist members of the public

1. Access the **Contributions to Human Resource Development** screen (Figure 1) (see Contributions to Other Disciplines).

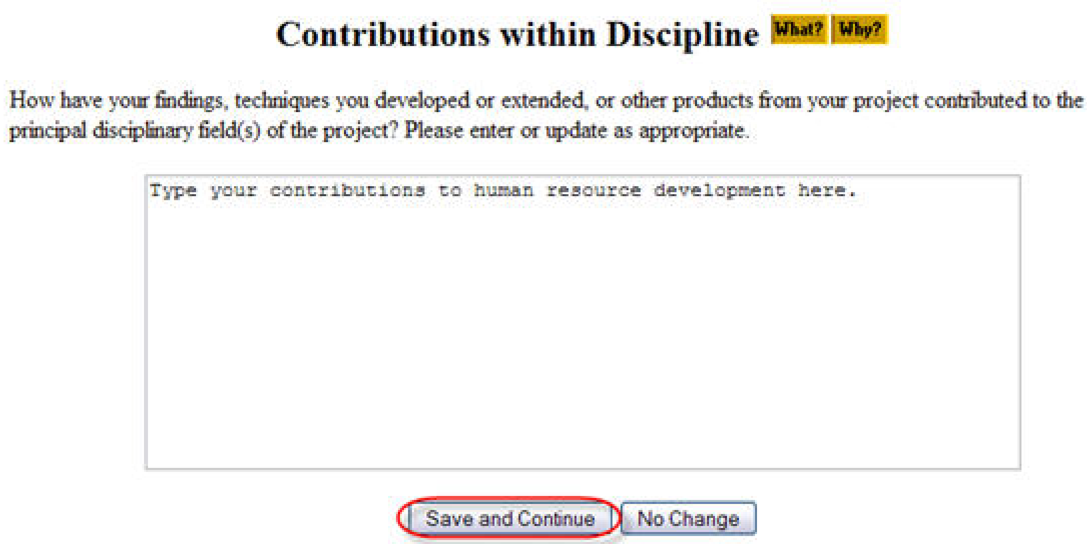

Figure 1 Contributions to Human Resource Development screen. The Save and Continue button is circled.

2. In the text box on the **Contributions to Human Resource Development** screen (Figure 1), type or copy and paste a description of the project's contributions to human resource development.
3. Click the **Save and Continue** button (Figure 1). The **Contributions to Resources for Research and Education** screen displays.

Or if you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Contributions to Resources for Research and Education** screen displays.

Contributions to Resources for Research and Education

It is important to meeting NSF goals of building a science and technology base, if the project built or sustained resources for a broader community of scientists, engineers, technologists, and educators.

Without reporting on any of the products already identified for the project, identify ways in which the project has contributed to resources for research and education beyond your own group and immediate colleagues by creating or upgrading any of the following:

- Physical resources (facilities, laboratories, and instruments)
- Institutional resources for research and education, such as establishing or sustaining societies or organizations
- Information resources (electronic means for accessing such resources or for scientific communication)

Many NSF projects are not expected to contribute in this way. Others contribute to building or sustaining resources as a major project goal, in which case, the results should be reported under Products. If you can identify ways in which the project has indirectly contributed to building resources for research and education, report them here.

1. Access the **Contributions to Resources for Research and Education** screen (Figure 1) (see Contributions to Human Resource Development).

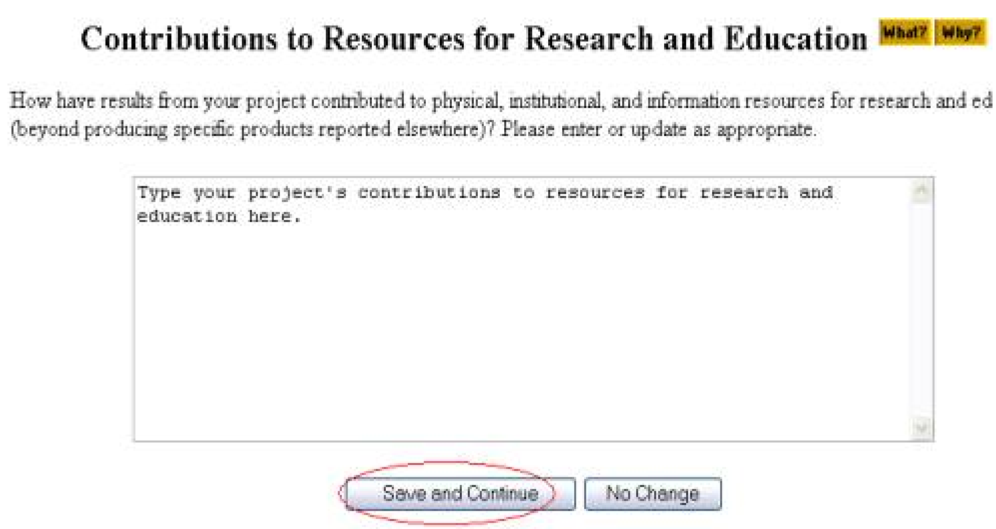

Figure 1 Contributions to Resources for Research and Education screen. The Save and Continue button is circled.

2. In the text box on the **Contributions to Resources for Research and Education** screen (Figure 1), type or copy and paste the project's contributions to resources for research and education.
3. Click the **Save and Continue** button (Figure 1). The **Contributions Beyond Science and Engineering** screen displays.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Contributions Beyond Science and Engineering** screen displays.

Contributions Beyond Science and Engineering

Identify any ways in which the project has contributed to society or seems likely to contribute beyond the bounds of science and engineering as such. Examples are contributions to:

- Commercial technology
- The economy
- Cost-efficient environmental protection
- Solutions to social problems

Many NSF projects are not expected to contribute in this way. If you can identify ways in which the project has made contributions beyond the fields of science and engineering per se, report them here.

1. Access the **Contributions Beyond Science and Engineering** screen (Figure 1) (see Contributions to Resources for Research and Education).

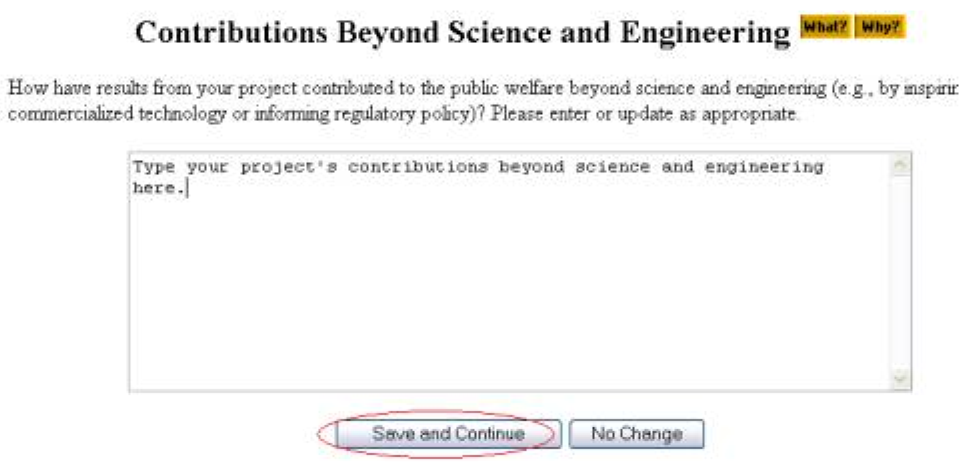

Figure 1 Contributions Beyond Science and Engineering screen. The Save and Continue button is circled.

2. In the text box on the **Contributions Beyond Science and Engineering** screen (Figure 1), type or copy and paste the project's contributions beyond science and engineering.
3. Click the **Save and Continue** button (Figure 1). The **Project System Control** screen displays.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Project System Control** screen displays.

Conference Proceedings

What Are Conference Proceedings?

See Work on Conference Proceedings for instructions on how to begin working on Conference Proceedings.

We ask for information on conference proceedings separately from information on journal publications, books and other publications primarily because some of the relevant data elements (fields) are a little different.

Conference Proceedings are publications of researcher contributions in the periodically published proceedings of a scientific society or a conference (one time or part of a series). We are looking to see how the results of your work are being communicated to colleagues, potential users, and other sections of the public.

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See Work on Conference Proceedings for instructions on how to begin working on Conference Proceedings.

We ask for information on conference proceedings separately from information on journal publications, books and other publications primarily because some of the relevant data elements (fields) are a little different.

Conference Proceedings are publications of researcher contributions in the periodically published proceedings of a scientific society or a conference (one time or part of a series). We are looking to see how the results of your work are being communicated to colleagues, potential users, and other sections of the public.

Work on Conference Proceedings

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

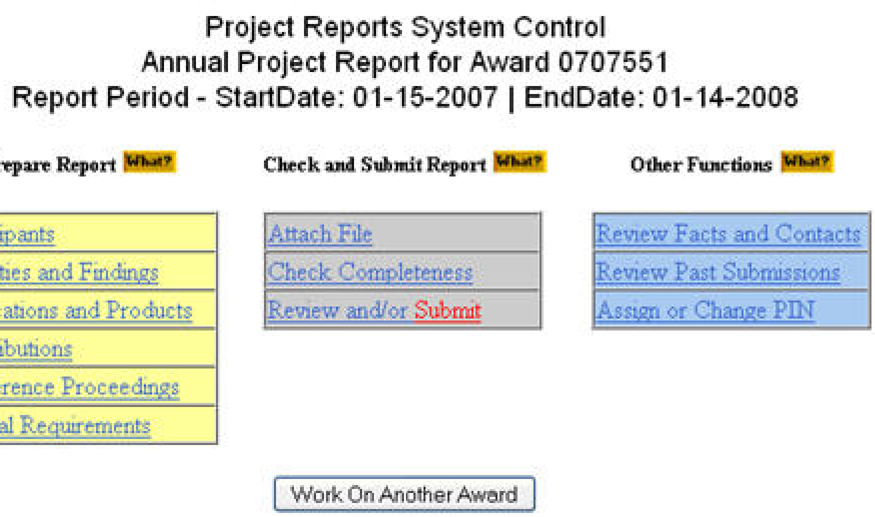

Figure 1 Project Reports System Control screen. The Conference Proceedings link is circled.

2. On the **Project Reports System Control** screen (Figure 1), in the **Prepare Report** column, click **Conference Proceedings**. The **Conference Proceedings** screen displays (Figure 2).

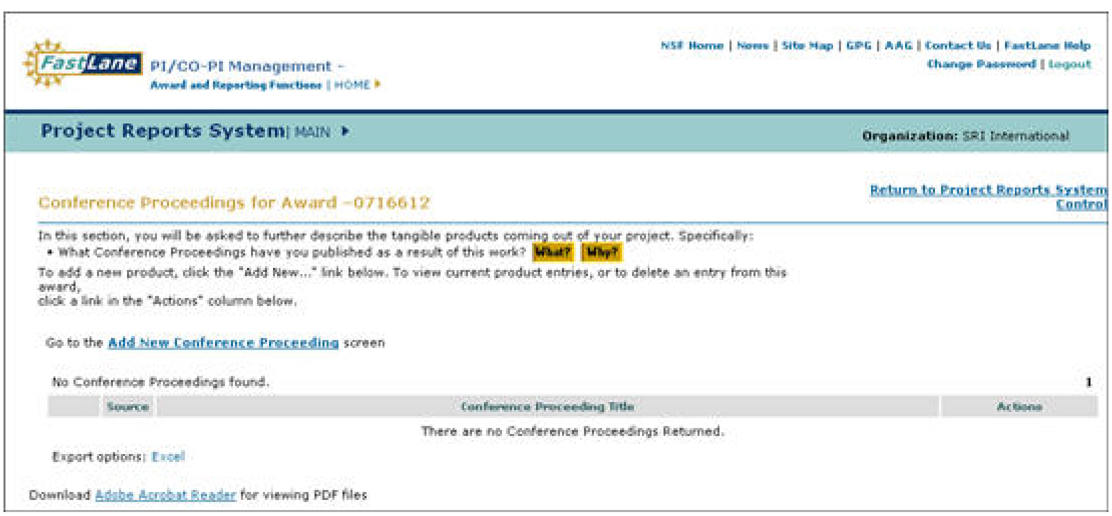

Figure 2 Conference Proceedings screen.

Search and add any publications in the periodically published proceedings of a scientific society or a conference (one time or part of a series).

Only list the major publications of your work. We are looking to evaluate not the numbers of publications, but what the publications demonstrate about the excellence and significance of the research.

You have the below options for working on Conference Proceedings. Before any of these are possible the Acknowledgement Screen will appear:

- Add a Conference Proceeding via Thompson Scientific Search Engine
- View a Conference Proceeding
- Delete a Conference Proceeding

Acknowledgement Screen

1. Access the **Acknowledgement** screen (Figure 1) (see Work on Conference Proceedings).

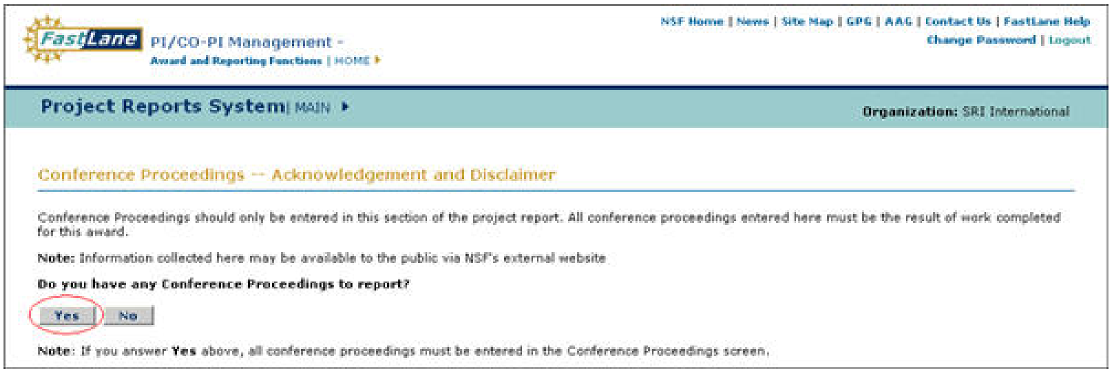

Figure 1 Acknowledgement screen. The Yes button is circled.

2. The **Acknowledgement** screen is displayed. Click the **Yes** button to acknowledge that you have Conference Proceedings to report.

3. Click the **No** button to acknowledge that you do not have any Conference Proceedings to report.

Add a Conference Proceeding via the Thompson Scientific Search Engine

Access the **Conference Proceedings** screen (Figure 1) (see Work on Conference Proceedings).

Figure 1 Conference Proceedings Screen. The Add New Conference Proceeding link is circled.

1. On the **Conference Proceedings** screen (Figure 1), click the **Add New Conference Proceeding** link. The **Add New Conference Proceeding for Award** screen displays (Figure 2).

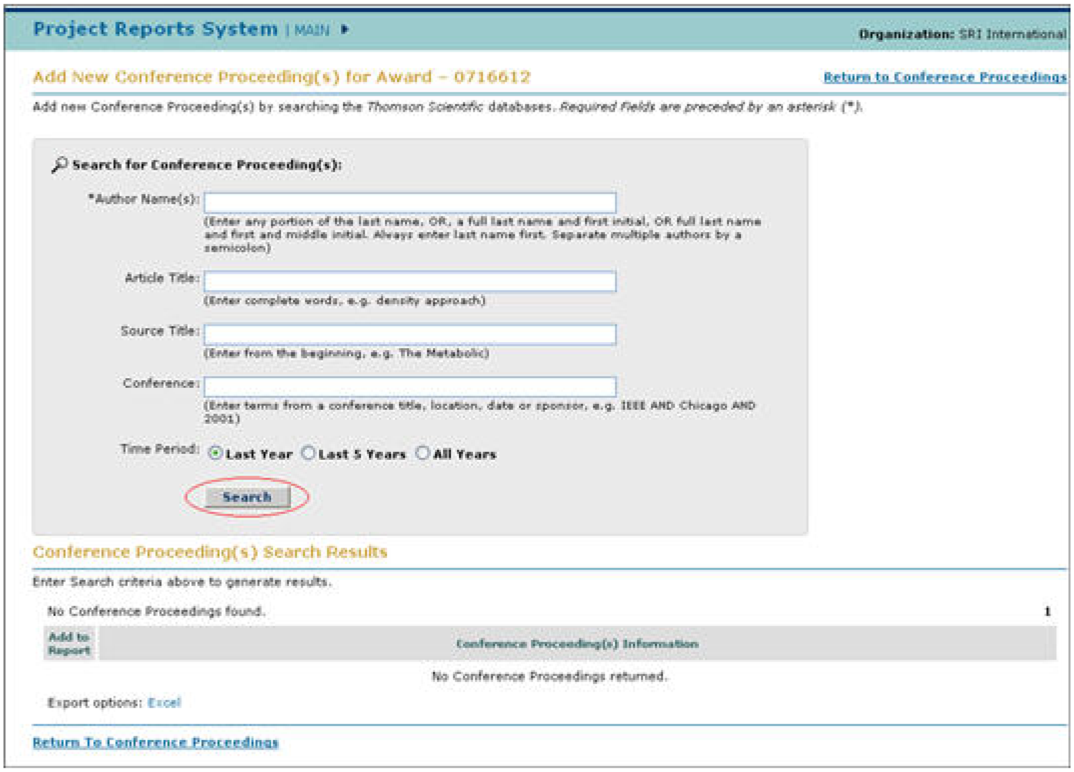

Figure 2 Add New Conference Proceeding for Award screen. The Search button is circled.

2. Enter search criteria in the fields provided (Figure 2). You must enter criteria for at least the Author Name(s) field. The rest of the text fields are optional.

Note: You can narrow your search by selecting a time period of Last Year, Last 5 Years, or All Years.

3. Click the **Search** button

4. Your search results will be displayed at the bottom of the screen (Figure 3).

Note: You may be required to scroll down to view your results

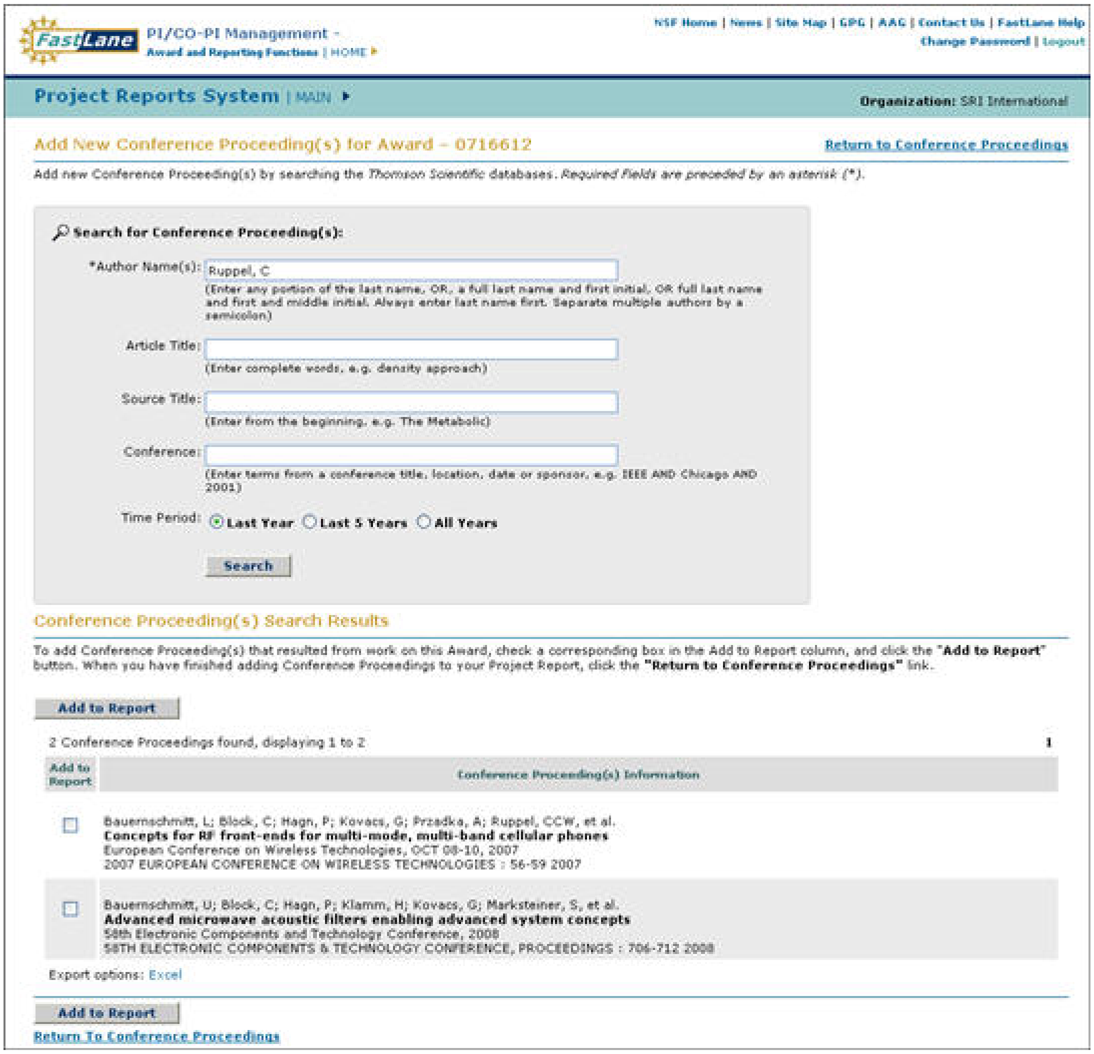

Figure 3 Conference Proceedings Search Results screen.

5. Select the applicable Conference Proceedings information, if any, and click the **Add to Report** button (Figure 4).

Note: There is no limit on the amount of Conference Proceedings you may select, and you may click through the pages of results to select additional Conference Proceedings information.

Note: If you want to click through the pages of results to view/select additional Conference Proceedings, but you want to add a Conference Proceeding from the current page, you must select the Conference Proceeding and click the Add To Report button before moving to the next page in order to successfully add that Conference Proceeding to the report.

Note: If your search returns more than 100 results, you will receive a warning message that will instruct you to enter additional search criteria to narrow your search results.

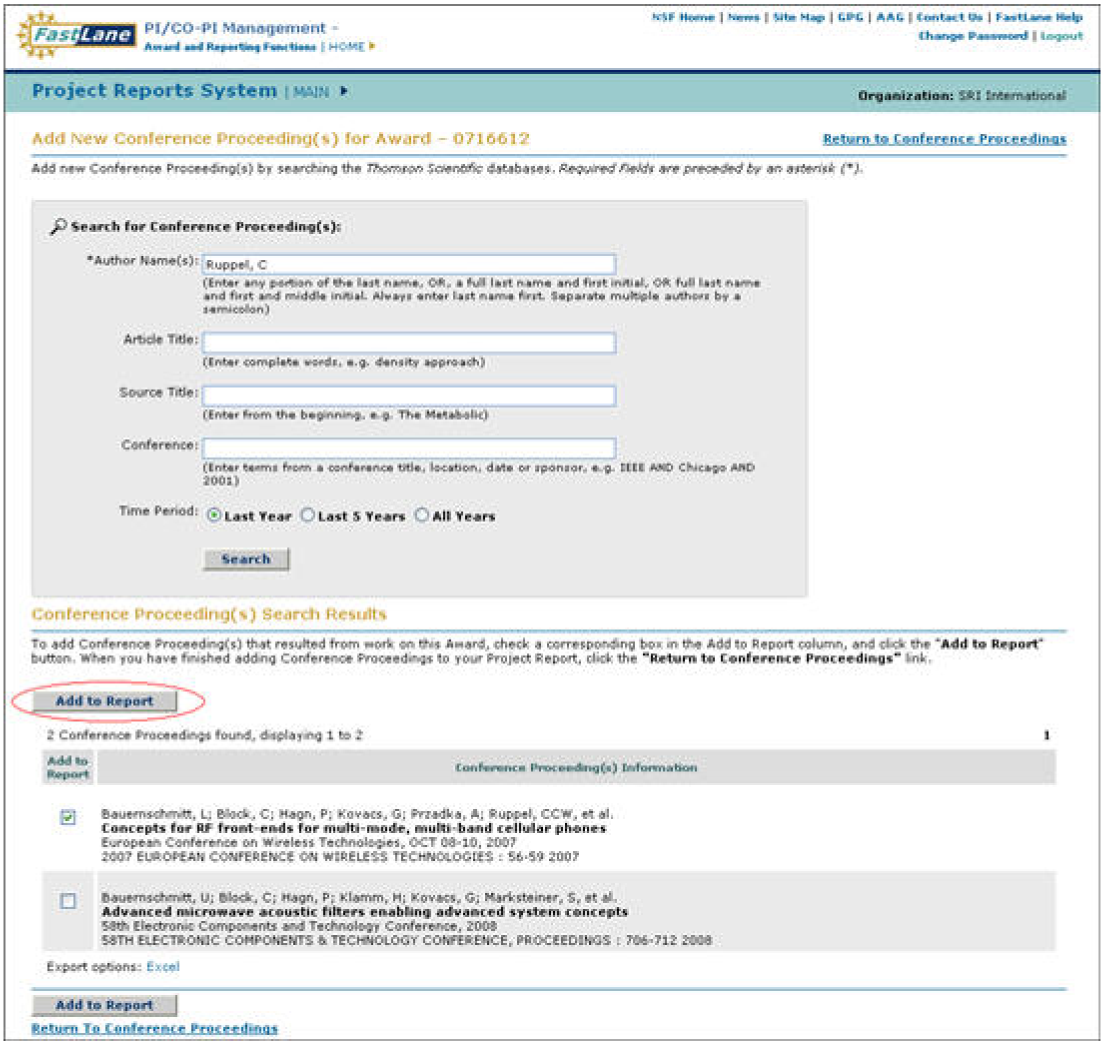

Figure 4 Conference Proceedings Results screen. Selected Conference Proceeding information is displayed and the Add to Report button is circled.

6. After you click the **Add to Report** button, you will see a count of how many citations have been added to your report at the top of the screen (Figure 5).

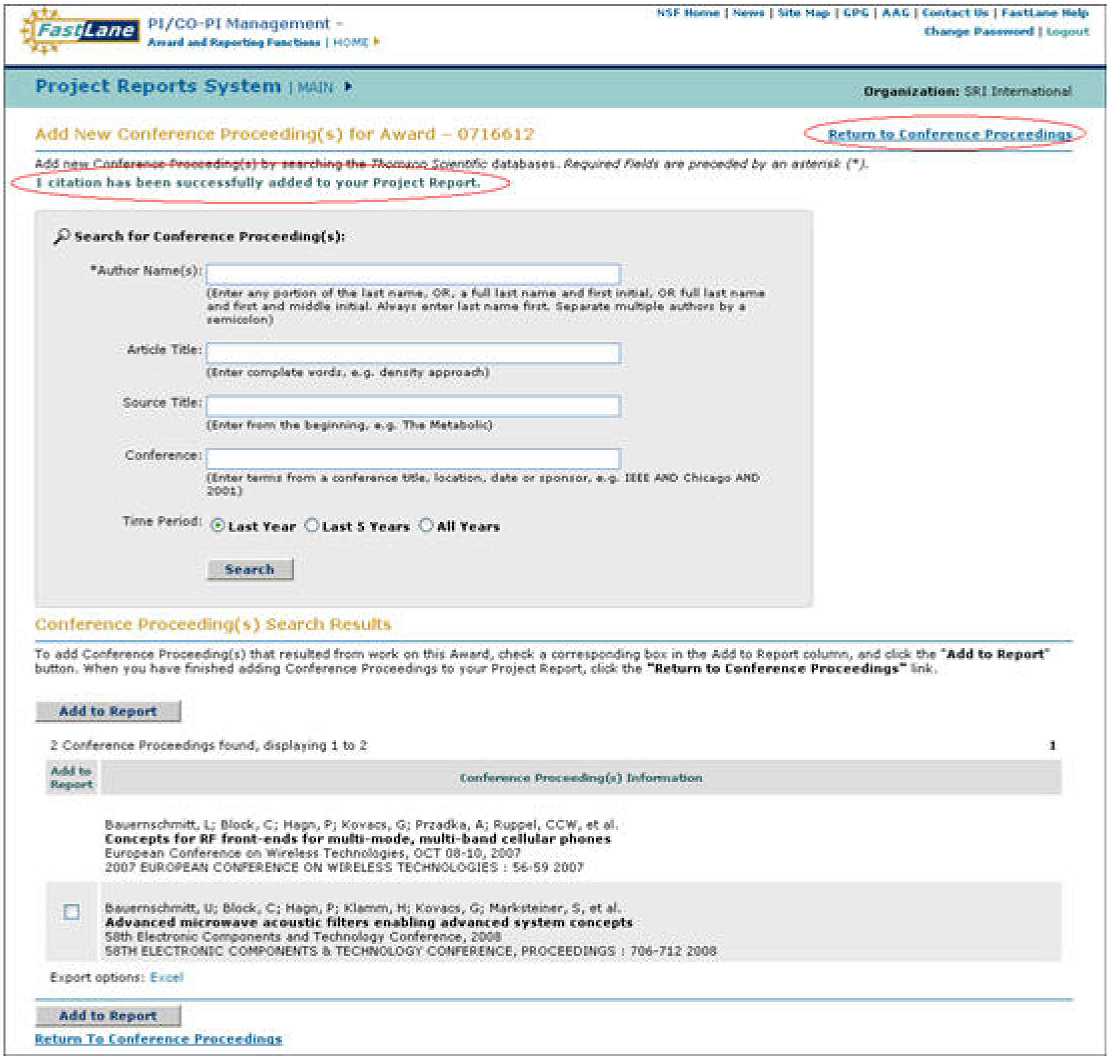

Figure 5 Conference Proceedings Search Results screen. Count of citations added is circled.

7. Once you are finished adding Conference Proceedings information, click the Return to Conference Proceedings link (Figure 5) and you will be directed to the **Conference Proceedings** screen displaying the Conference Proceedings information previously added to the Project Report (Figure 6).

Note: Conference Proceedings that have been added via the Thomson Scientific search engine are denoted with the label "[TS]" before the title (Figure 6). Conference Proceedings can only be viewed, and can not be edited.

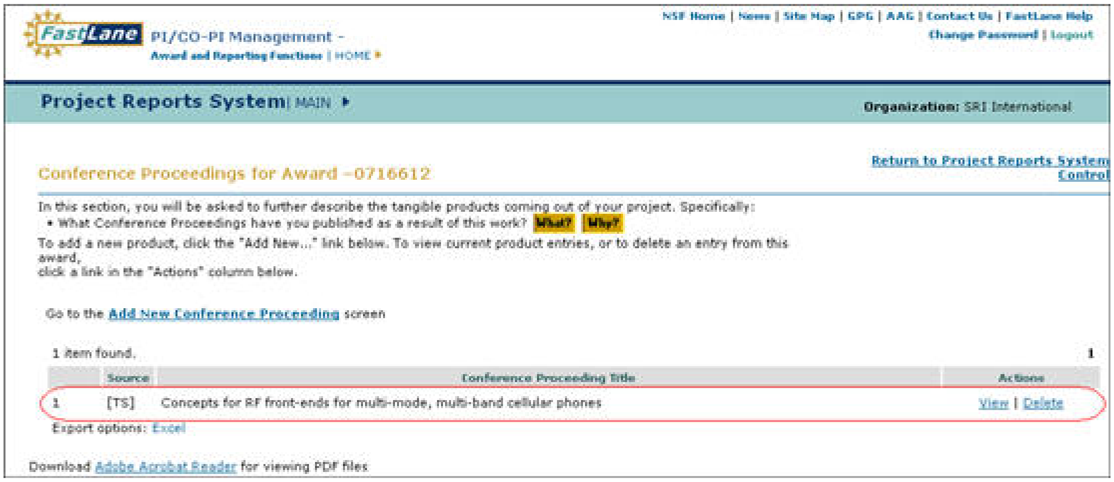

Figure 6 Conference Proceedings Screen. Conference Proceeding information previously added is circled.

View a Conference Proceeding

1. Access the **Conference Proceedings** screen (Figure 1) (see Work on Conference Proceedings).

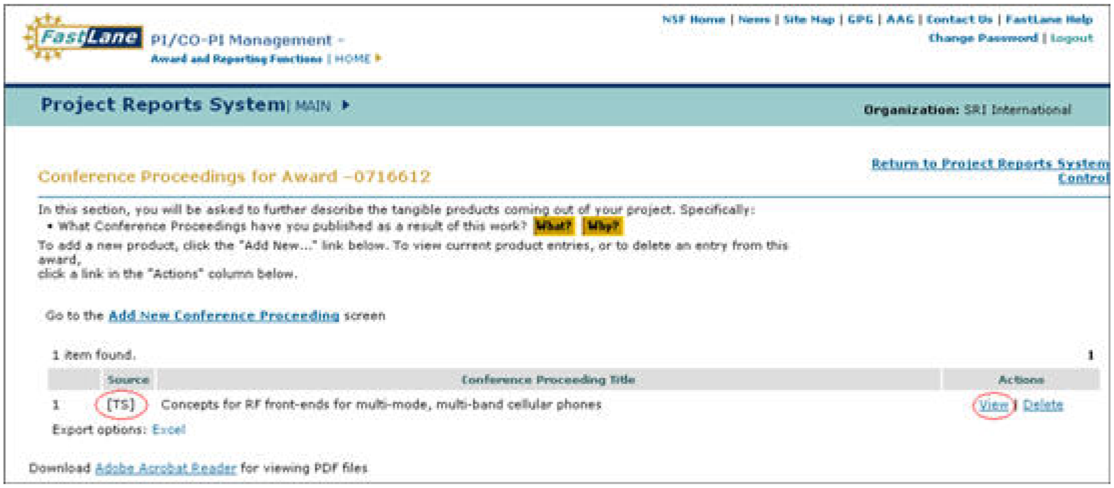

Figure 1 Conference Proceedings screen. The View link and [TS] label are circled.

2. On the **Conference Proceedings** screen (Figure 1), select the **View** link for the Conference Proceeding you want to View.

Note: Conference Proceedings that have been added via the Thomson Scientific search engine are denoted with the label "[TS]" before the title (Figure 1). Conference Proceedings can only be viewed, and can not be revised (Figure 3).

3. The **View Conference Proceeding for Award** screen is displayed (Figure 2). Once finished viewing the Conference Proceeding, select the **Back** button.

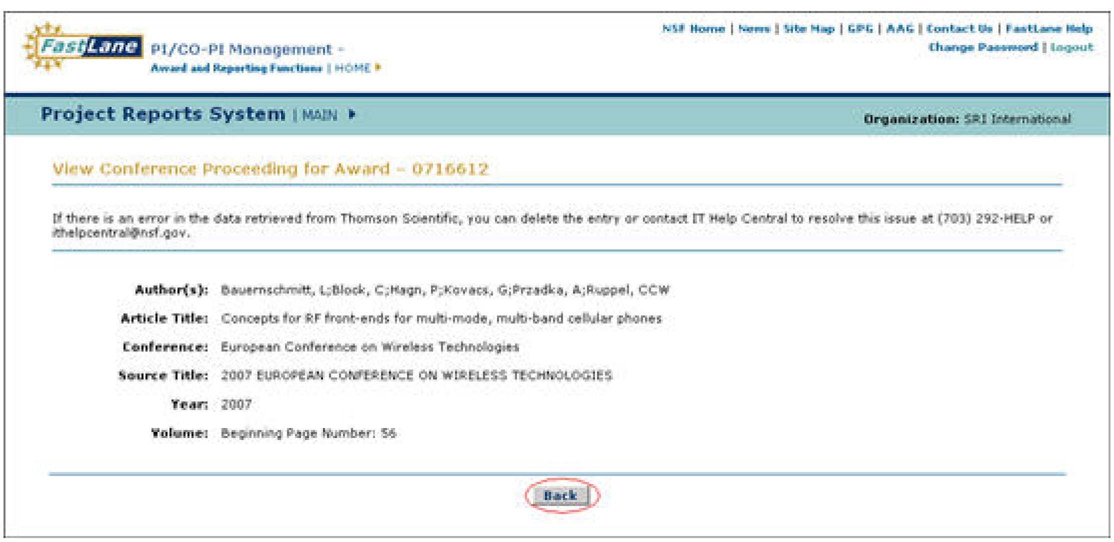

Figure 2 View Conference Proceeding for Award screen. The Back button is circled.

4. The **Conference Proceedings** screen is displayed (Figure 1).

Delete a Conference Proceeding

Access the Conference Proceedings screen (Figure 1) (see Work on Conference Proceedings).

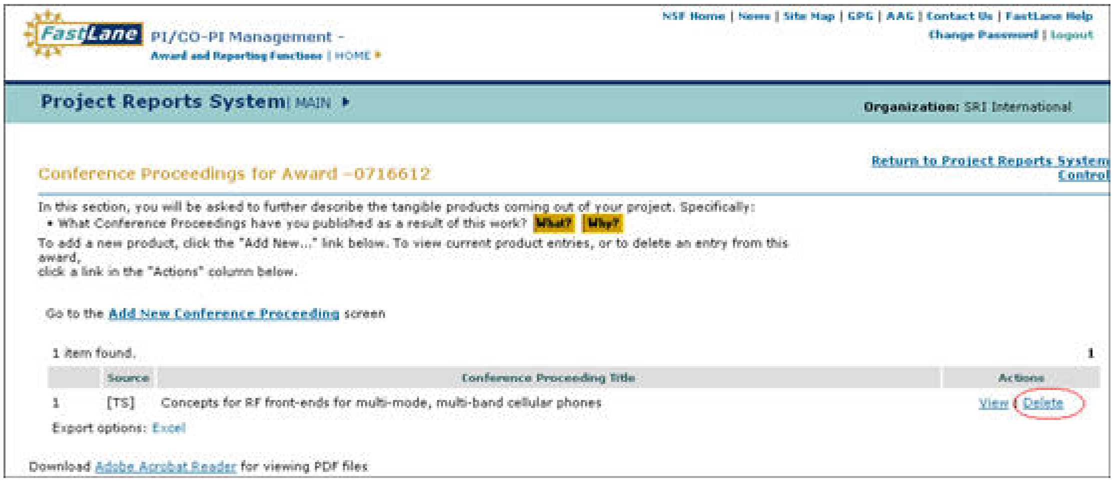

Figure 1 Conference Proceedings Screen. The Delete Conference Proceeding link is circled.

1. On the **Conference Proceedings** screen (Figure 1), select the **Delete** link for the Conference Proceeding you want to delete.

2. The **Delete Conference Proceeding from Award: Are You Sure?** screen (Figure 2) displays a message asking you to confirm that you want to delete the Conference Proceeding from your report.

Note: Author(s), Title, Conference, Source, Year, Volume, and Beginning Page Number information will be displayed on this screen.

3. Click the **Delete** button to remove the Conference Proceeding from your report.

4. Click the **Cancel** button to return to the **Conference Proceedings** screen (Figure 1).

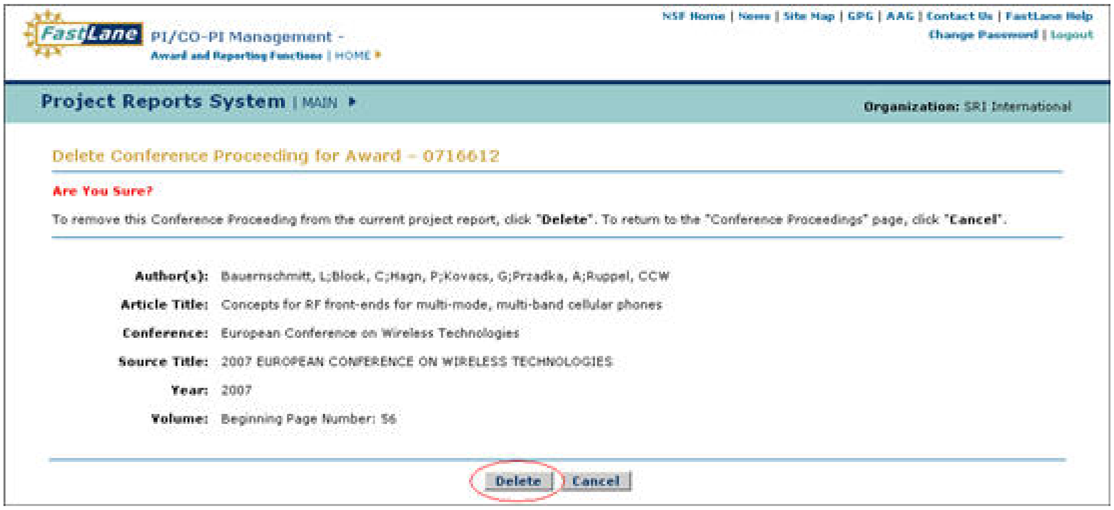

Figure 2 Delete Conference Proceeding from Award: Are You Sure? screen. The Delete button is circled.

5. After selecting the **Delete** option (Figure 2), the **Conference Proceedings** screen is displayed (Figure 3) with the deleted Conference Proceeding title removed from the report.

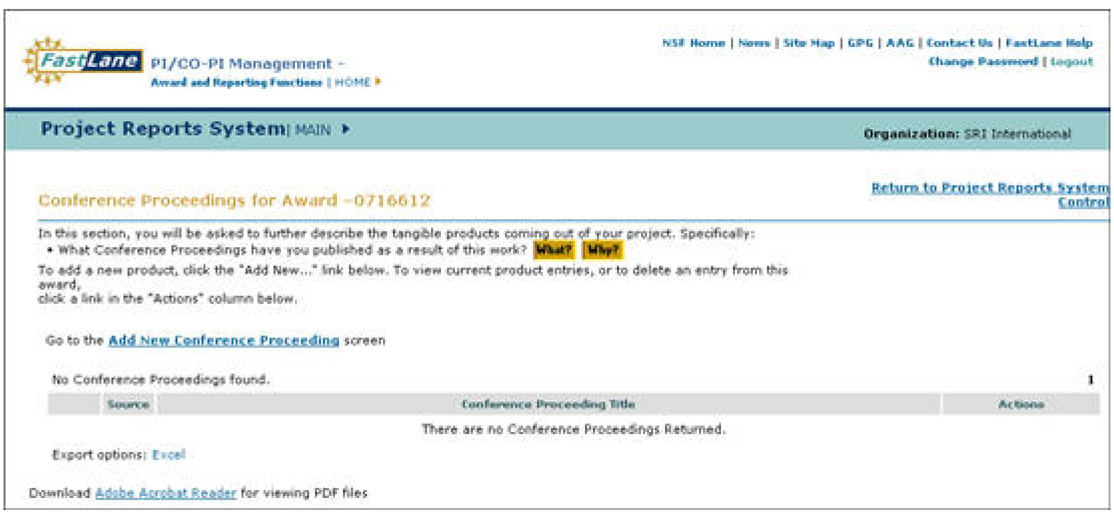

Figure 3 Conference Proceedings Screen with the deleted record title removed.

Special Requirements

What Are Special Requirements?

The Special Requirements link displays on the **Project Reports System Control** screen *only* if you are working on an Annual Report. There are three categories of Special Requirements:

- Objectives and Scope
- Special Reporting Requirements
- Animals, Human Subjects, and Biohazards

Note: As you go through the **Special Requirements** section, if you click the **No** button or the **No Change** button, the screen for the next Special Requirement displays.

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report).

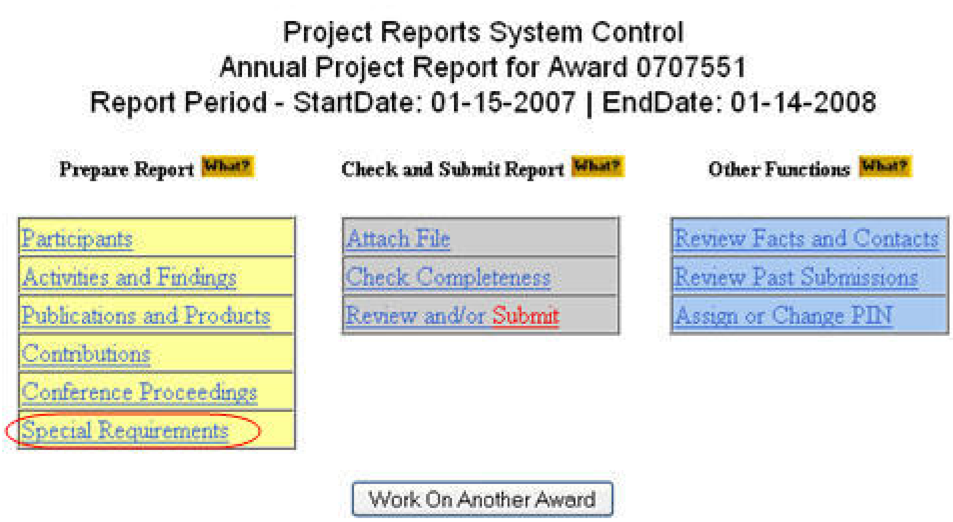

Figure 1 Project Reports System Control screen. The Special Requirements button is circled.

2. In the **Prepare Report** column (Figure 1), click **Special Requirements**. The **Objectives and Scope** screen displays (Figure 2).

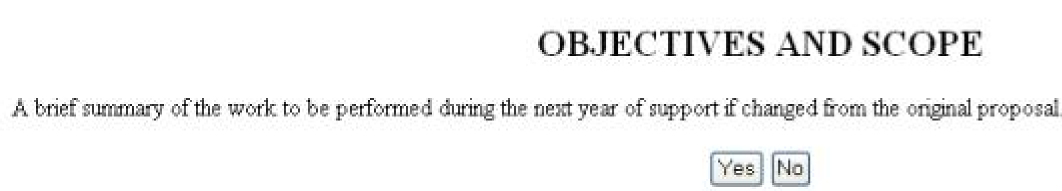

Figure 2 Objectives and Scope screen. The Yes button is circled.

If you have nothing to report, click on the **No** button to go to the next category of Special Requirements. Otherwise, see Objectives and Scope for instructions.

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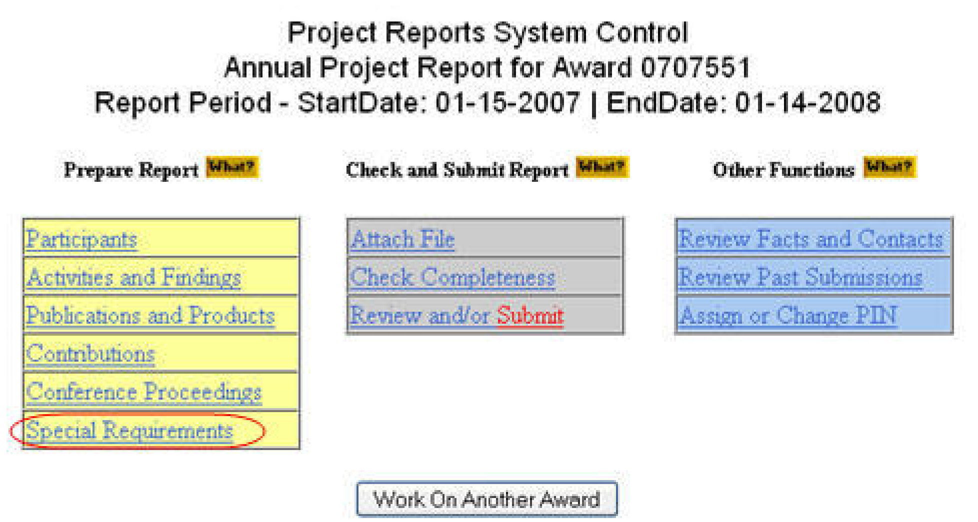

Figure 1 Project Reports System Control screen. The Special Requirements button is circled.

2. In the **Prepare Report** column (Figure 1), click **Special Requirements**. The **Objectives and Scope** screen displays (Figure 2).

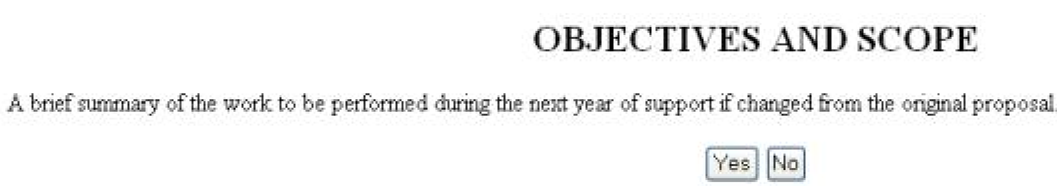

Figure 2 Objectives and Scope screen. The Yes button is circled.

If you have nothing to report, click on the **No** button to go to the next category of Special Requirements. Otherwise, see Objectives and Scope for instructions.

Objectives and Scope

1. Access the **Objectives and Scope** screen (Figure 1) (see What Are Special Requirements).

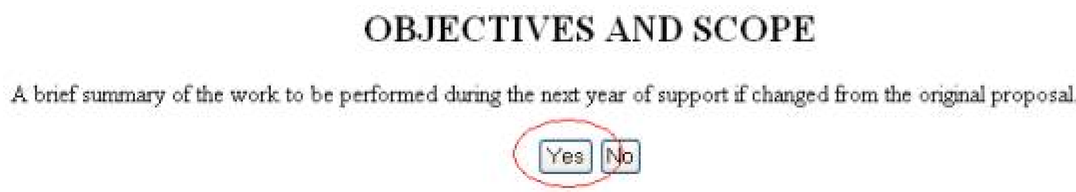

Figure 1 Objectives and Scope screen. The Yes button is circled.

2. On the **Objectives and Scope** screen (Figure 1), if you want to change the objectives or scope of the project, click the **Yes** button (Figure 1). The **Change in Objectives or Scope** screen displays (Figure 2).

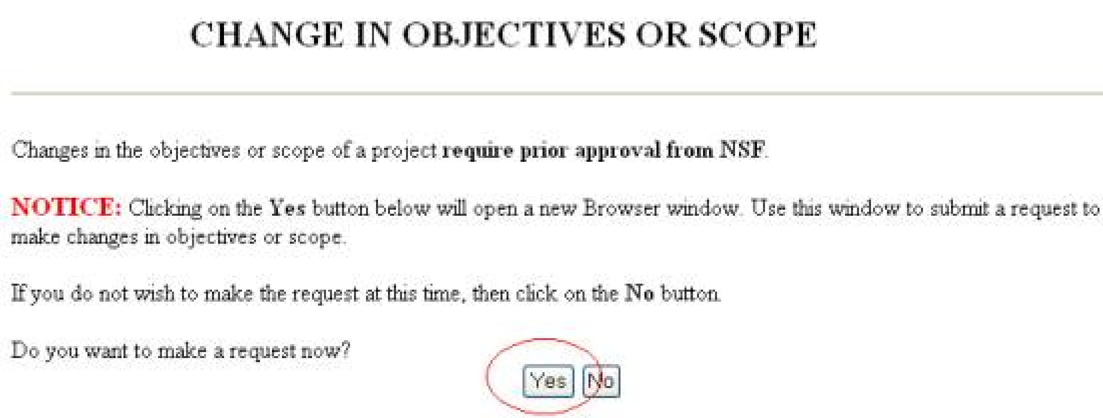

Figure 2 Change in Objectives or Scope screen. The Yes button is circled.

You must submit a request to NSF to change the objectives and scope of the project. *If you do not want to make the request to NSF now*, on the **Change in Objectives and Scope** screen, click the **No** button. The **Special Reporting Requirements** screen displays (see Special Reporting Requirements for instructions).

1. *If you want to make a request to NSF now to change the objectives and scope of the project*, on the **Change Objectives or Scope** screen, click the **Yes** button (Figure 2). The **Notification to and Request for NSF Approval** screen displays (Figure 3) in a new window.

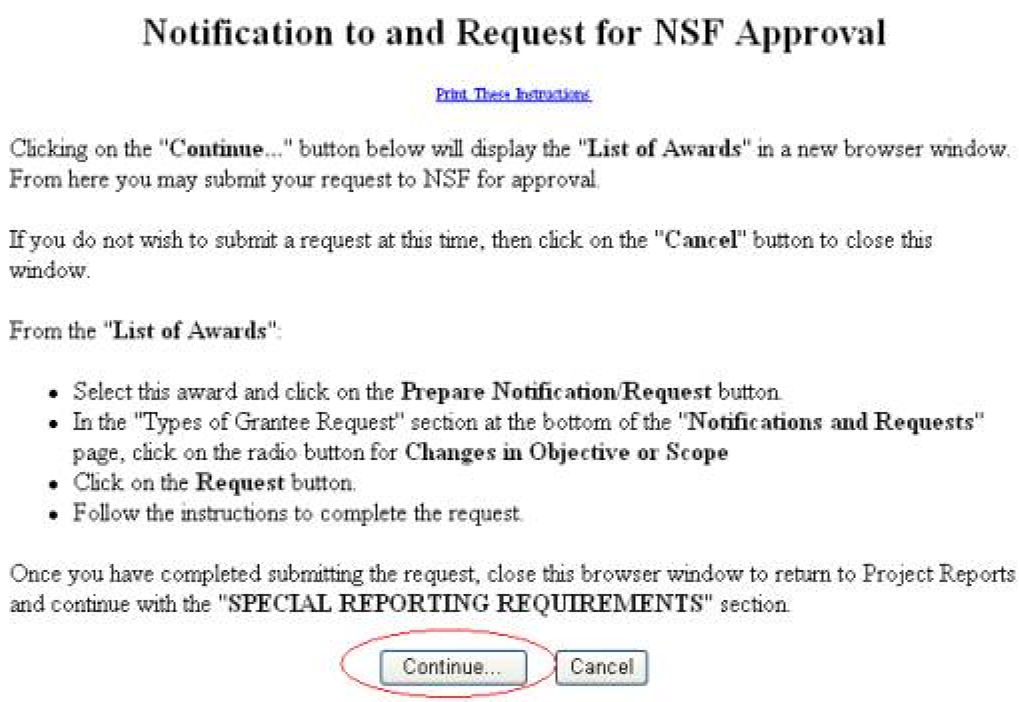

Figure 3 Notification to and Request for NSF Approval screen. The screen opens in a new window. The Continue button is circled.

2. Click the **Continue** button (Figure 3). The **Notifications and Requests** screen displays (Figure 4).

Figure 4 Notifications and Requests screen. The Prepare New button is circled.

3. In the **Prepare New** section (Figure 4), select the award number from the **Award #** drop-down list.
4. In the **Prepare New** Section (Figure 4), click the **Prepare New** button. The Prepare a **New Notification or Request** screen displays (Figure 5).

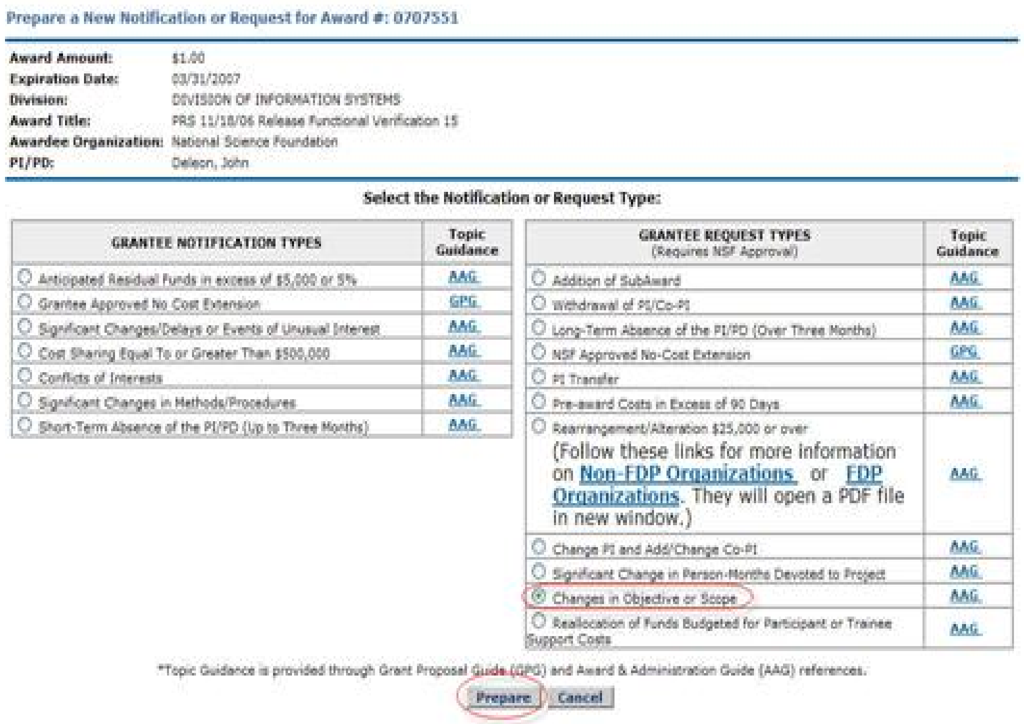

Figure 5 Prepare a New Notification or Request screen. The Changes in Objective or Scope request and the Prepare button are circled.

5. Under the **Grantee Request Types** column (Figure 5), click the radio button for Changes in Objective or Scope.
6. Click the **Prepare** button (Figure 5). See Changes in Objective or Scope Request for instructions on how to prepare the request.

Special Reporting Requirements

1. Access the **Special Reporting Requirements** screen (Figure 1) (see Objectives and Scope).

Figure 1 Special Reporting Requirements screen. The Yes button is circled.

2. On the **Special Reporting Requirements** screen (Figure 1), click the **Yes** button if you have special reporting requirements. The **Information Specially Required** screen displays (Figure 2).

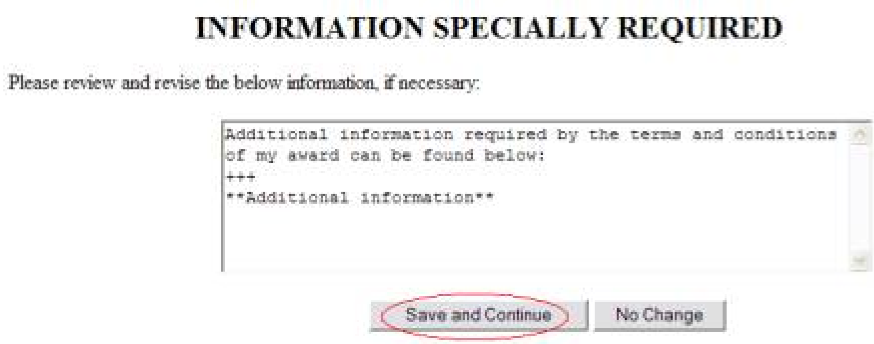

Figure 2 Information Specially Required screen. The Save and Continue button is circled.

3. In the text box (Figure 2), type or copy and paste the additional information required by the terms and conditions of the award.
4. Click the **Save and Continue** button (Figure 2). The **Animals, Human Subjects, and Biohazards** screen displays (see Animals, Human Subjects, and Biohazards for instructions).

Animals, Human Subjects, and Biohazards

1. Access the **Animals, Human Subjects, Biohazards** screen (Figure 1) (see Special Reporting Requirements).

Figure 1 Animals, Human Subjects, Biohazards screen. The Yes button is circled.

2. On the **Animals, Human Subjects, Biohazards** screen (Figure 1), click the **Yes** button if you have changes to report on the project's use of animals, human subjects, or biohazards. The **Animals, Human Subjects, Biohazards—Changes** screen displays (Figure 2).

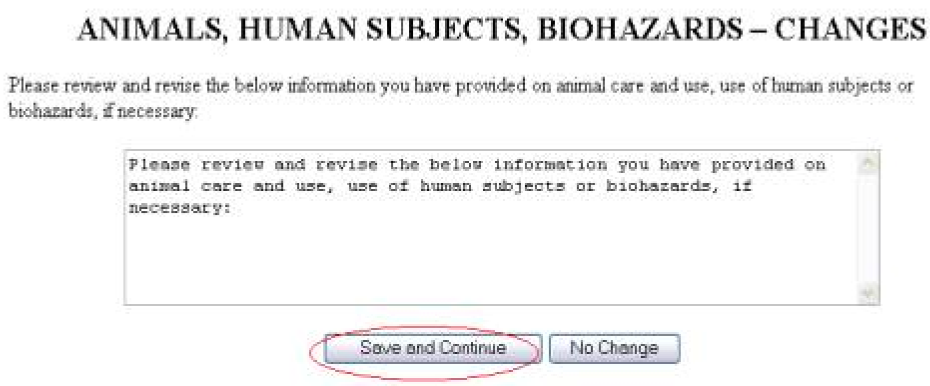

Figure 2 Animals, Human Subjects, Biohazards—Changes screen. The Save and Continue button is circled.

3. In the text box (Figure 2), type or copy and paste a description of the changes.
4. Click the **Save and Continue** button (Figure 2). You have completed the **Special Requirements** section of the report. The **Project Reports System Control** screen displays (Figure 3).

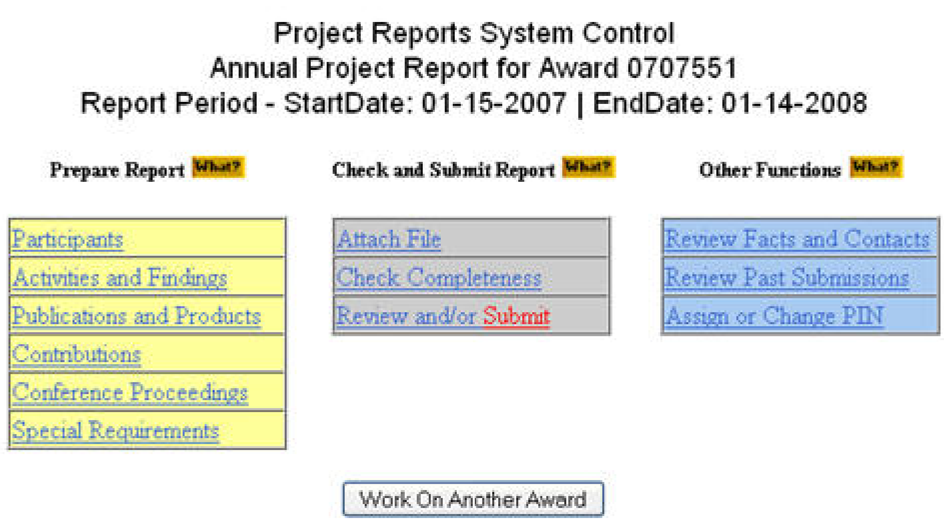

Figure 3 Project Reports System Control screen.

Check and Submit a Report

Check and Submit a Report Introduction

Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report). On the **Project Reports System Control** screen, you have these options for checking and submitting a report:

- Attach a file
- Check the completeness of the report
- Review and/or submit the report

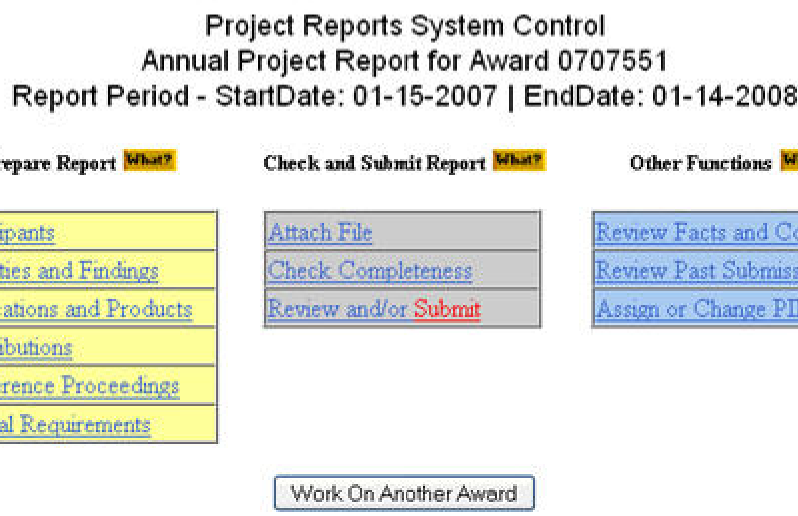

Figure 1 Project Reports System Control screen.

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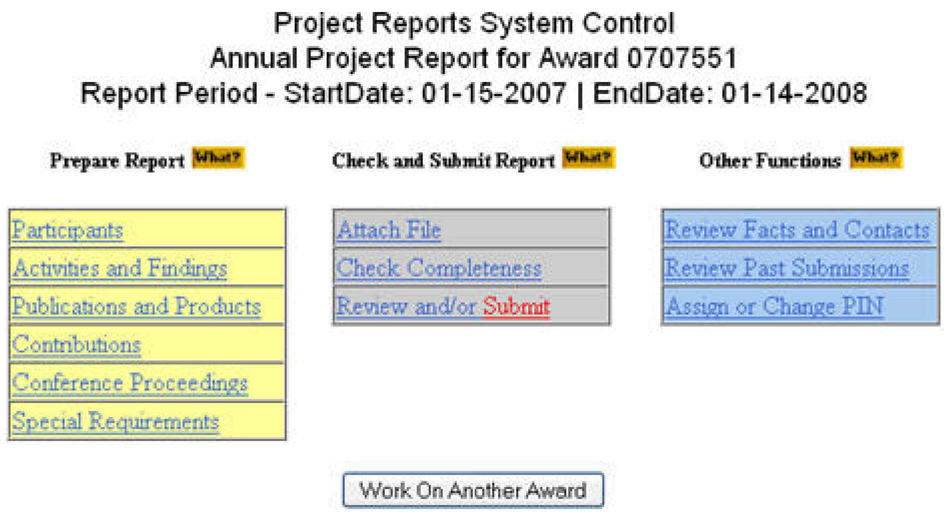


Figure 1 Project Reports System Control screen.

Attach a File

If you want to add graphics and other features to the report, you can upload a file.

Note: You do not have to create a PDF file first. FastLane now accepts many formats for documents. See Acceptable Formats for FastLane for a listing.

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

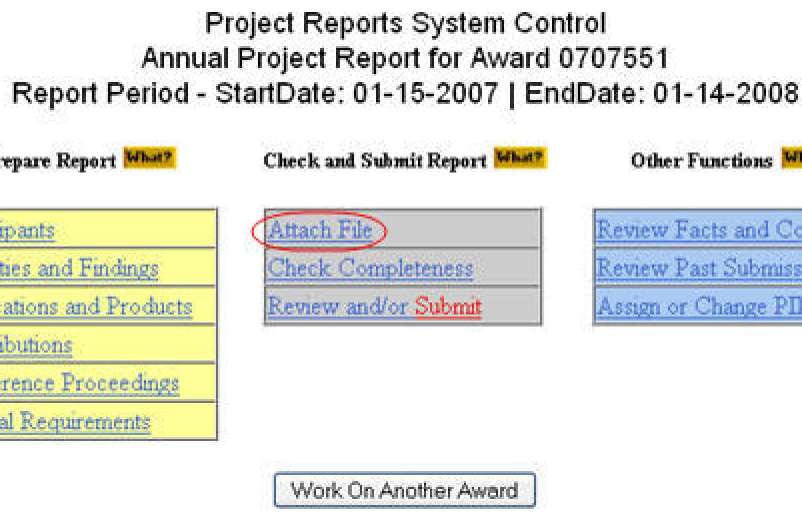


Figure 1 Project Reports System Control screen. The Attach File link is circled.

2. On **the Project Reports System Control** screen (Figure 1), click **Attach File**. The **File Attachment** screen displays (Figure 2). See Upload a File for instructions to attach the file.

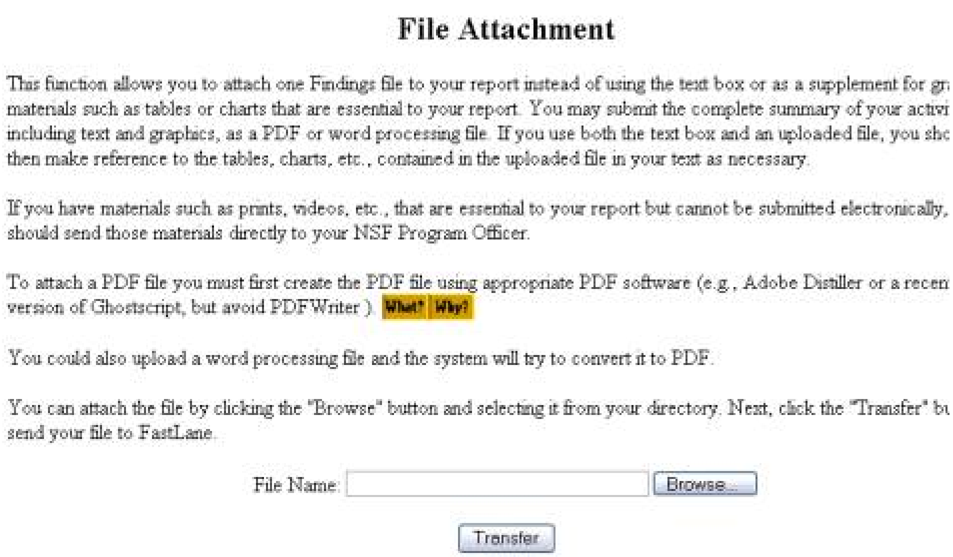


Figure 2 File Attachment screen.

Check the Completeness of a Report

You may check the report for completeness to see if it is ready to submit.

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report).

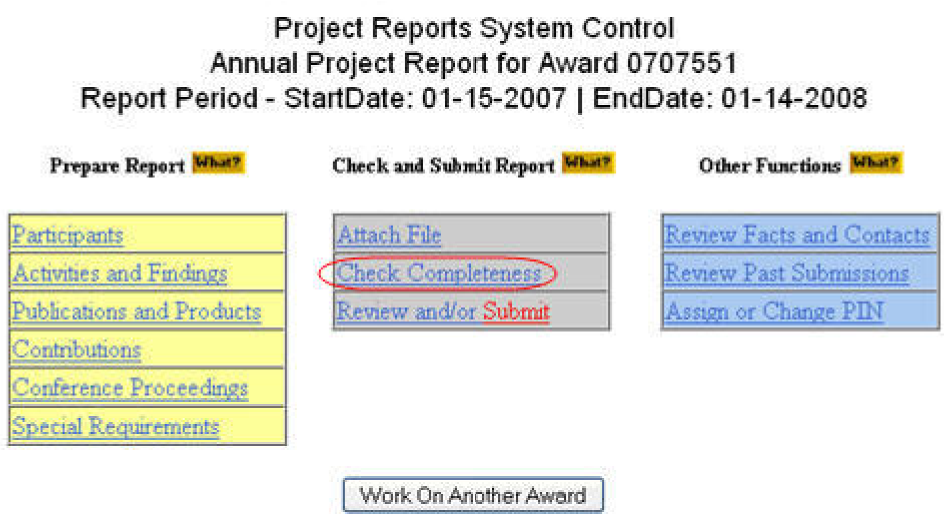


Figure 1 Project Reports System Control screen. The Check Completeness button is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Check Completeness.**

If the report is not complete, the **Your Award Report Is Not Complete** screen displays (Figure 2) and tells you which portions of the report must be completed before you can submit it. Click the **Return** button (Figure 2). The **Project System Control** screen displays (Figure 1).

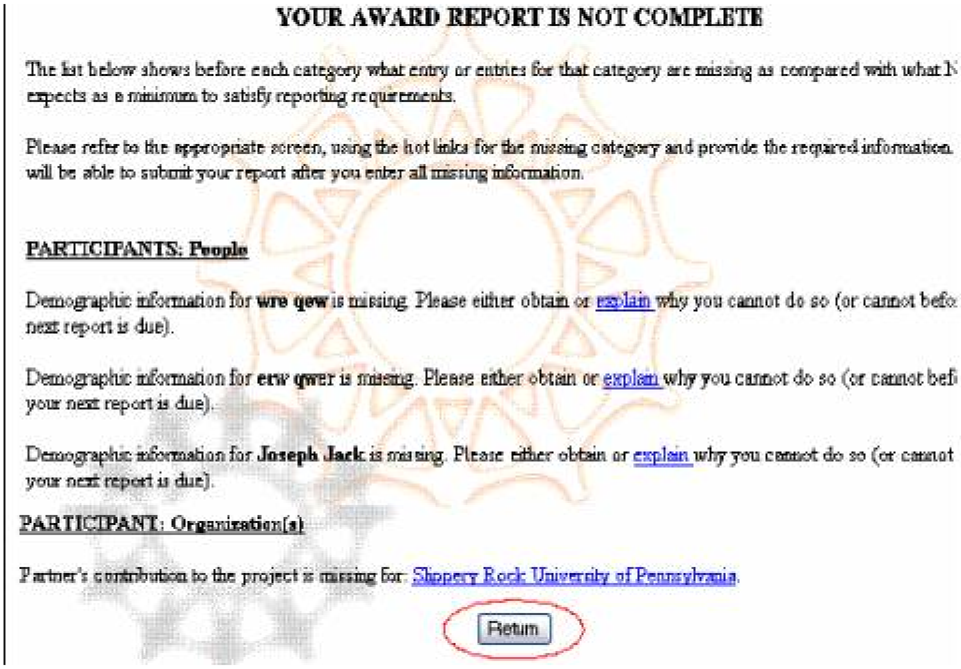


Figure 2 Your Award Report Is Not Complete screen. The Return button is circled.

If the report is complete and ready for submission, the **Annual Project Report** screen displays (Figure 3).

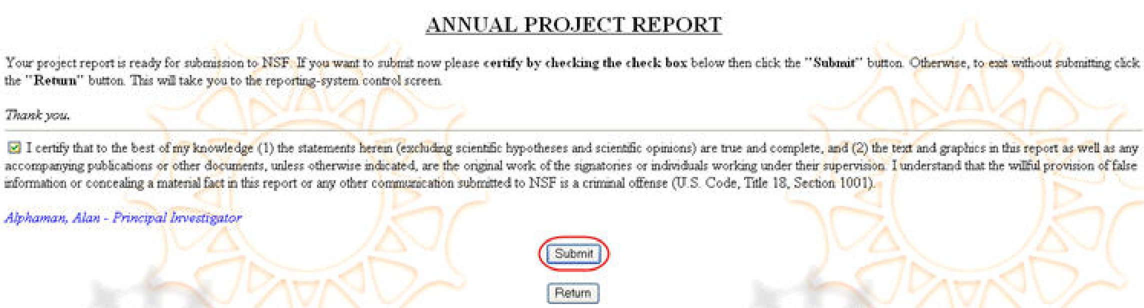


Figure 3 Annual Project Report screen. The Submit button is circled.

1. *If you are ready to submit the report*, on the **Annual Project Report** screen (Figure 3), click the radio button to certify the report.
2. Click the **Submit** button (Figure 3). The **Annual Report** screen displays (Figure 4) with the contents of the report for your review.

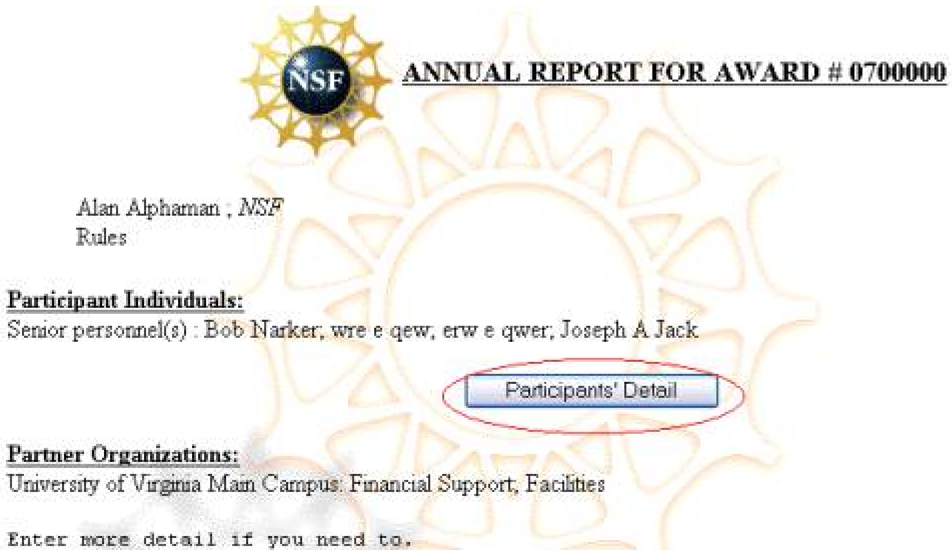


Figure 4 Annual Report screen. The Participants' Detail button is circled.

3. On the **Annual Report** screen (Figure 4), click the **Participants' Detail** button to see the information on each individual. The **Project Participants** screen displays (Figure 5) with the information for each individual.

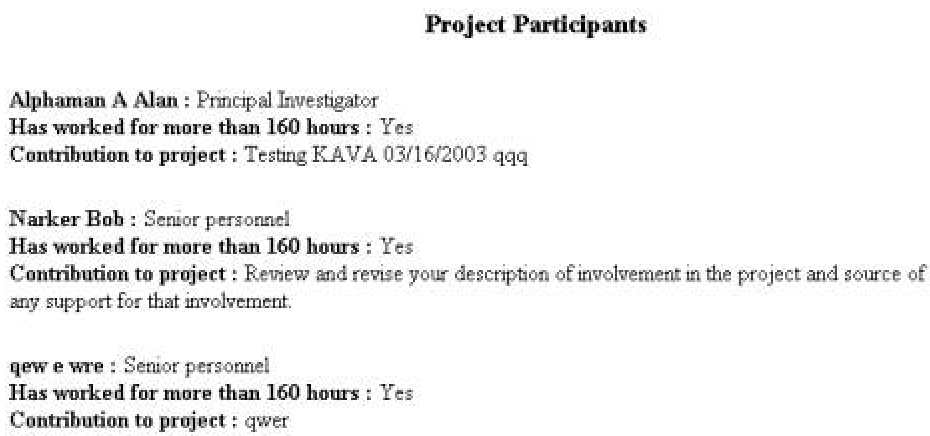


Figure 5 Project Participants screen.

4. On the lower portion of the **Project Participants** screen (Figure 5), click the **Return** button. The **Annual Report** screen displays (Figure 4) where you have options to do the following:
   - Submit the report
   - View an Activities file or a Findings file *if you previously uploaded a file for either of these reporting categories*

Review and Submit a Report

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Check/Edit an Interim Report).

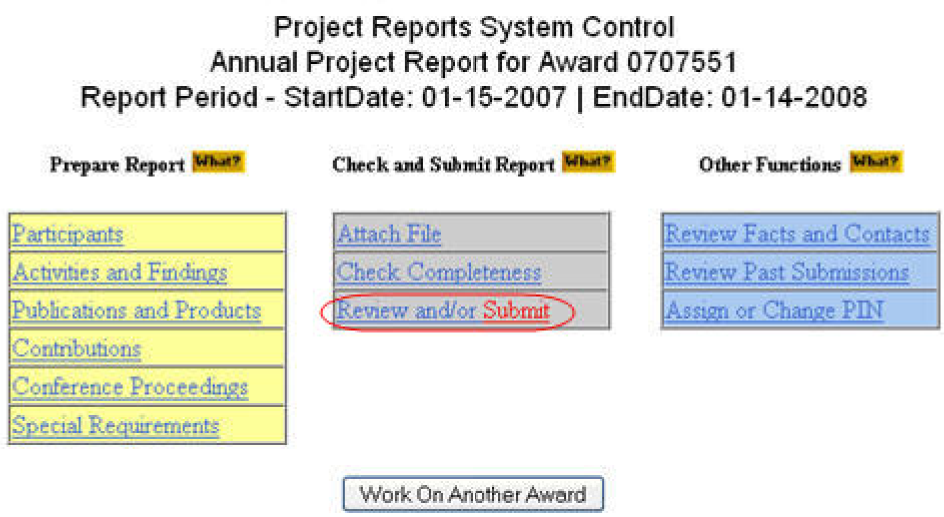


Figure 1 Project Reports System Control screen. The Review and/or Submit link is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Review and/or Submit**. The **Annual Report** screen displays (Figure 2) with the contents of the report.

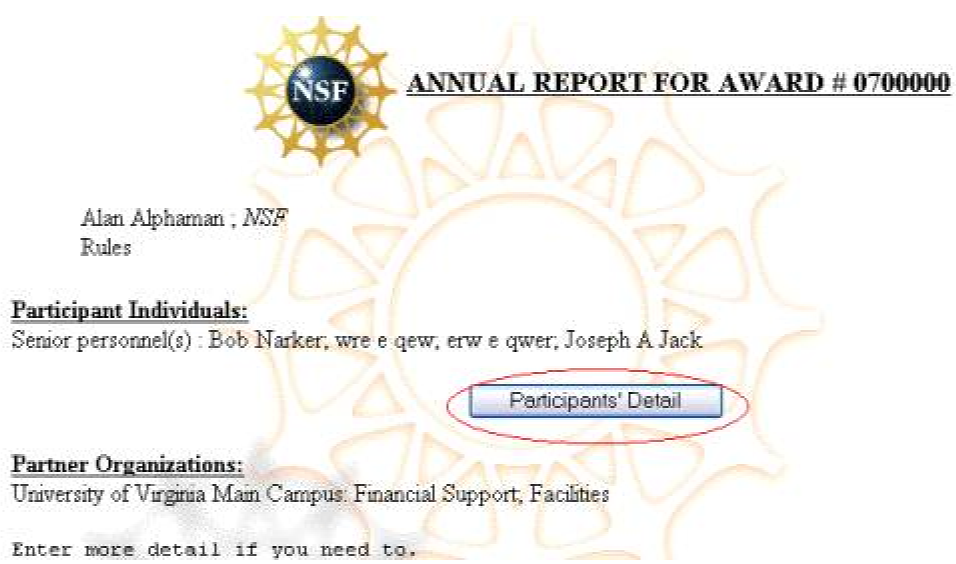


Figure 2 Annual Report screen. The Participants' Detail link is circled.

3. On the **Annual Report** screen (Figure 2), click the **Participants' Detail** button to see the information on each individual. The **Project Participants** screen displays (Figure 3) with the information for each individual.

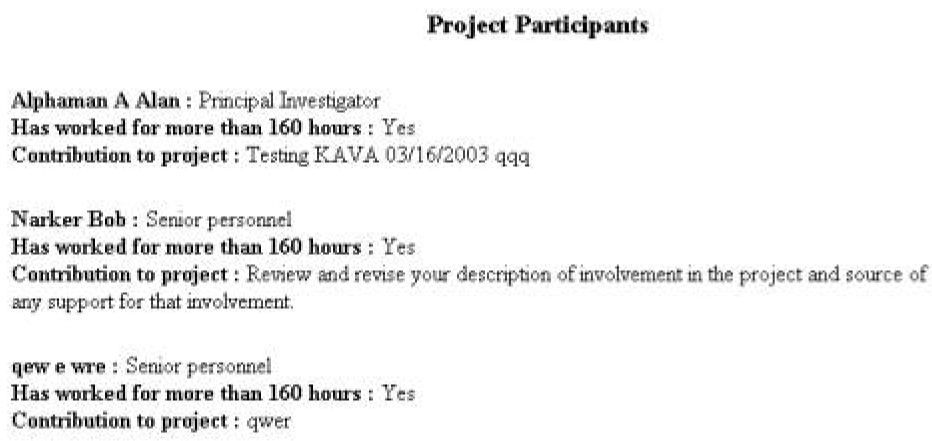


Figure 3 Project Participants screen.

4. On the lower portion of the **Project Participants** screen (Figure 3), click the **Return** button. The **Annual Report** screen displays (Figure 2) where you have options to do the following:
   - Submit the report
   - View an Activities file or a Findings file *if you previously uploaded a file for either of these reporting categories*

Submit the Report

1. On the lower portion of the **Annual Report** screen (Figure 4), select the **Submit** button. The **Annual Project Report** screen displays (Figure 5). For Annual/Final reports, the **Submit** button is available only after the report is due. For Interim reports, the **Submit** button is available at all times.

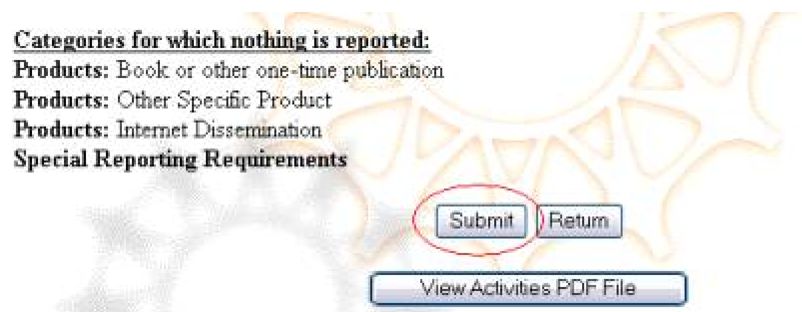


Figure 4 Lower portion of the Annual Report screen. The Submit button is circled.

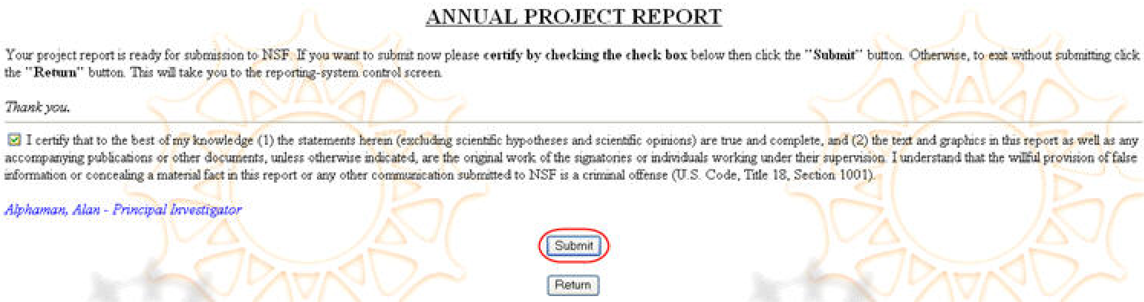


Figure 5 Annual Project Report screen. The Submit button is circled.

2. Click the radio button for your certification of the report (Figure 5).
3. Click the **Submit** button (Figure 5). The report is now submitted to NSF.

View an Activities or a Findings File

1. *If you previously uploaded an Activities file and want to view it now*, on the lower portion of the **Annual Report** screen (Figure 6), click the **View Activities PDF File** button. A screen displays with the file in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

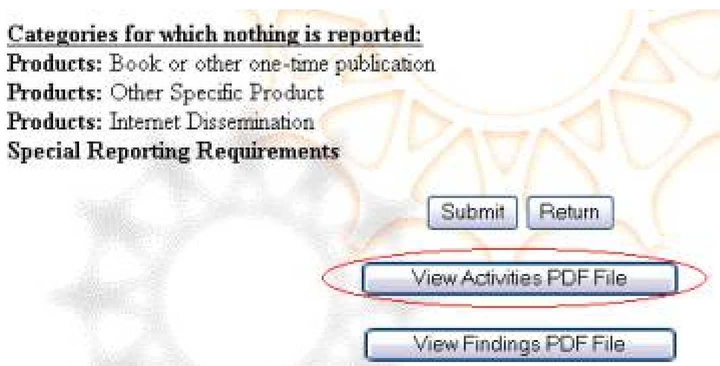


Figure 6 Lower portion of the Annual Report screen. The View Activities PDF File button is circled.

2. Click the browser back button to return to the **Annual Report** screen (Figure 2).
3. *If you uploaded a Findings file and want to view it now*, on the lower portion of the **Annual Report** screen (Figure 6), click the **View Findings PDF File** button. A screen displays with the file in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.
4. Click the browser back button to return to the **Annual Report** screen (Figure 2).

Other Functions

Other Functions Introduction

You can perform these other functions related to Project Reports:

- Review facts and contacts
- Review past submissions
- Assign or change the Award PIN

Other Functions Introduction

You can perform these other functions related to Project Reports:

- Review facts and contacts
- Review past submissions
- Assign or change the Award PIN

Review Facts and Contacts

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report).

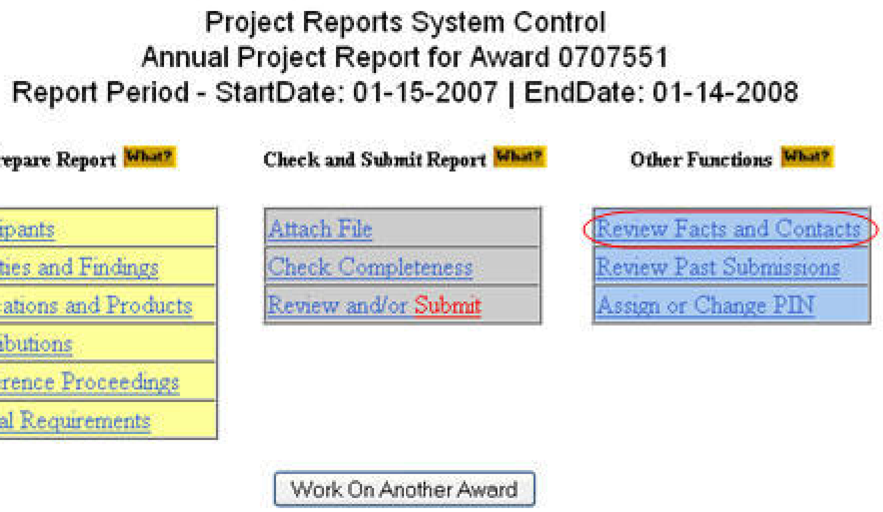


Figure 1 Project System Control screen. The Review Facts and Contacts link is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Review Facts and Contacts.** The **Basic Facts and Contacts** screen displays (Figure 2) with the information on the award for your review. The **Basic Facts and Contacts** screen is a view-only screen.

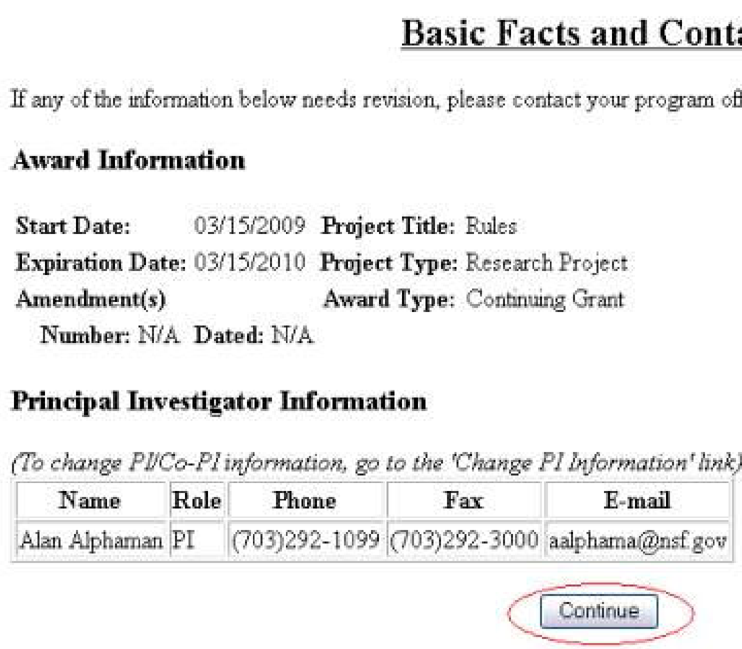


Figure 2 Basic Facts and Contacts screen. The Continue button circled.

3. Click the **Continue** button (Figure 2). The **Project Reports System Control** screen displays (Figure 1).

Review Past Submissions

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report).

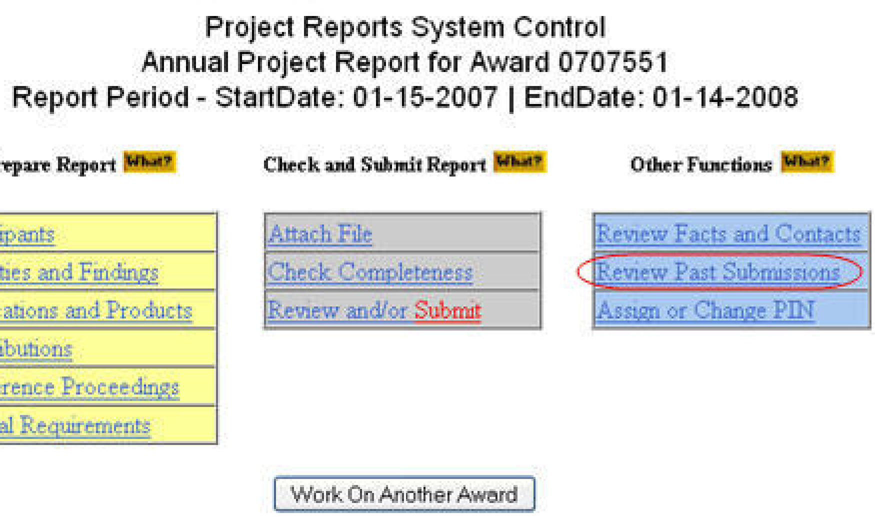


Figure 1 Project Reports System Control screen. The Review Past Submissions button is circled.

2. On the **Project Reports System Control** screen (Figure 1), select **Review Past Submissions.** The **Review Past Submissions** screen displays (Figure 2) with a listing of all previous reports for this award.

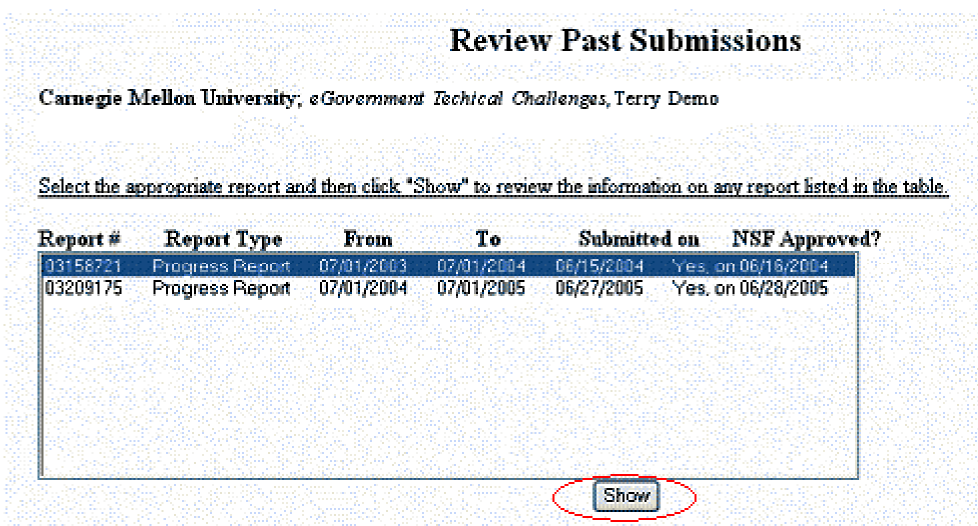


Figure 2 Review Past Submissions screen. The Show button is circled.

3. Highlight the report you want to review (Figure 2).
4. Select the **Show** button (Figure 2). The report displays in PDF format on a new screen. If you need Adobe Reader, see Adobe Reader for FastLane.

5. Select the **Return** button to return to the **Project Reports System Control** screen (Figure 1).

Assign or Change the Award PIN

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report).

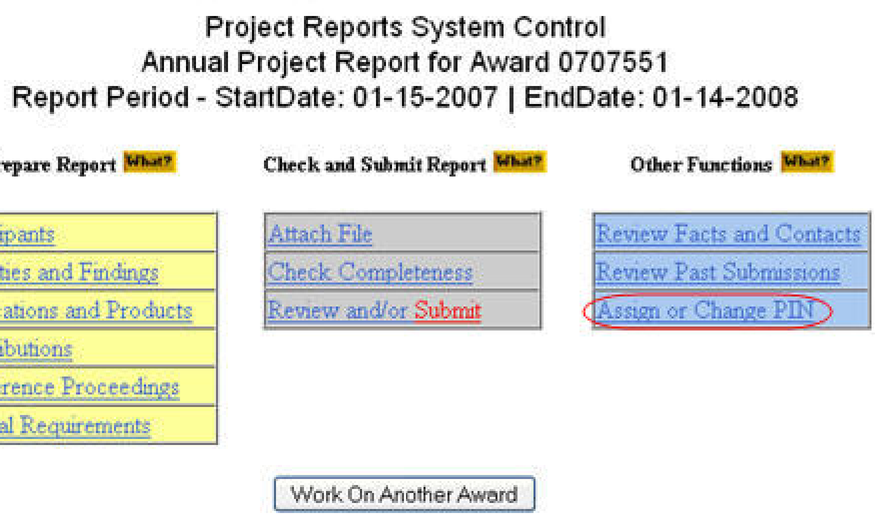


Figure 1 Project Reports System Control screen. The Assign or Change PIN link is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Assign or Change PIN** (Figure 1). The **Assign or Change Award PIN** screen displays (Figure 2).

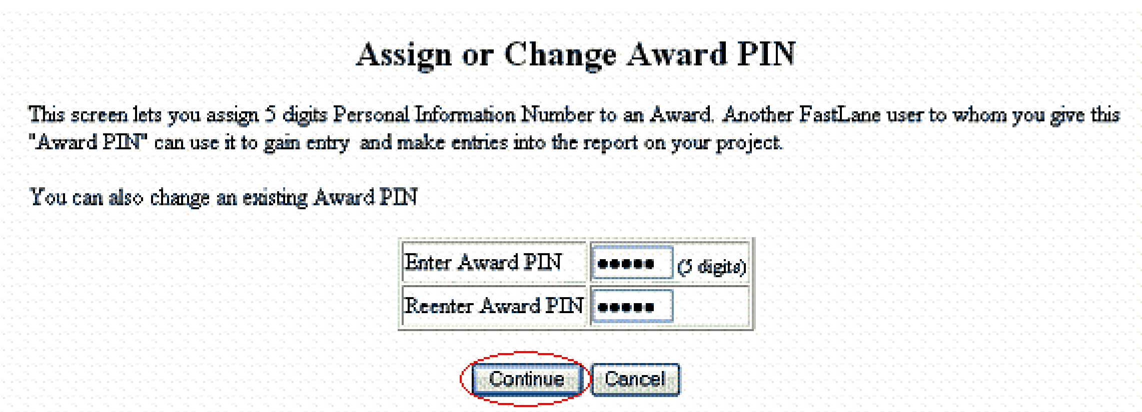


Figure 2 Assign or Change Award PIN screen. The Continue button is circled.

3. In the **Enter Award PIN** box (Figure 2), type the new award PIN (five digits).
4. In the **Reenter Award PIN** box (Figure 2), type the new award PIN again.
5. Click the **Continue** button (Figure 2). The **Assign or Change Award PIN** screen displays (Figure 3) with a message that the PIN has either been assigned or changed.

Figure 3 Assign or Change Award PIN screen with the message that the award PIN has been changed or assigned. The Continue button is circled.

6. Click the **Continue** button (Figure 3). The **Project Reports System Control** screen displays (Figure 1).

Project Reports System Introduction

NSF policy, reflecting OMB Circular A-110, requires grantees submit project reports for awards on an annual basis. The Project Reports System provides for electronic preparation, submission, and tracking of annual, final, and interim project reports. See Frequently Asked Questions on the Project Reports System (PRS) to learn more about recently implemented new features in PRS and the project reports process.

NSF requires submission of annual progress reports for continuing grants, standard grants, and cooperative agreements. Individual fellowships require submission of a final report.

There are two types of reports:

- **Annual Project Report**
  This is the annual progress report that allows the NSF Program Officer to monitor and track the progress of the project. The annual reporting periods are divisible by 12. This report must be submitted within 90 days before the end of the current budget period end date. The budget period is also the reporting period. For continuing grants, there may be instances in which the first reporting period is less than 12 months, but no less than 6 months.
- **Final Project Report**
  This is the final progress report. This report must be submitted within 90 days after the award has expired. For individual fellowships, one final progress report is required.

We also encourage you to update us at any time during or after the award period with an **Interim Report**.

You can submit these reports only through the FastLane Project Reports System.

We apply the information you submit in project reports to many purposes:

- Monitoring progress on active awards
- Evaluating new requests for funding in the light of results from earlier NSF support
- Assessing how NSF is meeting its goals
- Demonstrating the results of NSF programs in accordance with the Government Performance and Results Act (GPRA) of 1993
- Informing Congress and other non-scientific audiences on the results achieved by your program, its parent organization, and NSF

What Do I Report On?

Our reporting categories are the same for each kind of report—Annual, Final, and Interim. The categories are:

- Participants
- Activities and Findings
- Products
- Contributions

You may also add graphics and other features to the report by uploading a separate file in addition to reporting on the categories above.

See Access the Project Reports System to begin working on Project Reports.

The SPO can view Project Reports.

Project Reports System FAQs

1. What award types require submission of annual and final project reports?

Annual Project Reports (APRs) are required for all standard grants, continuing grants and cooperative agreements as well. Final Project Reports (FPRs) are required for all standard grants, continuing grants cooperative agreements, and individual fellowships. All submitted annual and final reports must be approved by an NSF Program Officer to meet the submission requirement.

2. Are annual project reports required for report periods ending in fiscal year 2006 or earlier?

Annual project reports are not required for awards whose reporting periods end on or before September 30, 2006, provided they are not used for increments in 2007 or later.

3. Why are PIs not able to enter a reporting date range for a project report?

As of November 18, 2006, PRS will preset the reporting periods at the initial award time. Any existing awards will be pre-loaded with outstanding reporting periods as well. If you believe the pre-loaded reporting periods for your award are incorrect, please contact the FastLane Help Desk and report the problem.

4. When can a Principal Investigator (PI) submit APRs and FPRs?

PIs can only submit reports on or after the reporting period start date. The APRs are due 90 days before budget period (reporting period) end date. FPRs are due the day after final award expiration date. However, for awards with a current pending increment, if the associated APR report end date is beyond 09/30 for that year, then the APR can be submitted between 07/01 and 09/30.

5. What happens if a PI or Co-PI is overdue on any annual or final project reports?

Currently, an overdue FPR stops funding actions for the PI and Co-PIs on the award. With the PRS changes, overdue APRs will impede all funding actions for the PI and Co-PIs on the award. Furthermore, overdue APRs and FPRs will impede processing for all post-award actions for the PI and Co-PIs. FastLane will allow submission of most post-award actions with a warning, but will not allow submission of PI/Co-PI change or withdrawal of Co-PI requests.

6. What is the affect on the award project reporting requirement if a time extension or additional time has been approved?

Any additional time added to the award will extend the total reporting requirement. If the additional time extends the last reporting period to more than 12 months, then a new project reporting period will be added.

7. Can time extension requests/notifications be submitted in FastLane if there is time left on the award?

FastLane will not allow submission of an NSF Approved No-Cost Extension Request for a Standard Grant and Cooperative Agreement when its award expiration date is more than 6 months greater than today's date, and for a continuing grant if it has pending increments.

Grantee Approved No-Cost Extension Notifications for a Standard Grant or a Continuing grant are allowed with a warning message.

8. Why am I unable to submit a no-cost extension request in FastLane?

For Standard Grants and Cooperative Agreements, make sure the award expiration date is less than 6 months from today. For Continuing Grants, check if there are pending increments. Please see FAQ 7 for additional information on time extensions.

9. How can I check the status of my project report in FastLane?

Report Status can be checked by the PI/Co-PI in Proposal Awards and Status module by looking at the **My Submission Status** and the **NSF Report Status** columns for each report. Detailed definitions for all the statuses are available on the APR/FPR Requirements screen for each award by selecting the link entitled **What do "NSF Status" and "My Submission Status" mean**.

Sponsored Project Officers can see the report status in the Research Administration module under the **PI Submission Status** and **NSF Report Status** columns for each award.

10. How is "Returned to PI" different from the "Rejected" status?

The "Rejected" status has been retired from the project report process.
The NSF Program Officer shall use the "Returned to PI" status to return the report to the PI with report review comments. After the report is returned, the PI can view the report comments, make suggested changes, and resubmit the report.

PIs can still unsubmit a report before any action is taken on the report by the NSF Program Officer.

11. How is IPR submission different from APR/FPR submission?

Interim Project Reports (IPRs) are ad hoc project reports, and can be submitted at anytime. There is no restriction on the submission frequency or the reporting period on the IPR. However, they cannot be used as a substitute for an APR or FPR. The IPR submission process remains essentially the same as it was before November 18, 2006.

12. How can I view reporting requirements for an award that has an approved PI Transfer?

When an award is PI-transferred, the remaining reporting requirements are transferred to the new award. PIs can view the remaining reporting requirements under the new award number and previously approved reports under the old award number.

13. How can I access GPRA (Facilities Performance Reporting System) in FastLane?

Some awards have GPRA reporting requirements. For those awards that have GPRA reporting requirements, PIs can access the **GPRA Facilities Performance Reports System** link under **Awards and Reporting** after you log in. Other Authorized Users can access the Facilities Performance Reports System by selecting the **GRPA-FPRS Reporting** tab after logging in. The **GPRA Facilities Performance Reports System** link and the **GPRA-FPRS Reporting** tab do not display unless the award has GPRA reporting requirements.

14. How do I get my Principal Investigator (PI) password, so I can access the Project Reports System application to complete my report?

If you are a PI at a registered FastLane institution, get your password from your institution's Sponsored Project Office (SPO) or equivalent (the people that have the authority to submit proposals to NSF). NSF does not issue passwords to PIs directly.

15. I have an assistant who will be doing work on a proposal or report. How do I give my assistant access?

To provide access to your proposal or reports for administrative support or proposal personnel who are not listed as PI or Co-PI, you must do the following:
1. Assign a proposal PIN if your assistant needs to work on a proposal or Assign an award PIN if your assistant needs to work on a project report.
2. Give the PIN to your assistant.
3. Your assistant then logs in to Proposals, Awards, and Status as an Other Authorized User (see Log In as an Other Authorized User for instructions).

To revoke access to an award or a proposal, change the proposal or award PIN.

16. The expiration date on my award is incorrect in the reporting system. How can I get it corrected?

If you have received an extension and your award expiration date does not reflect the extension, contact your NSF Program Officer.

17. I want to look at the format and prepare my report in draft form before I enter the data in FastLane. Is there a downloadable template?

There is no template for downloading for project reporting. However, you can enter the FastLane Demonstration Site and move through the screens to create a draft for your own use.

18. Many students have worked on my project. Who should be included on my report?

Enter the following basic information about each person who worked significantly on the project and who received salary, wages, a stipend, or other support from NSF funding:
- Name
- Role on the project
- Time spent on the project
- What the person has done on the project.

See People for more information.

19. Are the Participants and Publications sections cumulative?

The reporting system is meant to be cumulative. You do not have to start a new report every reporting period or delete information from a previously submitted report. You may provide information on the current reporting period and leave the previous text untouched, or you may revise previous text and add to it to create a cumulative report.

20. There does not seem to be a place in the reporting system to report on presentations I have given. Where can I record these events?

Here's how to report these activities:
- Enter regularly published or one-time published proceedings from a conference or report in Conference Proceedings. See Add a Conference Proceeding for instructions.
- Report other talks and presentations in Activities. See Project Activities and Findings for instructions.

21. My program requires several forms that the Project Reports System does not support, like an evaluation report and data sheets. How can I include them in my report?

You can create and upload these documents. See Acceptable Formats for FastLane for the many formats that FastLane now accepts. Then upload the file to the Project Reports System. See Attach a File for instructions.

22. Can a TeX or LaTeX file be submitted in the reporting system?

TeX or LaTeX files must be converted to PDF format. See TeX and LaTex and Generate FastLane PDF Files for instructions.

23. How will I know NSF received my report?

After you submit your report to NSF, you will receive an e-mail acknowledging the receipt of your report. The Project Reports System (PRS) also displays a **My Submission Status** of "Submitted" on the **Annual/Final Project Report Requirements** or the **Interim Project Reports Results** screens for the associated report requirement. Additionally, PRS displays a **NSF Report Status** of "Approved" when the Program Officer has approved the report (View the Status Definitions for Annual/Final Project Reports).

24. How do I print a copy of my submitted report?

To print your submitted report, do the following:
1. Access the **Annual/Final Project Report Requirements** screen for the applicable award (Work on Annual/Final Report).
2. Click the **View PDF** link for the specific submitted report. Your project report displays as a PDF.
3. Click the **Print** icon on your PDF browser to print the report.

To print your submitted interim report, access the **Interim Project Reports Results** screen for the applicable award (Work on an Interim Project Report) and follow Steps 2 and 3 above.

25. I submitted my report, but it contains erroneous information. I need to make corrections. What can I do?

In FastLane, you can unsubmit your report, make corrections, and resubmit it as many times as you like, until the NSF Program Officer has acted on it. See Unsubmit a Pending Report for instructions.

Access the Project Reports System

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

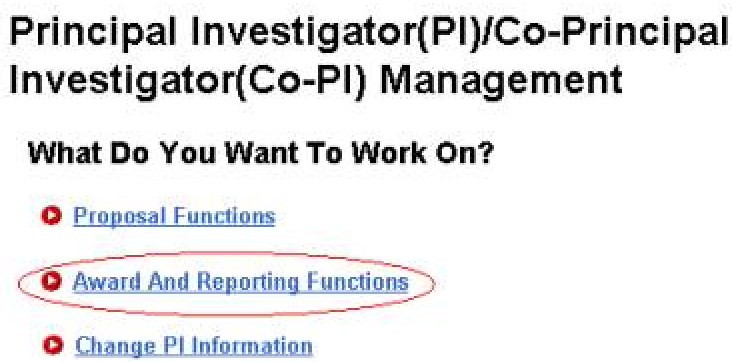


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Select **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The Project Reports System link is circled.

3. Select **Project Reports System** (Figure 2). The **Project Reports System** screen displays on the **Annual/Final Project Reports** tab (Figure 3).

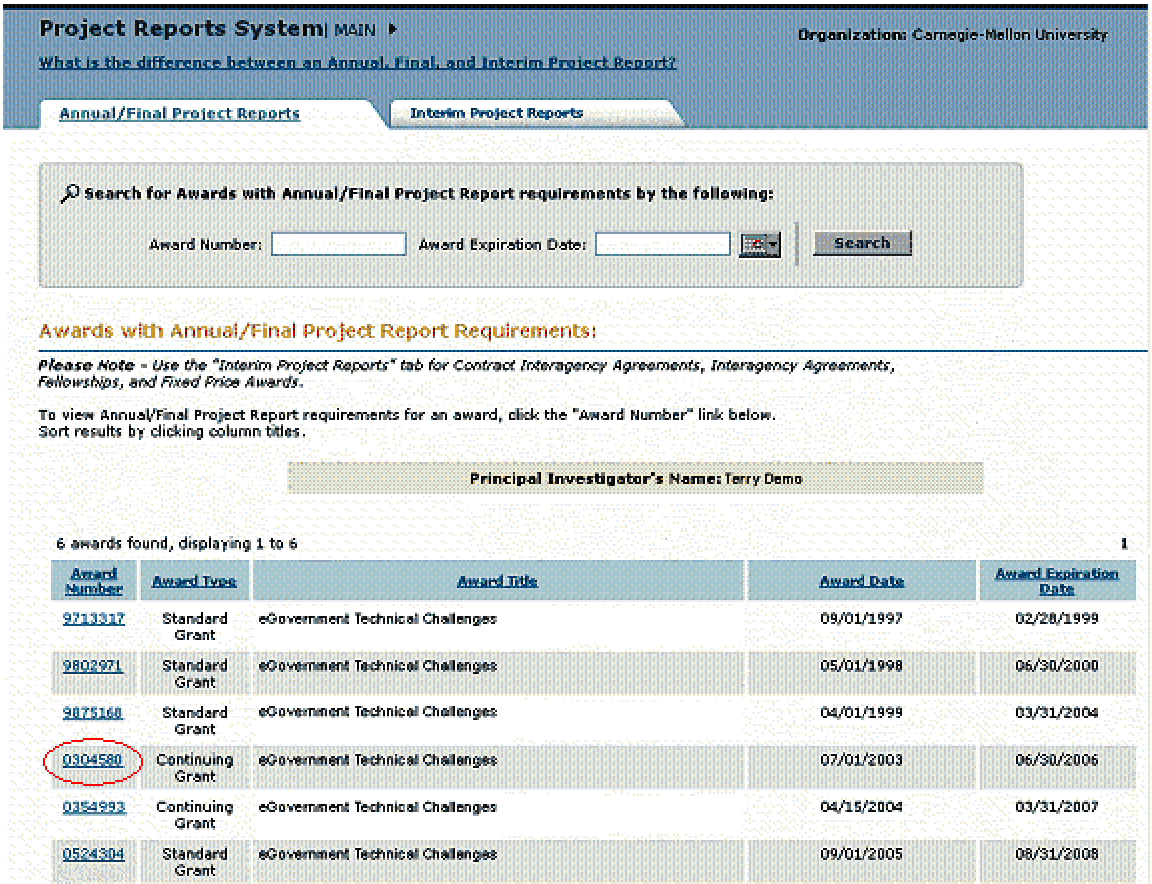


Figure 3 Project Reports System screen on the Annual/Final Project Reports tab.

On the **Project Reports System** screen (Figure 3) you have these options:

- Search for Awards with Annual/Final Report Requirements
- Search for Awards Eligible for Interim Reports
- Work on an Annual or Final Project Report
- Work on an Interim Project Report

Search for an Award with Annual or Final Report Requirements

1. Access the **Project Reports System** screen on the **Annual/Final Project Reports** tab (Figure 1) (see Access the Project Reports System).

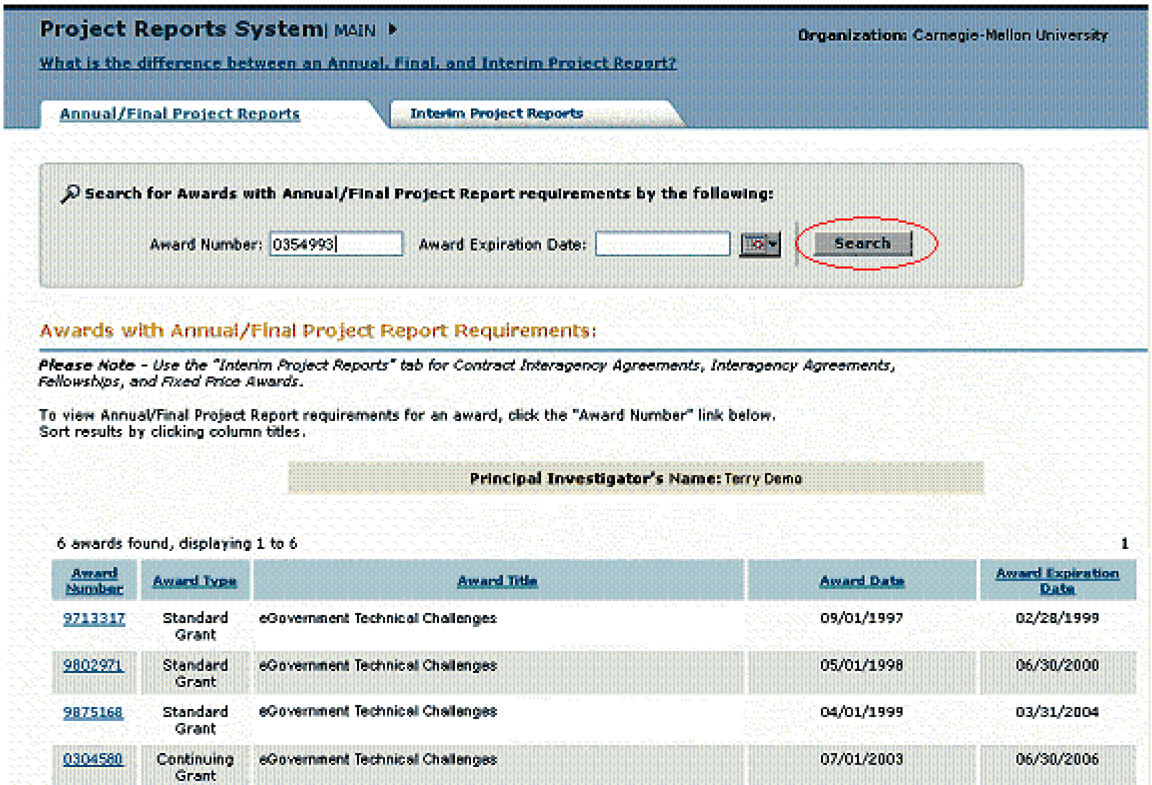


Figure 1 Project Reports System screen on the Annual/Final Project Reports tab. The Search button is circled.

2. On the **Project Reports System** screen on the **Annual/Final Project Reports** tab (Figure 1), type an award number and/or select or type an award expiration date (in mm/dd/yyyy format).
3. Select the **Search** button (Figure 3). The **Project Reports System** screen displays on the **Annual/Final Project Reports** tab (Figure 2) listing the awards that match the criteria you entered.

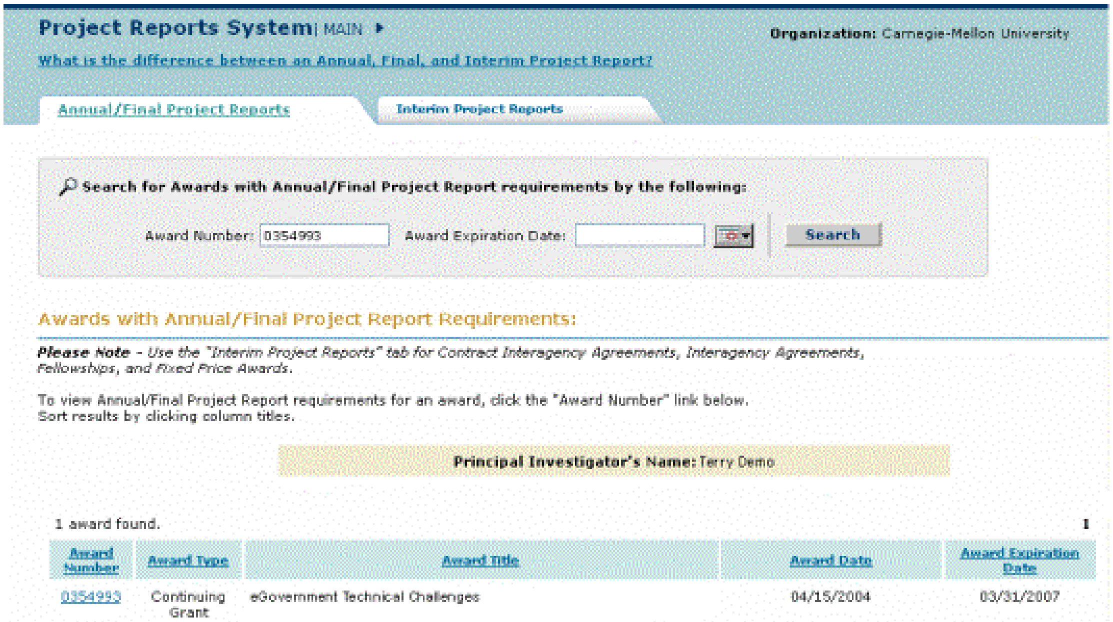


Figure 2 Project Reports System screen on the Annual/Final Project Reports screen with the results of a search for awards with requirements for Annual or Final Report.

Search for an Award Eligible for an Interim Project Report

1. Access the **Project Reports System** screen on the **Annual/Final Project Reports** tab (Figure 1) (see Access the Project Reports System).

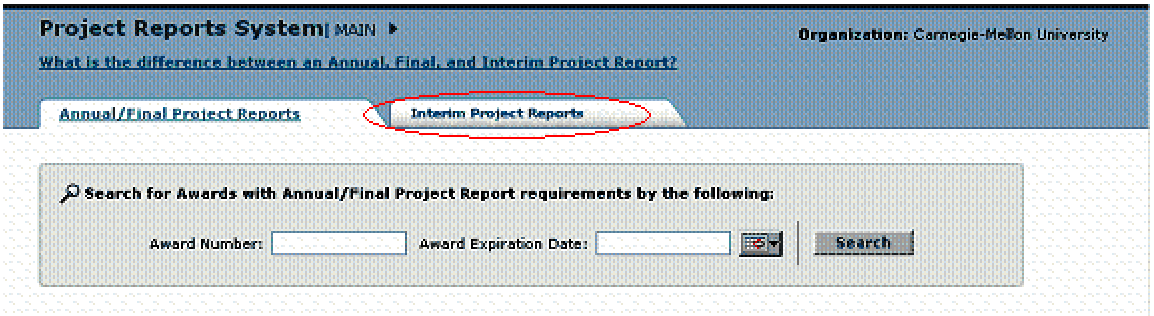


Figure 1 Project Reports System screen on the Annual/Final Project Reports tab. The Interim Project Reports tab is circled.

2. On the **Project Reports System** screen (Figure 1), select the **Interim Project Reports** tab. The **Project Reports System** screen displays on the **Interim Project Reports** tab (Figure 2) with a listing of all the awards that are eligible for creation of Interim Reports.

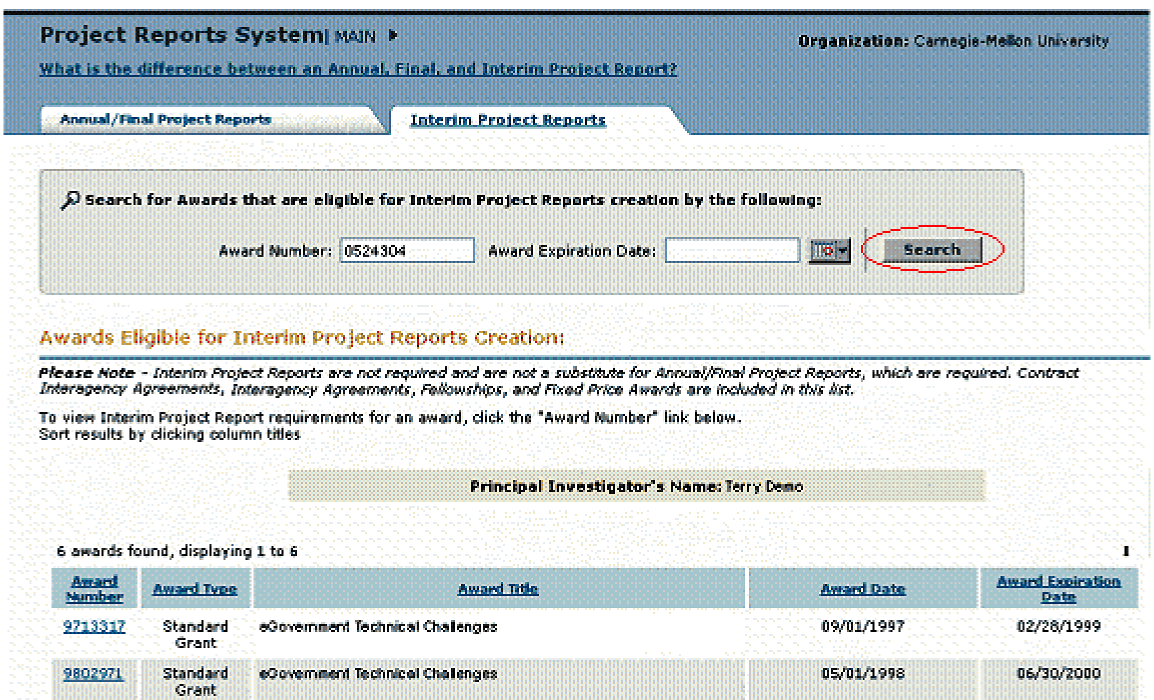


Figure 2 Project Reports System screen on the Interim Project Reports screen. The Search button is circled.

3. To search for a particular award, type an award number and/or select or type an award expiration date (in mm/dd/yyyy format) (Figure 2).
4. Select the **Search** button (Figure 2). The **Project Reports System** screen displays on the **Interim Project Reports** tab (Figure 3) with the results of your search.

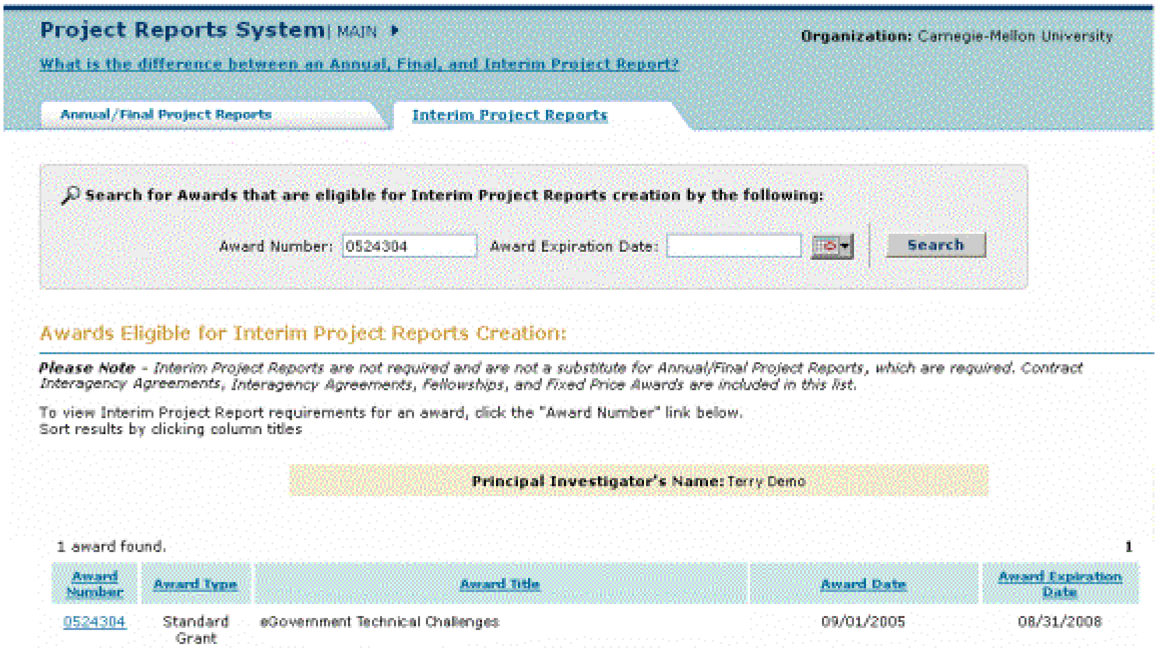


Figure 3 Project Reports System screen on the Interim Project Reports tab with the result of your search.

Work on Annual or Final Report

Work on an Annual or Final Report

1. Access the **Project Reports System** screen on the **Annual/Final Project Reports** tab (Figure 1) (see Access the Project Reports System).

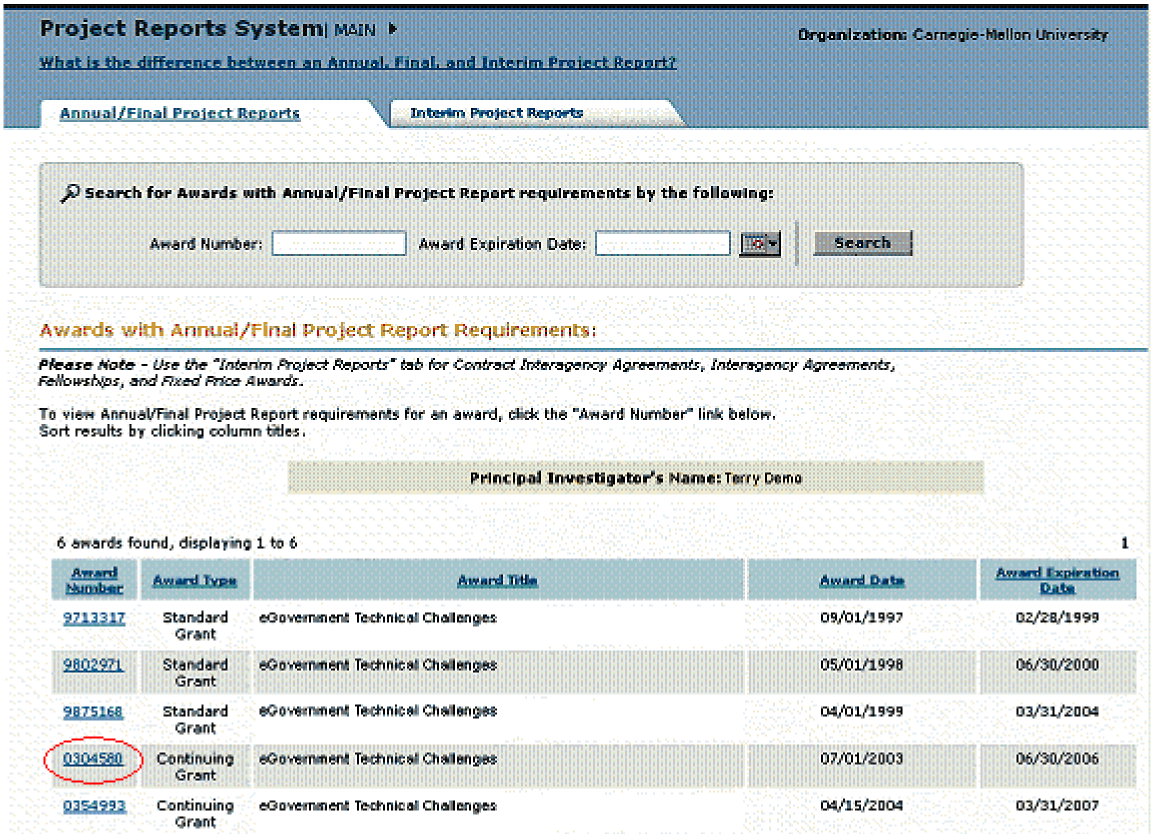


Figure 1 Project Reports System screen on the Annual/Final Project Reports tab. The award number for an award is circled.

2. On the **Project Reports System** screen on the **Annual/Final Project Reports** tab (Figure 1), select the Award Number for the award that you want to prepare a report for. The **Annual/Final Project Report Requirements** screen displays (Figure 2) for that award. From this screen you have the following options:
   - Create or edit an annual or final report
   - View status definitions for an annual or final report
   - View comments on an annual or final report returned to the PI
   - Unsubmit a pending annual or final report
   - View the PDF of an approved annual or final report

Annual/Final Project Report Requirements: What do "NSF Report Status" and "My Submission Status" mean?

To view a PDF of an approved Project Report, or to Create/Edit a Project Report for this award, click a link in the "Action" column below.
To view a detailed history of Report Review comments, click any "View Comments" text link in the "Action" column.
Sort results by clicking column titles.

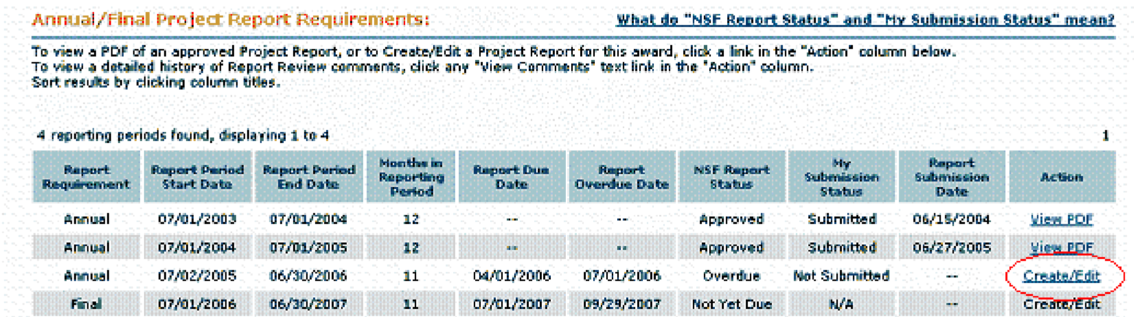
4 reporting periods found, displaying 1 to 4 1

Report Requirement	Report Period Start Date	Report Period End Date	Months in Reporting Period	Report Due Date	Report Overdue Date	NSF Report Status	My Submission Status	Report Submission Date	Action
Annual	07/01/2003	07/01/2004	12	--	--	Approved	Submitted	06/15/2004	View PDF
Annual	07/01/2004	07/01/2005	12	--	--	Approved	Submitted	06/27/2005	View PDF
Annual	07/02/2005	06/30/2006	11	04/01/2006	07/01/2006	Overdue	Not Submitted	--	Create/Edit
Final	07/01/2006	06/30/2007	11	07/01/2007	09/29/2007	Not Yet Due	N/A	--	Create/Edit

Figure 2 Annual/Final Project Report Requirements screen.

Create or Edit an Annual or Final Report

1. Access the **Annual/Final Project Report Requirements** screen (Figure 1) (see Work on an Annual or Final Report).


Annual/Final Project Report Requirements:

What do "NSF Report Status" and "My Submission Status" mean?

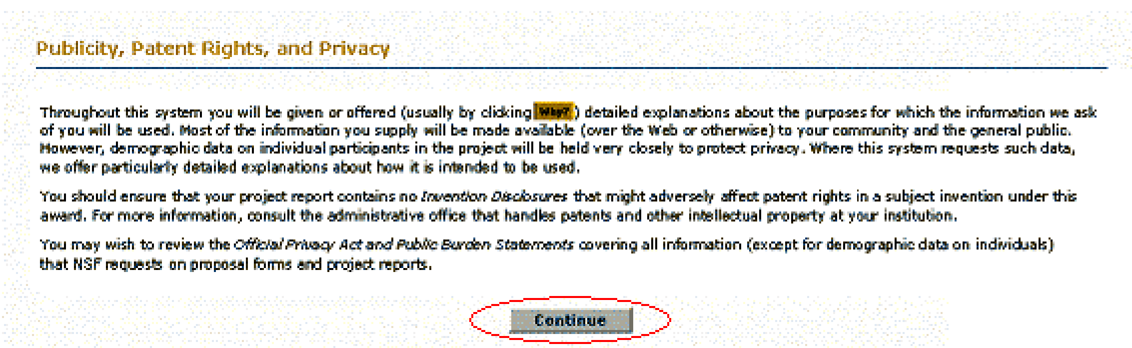
To view a PDF of an approved Project Report, or to Create/Edit a Project Report for this award, click a link in the "Action" column below.
To view a detailed history of Report Review comments, click any "View Comments" text link in the "Action" column.
Sort results by clicking column titles.

4 reporting periods found, displaying 1 to 4 — 1

Report Requirement	Report Period Start Date	Report Period End Date	Months in Reporting Period	Report Due Date	Report Overdue Date	NSF Report Status	My Submission Status	Report Submission Date	Action
Annual	07/01/2003	07/01/2004	12	--	--	Approved	Submitted	06/15/2004	View PDF
Annual	07/01/2004	07/01/2005	12	--	--	Approved	Submitted	06/27/2005	View PDF
Annual	07/02/2005	06/30/2006	11	04/01/2006	07/01/2006	Overdue	Not Submitted	--	Create/Edit
Final	07/01/2006	06/30/2007	11	07/01/2007	09/29/2007	Not Yet Due	N/A	--	Create/Edit

Figure 1 Annual/Final Project Report Requirements screen. The Create/Edit link is circled for an award.

2. Select **Create/Edit** (Figure 1). The **Publicity, Patent Rights, and Privacy** screen displays (Figure 2). This screen advises you of the ways in which NSF uses the information in reports.


Publicity, Patent Rights, and Privacy

Throughout this system you will be given or offered (usually by clicking Why?) detailed explanations about the purposes for which the information we ask of you will be used. Most of the information you supply will be made available (over the Web or otherwise) to your community and the general public. However, demographic data on individual participants in the project will be held very closely to protect privacy. Where this system requests such data, we offer particularly detailed explanations about how it is intended to be used.

You should ensure that your project report contains no *Invention Disclosures* that might adversely affect patent rights in a subject invention under this award. For more information, consult the administrative office that handles patents and other intellectual property at your institution.

You may wish to review the *Official Privacy Act and Public Burden Statements* covering all information (except for demographic data on individuals) that NSF requests on proposal forms and project reports.

Continue

Figure 2 Publicity, Patent Rights, and Privacy screen. The Continue button is circled.

3. Select the **Continue** button (Figure 2). The **Project Reports System Control** screen displays (Figure 3).

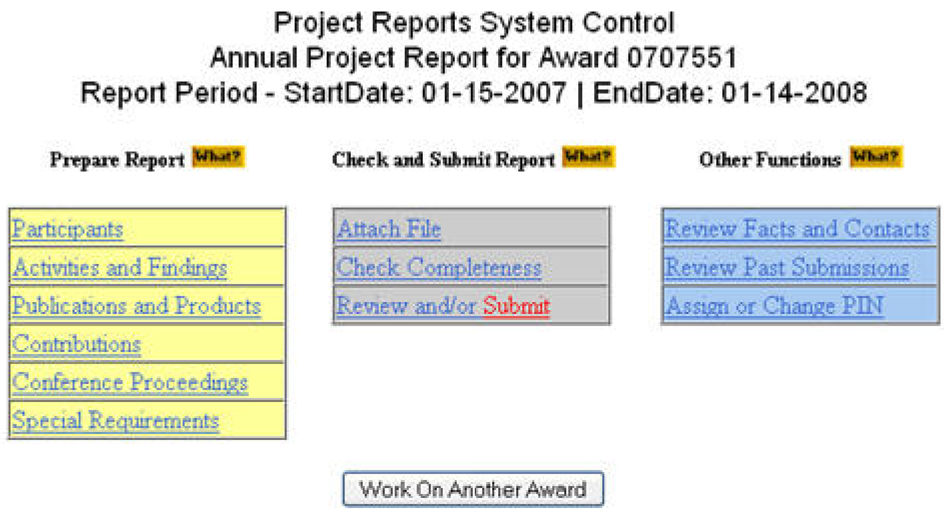


Figure 3 Project Reports System Control screen.

On the **Project Reports System Control** screen (Figure 3), you have these options:

- Prepare a report
- Check and submit a report
- Carry out other functions such as:
  - Review facts and contacts
  - Review past submissions
  - Assign or change an award PIN
- Work on another award

View the Status Definitions for Annual and Final Project Reports

1. Access the **Annual/Final Project Report Requirements** screen (Figure 1) (see Work on an Annual or Final Project Report).

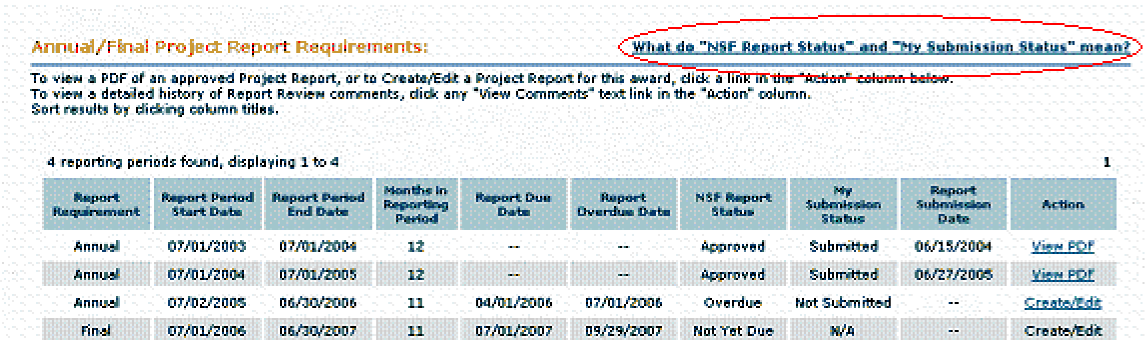


Figure 1 Annual/Final Project Report Requirements screen. The What do "NSF Report Status" and "My Submission Status" Mean link is circled.

2. Select the **What do "NSF Report Status" and "My Submission Status"** mean link (Figure 1). The **What do "NSF Report Status" and "My Submission Status" Mean** screen displays (Figure 2) with definitions of the different statuses for a report.

What do "NSF Report Status" and "My Submission Status" mean?
(For Annual and Final Project Reports)

NSF REPORT STATUSES

Approved -

For Annual Project Reports:
The Program Officer has approved the project report. You may complete/submit post-award actions/requests for this award except for an NSF Approved No-Cost Extension Request. An NSF Approved No-Cost Extension Request can only be submitted for a Standard Grant and Cooperative Agreement when its award expiration date is less than 6 months greater than today's date.

For Final Project Reports:
The Program Officer has approved the project report. You may not complete/submit post-award actions/requests for this award except for:
- Cost Sharing Equal to or Greater than $500,000
- Conflicts of Interest

Approved (hardcopy) -

For Annual Project Reports:
The Program Officer has approved the hardcopy project report. You may complete/submit post-award actions/requests for this award except for an NSF Approved No-Cost Extension Request. An NSF Approved No-Cost Extension Request can only be submitted for a Standard Grant and Cooperative Agreement when its award expiration date is less than 6 months greater than today's date.

For Final Project Reports:
The Program Officer has approved the hardcopy project report. You may not complete/submit post-award actions/requests for this award except for:
- Cost Sharing Equal to or Greater than $500,000
- Conflicts of Interest

Note: Because the project report was submitted outside of FastLane system, users will not be able to unsubmit or view a PDF version of the report.

Pending Review -

The project report has been submitted but not yet approved by the Program Officer and the 'Report Overdue Date' shown has passed. Any request(s) already submitted will not be processed further until the Program Officer approves the project report. NSF will not provide additional funding (i.e. Increments, Supplements, New Awards) and you will not be able to complete/submit the following post-award actions/requests until the Program Officer approves the project report:
- Withdrawal of PI/Co-PI
- Change PI and Add/Change Co-PI

You may un-submit the report in this status; however, you will have to resubmit it to the Program Officer as soon as possible in order to remain in compliance with the award's project reporting requirements.

Please contact your Program Officer if your project report has a status of "Pending Review" for more than 5 business days.

Not Yet Due -

For Annual Project Reports:
You can work on the project report for the award if the previous report has been approved, but cannot submit it because its associated reporting period end date is more than 90 days from today's date.

For Final Project Reports:
You can work on this project report for the award if the previous report has been approved, but cannot submit it because its award expiration date is greater than today's date.

Due -

For Annual Project Reports:
You can work on/submit this project report for the award because it is within 90 days prior to the report end date.

For Final Project Reports:
You can work on/submit this project report for the award because it is within 90 days after the award expiration date.

If submitted, you may un-submit the report in this status; however, you will have to re-submit it to NSF as soon as possible in order to remain in compliance with the award's project reporting requirements.

Overdue -

For Annual Project Reports:
The project report must be submitted for the award because the deadline for submission has passed. Any request(s) already submitted will not be processed further until the Program Officer approves the project report. You will not be able to complete/submit the following post-award actions/requests until the Program Officer approves the project report:
- Withdrawal of PI/Co-PI
- Change PI and Add/Change Co-PI

For Final Project Reports:
The project report must be submitted because the deadline for submission has passed and the award expiration date has exceeded 90 days. Any request(s) already submitted will not be processed further until the Program Officer approves the project report. You will not be able to complete/submit the same actions/requests as for Annual Project Reports above until the Program Officer approves the project report:

Note: Having an Overdue project report will affect/delay NSF actions on any other award related to the PI/Co-PI.

Action Pending -

For Final Project Reports only:
The project report has been submitted but requires further review and consideration by the Program Officer. Please contact your Program Officer if your report has a status of "Action Pending" for more than 5 business days.

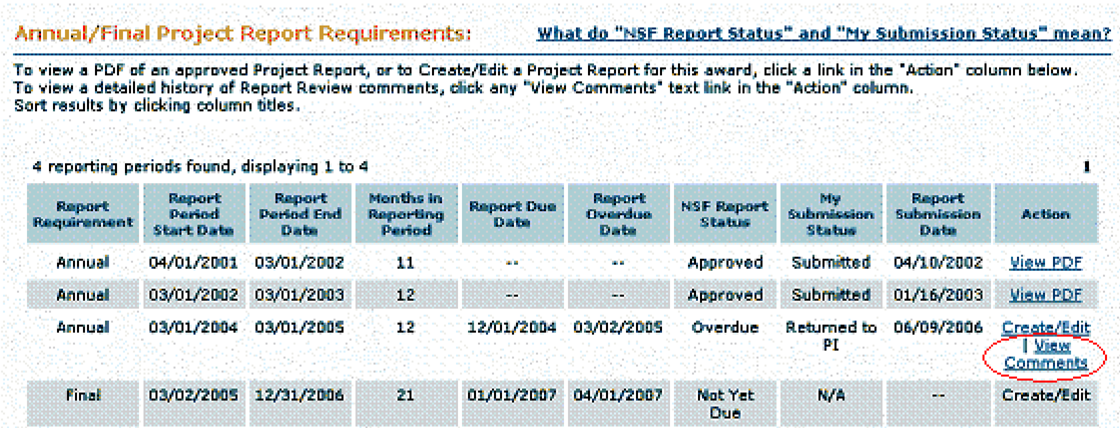
MY SUBMISSION STATUS

Submitted -	No report has been received by NSF.
Not Submitted -	A report has been received by NSF.
Submitted (hardcopy) -	A hardcopy report has been received by NSF.
Returned to PI -	The Program Officer has returned the project report to you for corrections and resubmission. You must resubmit the project report when corrections have been completed in order to remain in compliance with the award's project reporting requirements.
PI Transferred -	A PI Transfer has been approved. Please navigate to the award number indicated in the "Action" column to access this report requirement.

Figure 2 What Do “NSF Report Status” and “My Submission Status” Mean screen.

View Comments on a Report Returned to PI

1. Access the **Annual/Final Project Report Requirements** screen on the **Annual/Final Project Reports** tab (Figure 1) (see Work on an Annual or Final Report).



Annual/Final Project Report Requirements: What do "NSF Report Status" and "My Submission Status" mean?

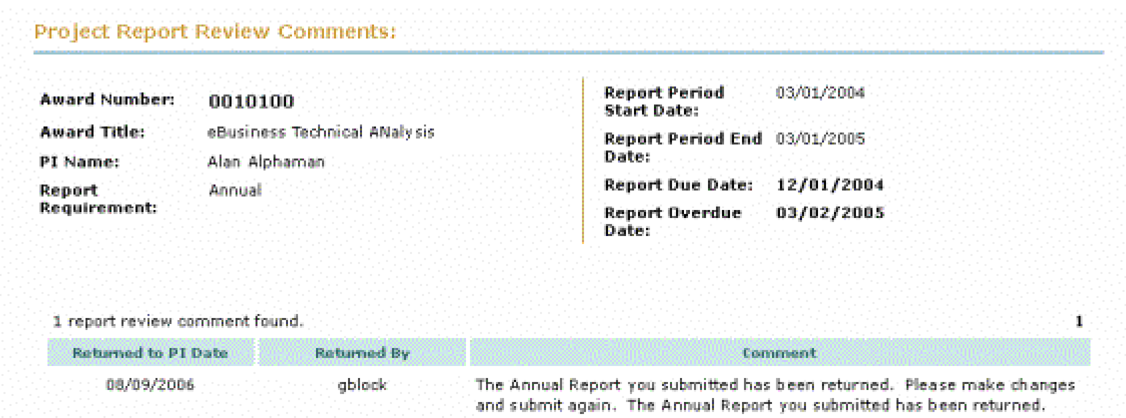
To view a PDF of an approved Project Report, or to Create/Edit a Project Report for this award, click a link in the "Action" column below.
To view a detailed history of Report Review comments, click any "View Comments" text link in the "Action" column.
Sort results by clicking column titles.

4 reporting periods found, displaying 1 to 4 1

Report Requirement	Report Period Start Date	Report Period End Date	Months in Reporting Period	Report Due Date	Report Overdue Date	NSF Report Status	My Submission Status	Report Submission Date	Action
Annual	04/01/2001	03/01/2002	11	--	--	Approved	Submitted	04/10/2002	View PDF
Annual	03/01/2002	03/01/2003	12	--	--	Approved	Submitted	01/16/2003	View PDF
Annual	03/01/2004	03/01/2005	12	12/01/2004	03/02/2005	Overdue	Returned to PI	06/09/2006	Create/Edit | View Comments
Final	03/02/2005	12/31/2006	21	01/01/2007	04/01/2007	Not Yet Due	N/A	--	Create/Edit

Figure 1 Annual/Final Project Report Requirements screen. The View Comments link is circled.

2. Select the **View Comments** link for the report that is Returned to PI (Figure 1). The **Project Report Review Comments** screen displays (Figure 2).



Project Report Review Comments:

Award Number:	0010100	Report Period Start Date:	03/01/2004
Award Title:	eBusiness Technical ANalysis	Report Period End Date:	03/01/2005
PI Name:	Alan Alphaman	Report Due Date:	12/01/2004
Report Requirement:	Annual	Report Overdue Date:	03/02/2005

1 report review comment found. 1

Returned to PI Date	Returned By	Comment
08/09/2006	gblock	The Annual Report you submitted has been returned. Please make changes and submit again. The Annual Report you submitted has been returned.

Figure 2 Project Report Review Comments screen.

View PDF of an Approved Annual or Final Report

1. Access the **Annual/Final Project Report Requirements** screen on the **Annual/Final Project Reports** tab (Figure 1) (see Work on an Annual or Final Report).

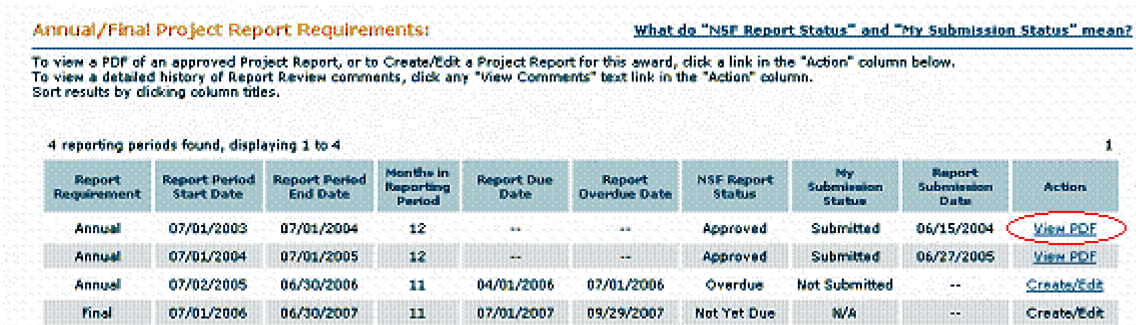


Figure 1 Annual/Final Project Report Requirements screen. The View PDF link is circled for a report.

2. Select the **View PDF** link for the report you want to view (Figure 1). A screen displays (Figure 2) with the report contents in PDF format. If you need to download Adobe Reader, select the **Adobe Acrobat Reader** link.

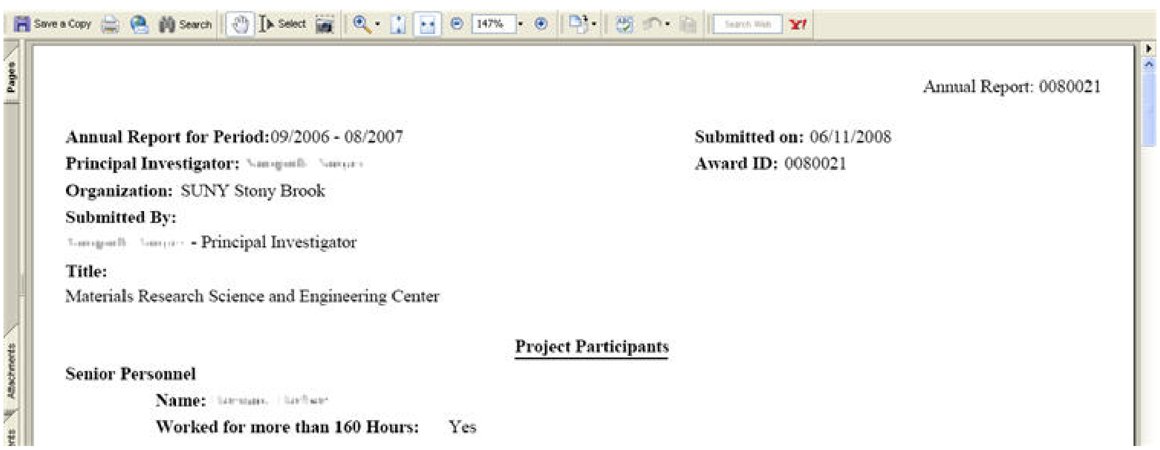
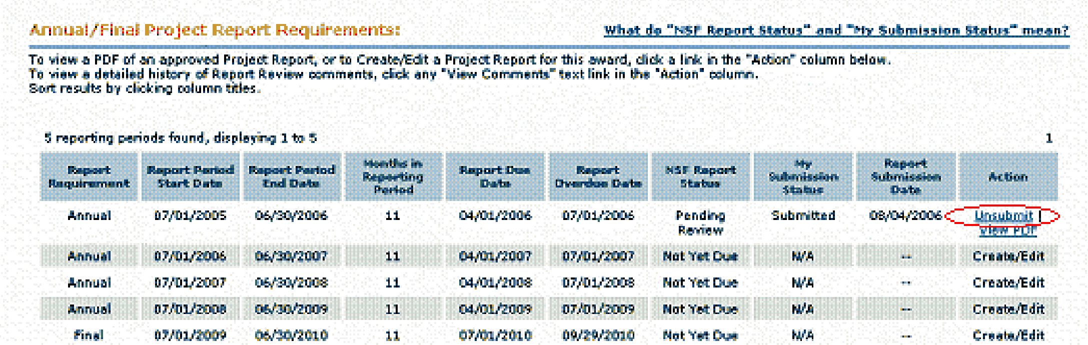


Figure 2 Screen with the selected report in PDF format.

Unsubmit a Pending Annual or Final Report

1. Access the **Annual/Final Project Report Requirements** screen on the **Annual/Final Project Reports** tab (Figure 1) (see Work on an Annual or Final Report).



Annual/Final Project Report Requirements:

What do "NSF Report Status" and "My Submission Status" mean?

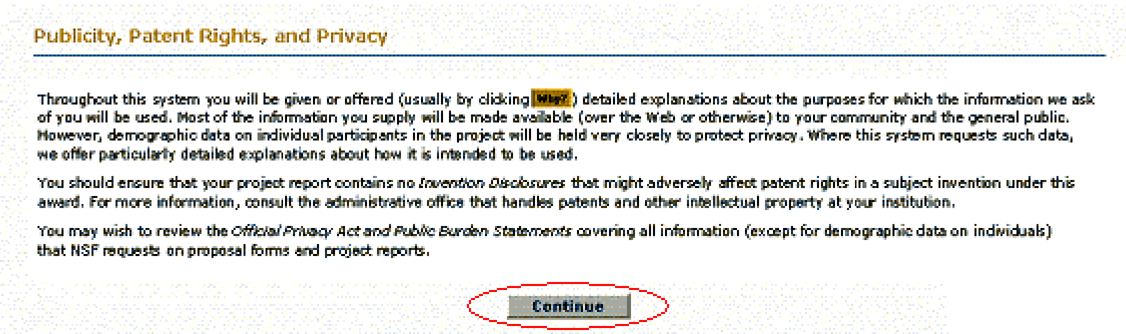
To view a PDF of an approved Project Report, or to Create/Edit a Project Report for this award, click a link in the "Action" column below.
To view a detailed history of Report Review comments, click any "View Comments" text link in the "Action" column.
Sort results by clicking column titles.

5 reporting periods found, displaying 1 to 5 1

Report Requirement	Report Period Start Date	Report Period End Date	Months in Reporting Period	Report Due Date	Report Overdue Date	NSF Report Status	My Submission Status	Report Submission Date	Action
Annual	07/01/2005	06/30/2006	11	04/01/2006	07/01/2006	Pending Review	Submitted	08/04/2006	Unsubmit | View PDF
Annual	07/01/2006	06/30/2007	11	04/01/2007	07/01/2007	Not Yet Due	N/A	--	Create/Edit
Annual	07/01/2007	06/30/2008	11	04/01/2008	07/01/2008	Not Yet Due	N/A	--	Create/Edit
Annual	07/01/2008	06/30/2009	11	04/01/2009	07/01/2009	Not Yet Due	N/A	--	Create/Edit
Final	07/01/2009	06/30/2010	11	07/01/2010	09/29/2010	Not Yet Due	N/A	--	Create/Edit

Figure 1 Annual/Final Project Report Requirements screen. The Unsubmit link is circled for a report.

2. Select **Unsubmit** on the row for the report you want to unsubmit (Figure 1). The **Publicity, Patent Rights, and Privacy** screen displays (Figure 2). This screen advises you of the ways in which NSF uses the information in reports.



Publicity, Patent Rights, and Privacy

Throughout this system you will be given or offered (usually by clicking Why?) detailed explanations about the purposes for which the information we ask of you will be used. Most of the information you supply will be made available (over the Web or otherwise) to your community and the general public. However, demographic data on individual participants in the project will be held very closely to protect privacy. Where this system requests such data, we offer particularly detailed explanations about how it is intended to be used.

You should ensure that your project report contains no *Invention Disclosures* that might adversely affect patent rights in a subject invention under this award. For more information, consult the administrative office that handles patents and other intellectual property at your institution.

You may wish to review the *Official Privacy Act and Public Burden Statements* covering all information (except for demographic data on individuals) that NSF requests on proposal forms and project reports.

Continue

Figure 2 Publicity, Patent Rights, and Privacy screen. The Continue button is circled.

3. Select the **Continue** button (Figure 2). The **Are You Sure** screen displays (Figure 3).

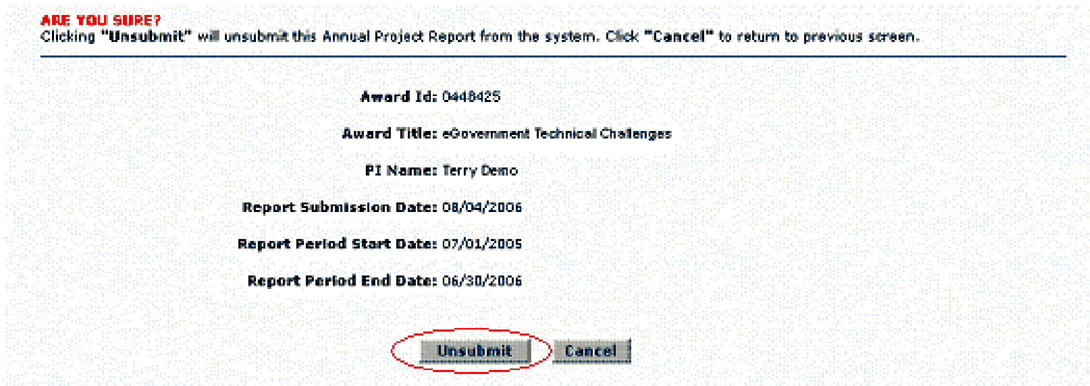


Figure 3 Are You Sure screen. The Unsubmit button is circled.

4. Select the **Unsubmit** button (Figure 3). The **Confirmation** screen displays (Figure 4).

Figure 4 Confirmation screen.

5. On the **Confirmation** screen (Figure 4), select the **Return to Project Reports Results List** link. The **Annual/Final Project Report Requirements** screen displays (Figure 1).

Work on Interim Report

Work on an Interim Project Report

1. Access the **Project Reports System** screen on the **Annual/Final Project Reports** tab (Figure 1) (see <u>Access the Project Reports System</u>).

Figure 1 Annual/Final Project Reports tab. The Interim Project Reports tab is circled.

2. Select the **Interim Project Reports** tab (Figure 3). The **Project Reports System** screen displays on the **Interim Project Reports** tab (Figure 2) with a listing of all the awards eligible for creation of an Interim Project Report.

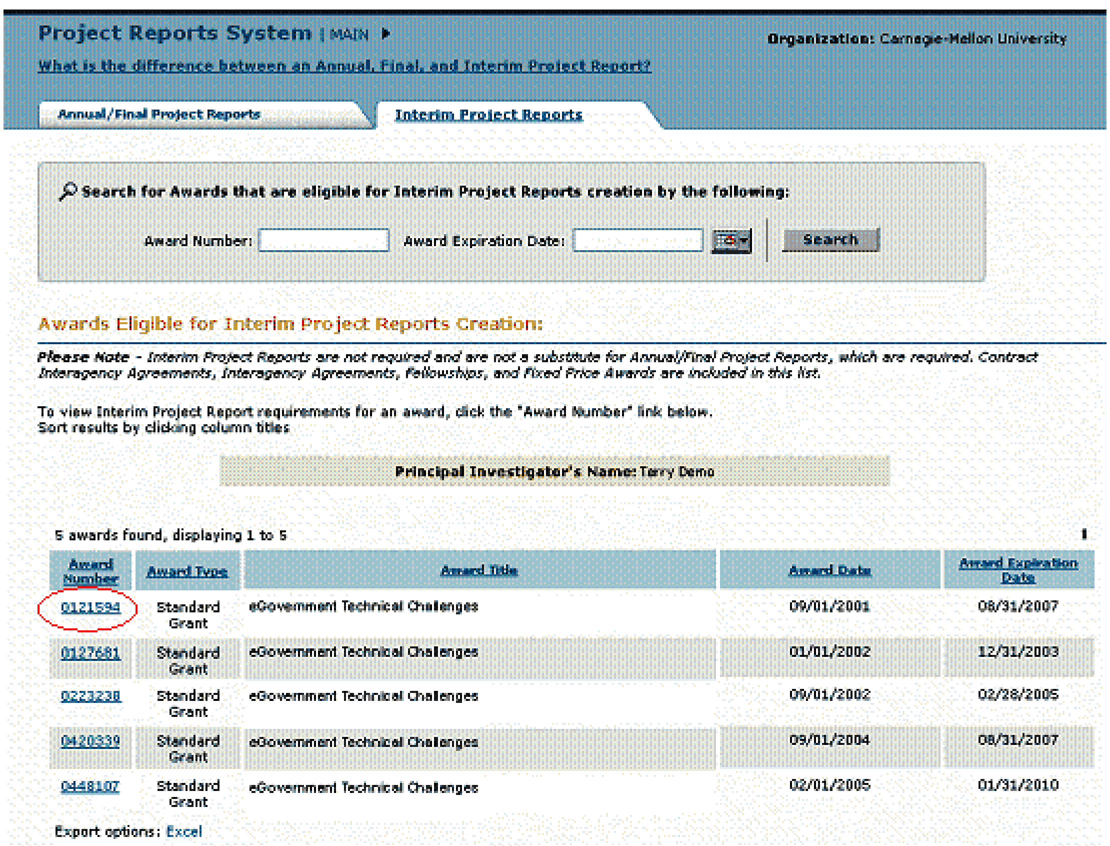


Figure 2 Project Reports System screen on the Interim Project Reports tab. An award number is circled.

3. Select the Award Number for the award you want to work on (Figure 2). The **Interim Project Reports Results** screen displays (Figure 3) with a listing of the Interim Project Reports for that award and their status.


Interim Project Reports Results:

What do "NSF Report Status" and "My Submission Status" mean?

To view a PDF of a reviewed Interim Project Report, or to Create/Edit or Unsubmit an Interim Project Report for this award, click a link in the "Action" column below. Sort results by clicking column titles.

2 Interim reports found, displaying 1 to 2

1

Report Requirement	Report Period Start Date	Report Period End Date	My Submission Status	Report Submission Date	Report Reviewed Date	Action
1	05/27/2006	08/07/2006	Submitted	08/07/2006	--	Unsubmit | View PDF
2	--	--	Not Submitted	--	--	Create/Edit

Figure 3 Interim Project Reports Results screen.

On the **Interim Project Reports Results** screen (Figure 3) you have these options:

- Create or edit an interim report
- View status definitions for an interim report
- View PDF of a submitted interim report
- Unsubmit a pending interim report

Create or Edit an Interim Report

1. Access the **Interim Project Reports Results** screen (Figure 1) (see Work on an Interim Project Report).

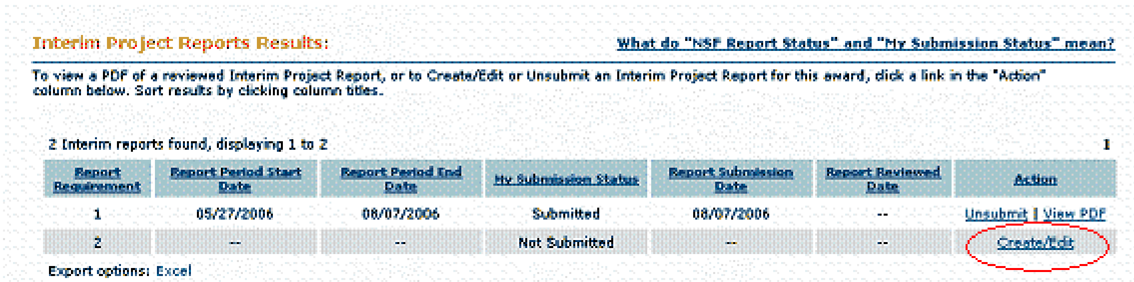


Figure 1 Interim Project Reports Results screen. The Create/Edit link is circled.

2. Select **Create/Edit** (Figure 1). The **Publicity, Patent Rights, and Privacy** screen displays (Figure 2). This screen advises you of the ways in which NSF uses the information in reports.

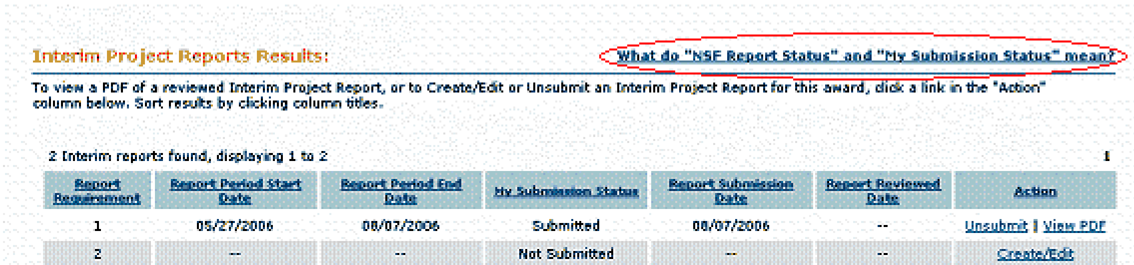
Figure 2 Publicity, Patent Rights, and Privacy screen. The Continue button is circled.

3. Select the **Continue** button (Figure 2). The **Project Reports System Control** screen displays (Figure 3). See Report Categories and Functions Introduction for instructions.

Figure 3 Project Reports System Control screen.

View the Status Definitions for Interim Project Reports

1. Access the **Interim Project Reports Results** screen on the **Interim Project Reports** tab (Figure 1) (see Work on an Interim Project Report).



Interim Project Reports Results: What do "NSF Report Status" and "My Submission Status" mean?

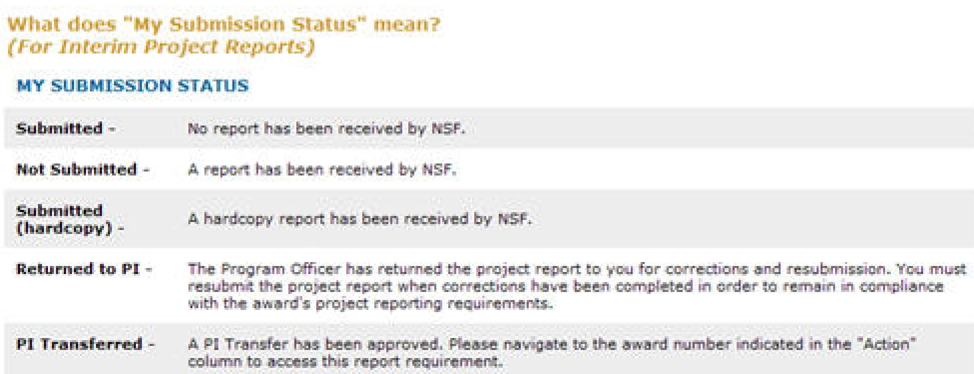
To view a PDF of a reviewed Interim Project Report, or to Create/Edit or Unsubmit an Interim Project Report for this award, click a link in the "Action" column below. Sort results by clicking column titles.

2 Interim reports found, displaying 1 to 2 1

Report Requirement	Report Period Start Date	Report Period End Date	My Submission Status	Report Submission Date	Report Reviewed Date	Action
1	05/27/2006	08/07/2006	Submitted	08/07/2006	--	Unsubmit | View PDF
2	--	--	Not Submitted	--	--	Create/Edit

Figure 1 Interim Project Reports Results screen. The What Do "NSF Report Status" and "My Submission Status" Mean link is circled.

2. Select the **What Do "NSF Report Status" and "My Submission Status" Mean** link (Figure 1). The **What Does "My Submission Status" Mean** screen displays (Figure 2).



What does "My Submission Status" mean?
(For Interim Project Reports)

MY SUBMISSION STATUS

Submitted -	No report has been received by NSF.
Not Submitted -	A report has been received by NSF.
Submitted (hardcopy) -	A hardcopy report has been received by NSF.
Returned to PI -	The Program Officer has returned the project report to you for corrections and resubmission. You must resubmit the project report when corrections have been completed in order to remain in compliance with the award's project reporting requirements.
PI Transferred -	A PI Transfer has been approved. Please navigate to the award number indicated in the "Action" column to access this report requirement.

Figure 2 What Does "My Submission Status" Mean screen.

View a PDF of a Submitted Interim Report

1. Access the **Interim Project Reports Results** screen (Figure 1) (see Work on an Interim Project Report).

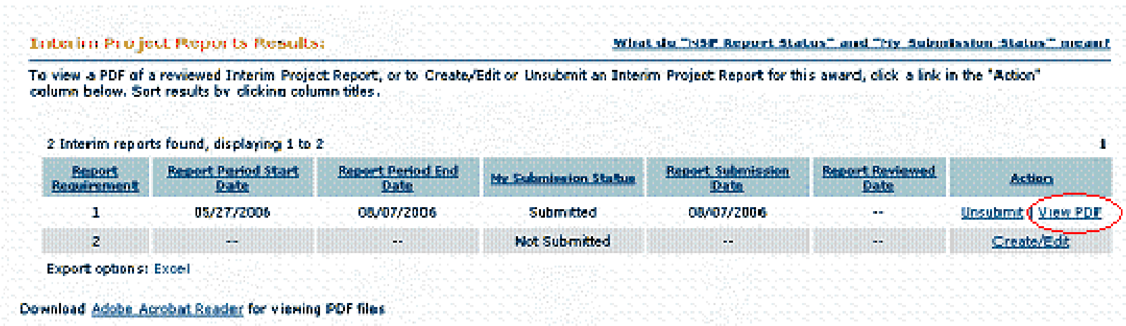


Figure 1 Interim Project Reports Results screen. The View PDF link is circled.

2. Select the **View PDF** link for the Interim report you want to view (Figure 1). A screen displays (Figure 2) with the report contents in PDF format. If you need to download Adobe Reader, select the **Adobe Acrobat Reader** link.

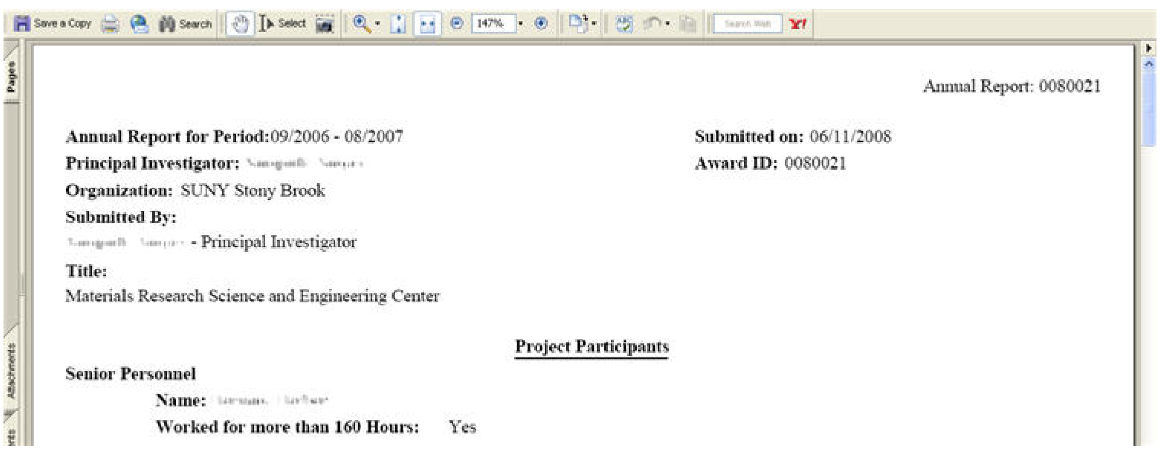


Figure 2 Screen with the selected report in PDF format.

Unsubmit a Pending Interim Report

1. Access the **Interim Project Reports Results** screen on the **Interim Project Reports** tab (Figure 1) (see Work on Interim Project Report).

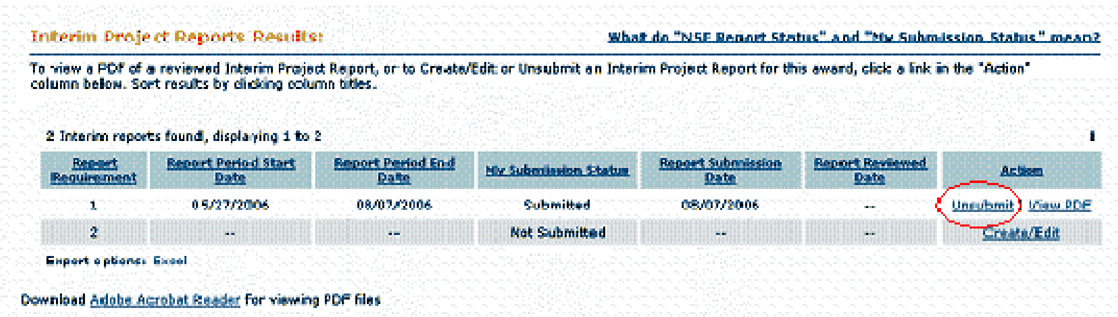


Figure 1 Interim Project Reports Results screen. The Unsubmit link is circled.

2. Select **Unsubmit** (Figure 1) on the row for the Interim Project Report you want to unsubmit. The **Publicity, Patent Rights, and Privacy** screen displays (Figure 2). This screen advises you of the ways in which NSF uses the information in reports.

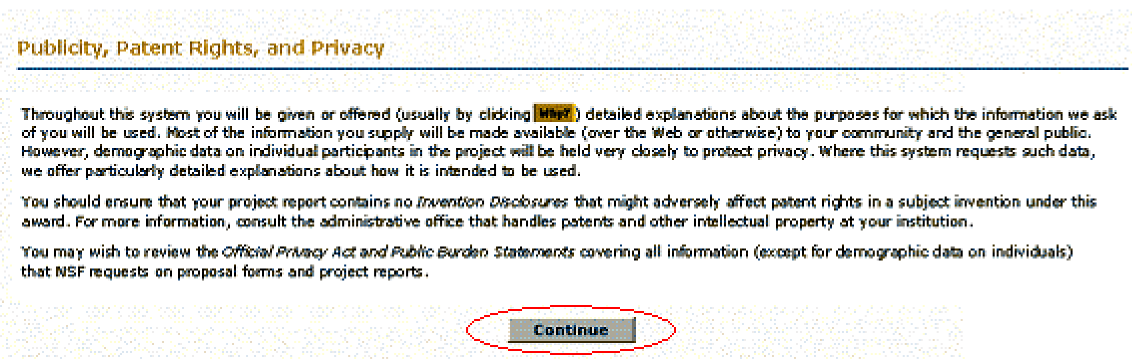


Figure 2 Publicity, Patent Rights, and Privacy screen. The Continue button is circled.

3. Select the **Continue** button (Figure 2). The **Are You Sure** screen displays (Figure 3).

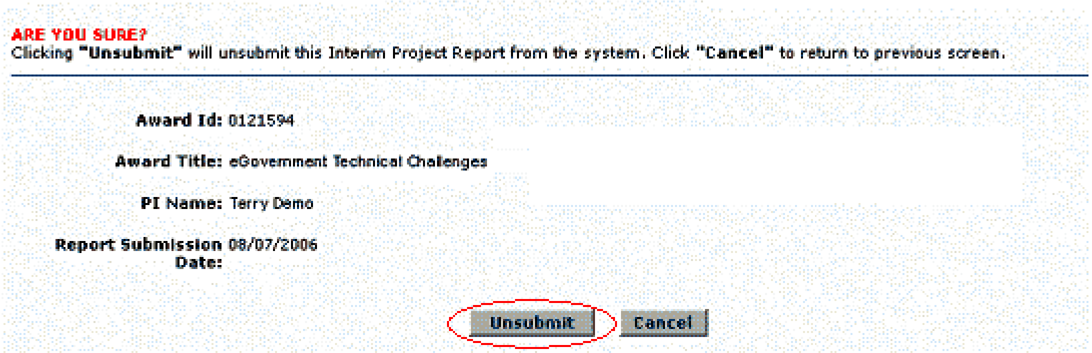


Figure 3 Are You Sure screen. The Unsubmit button is circled.

4. Select the **Unsubmit** button (Figure 3). The **Confirmation** screen displays (Figure 4).

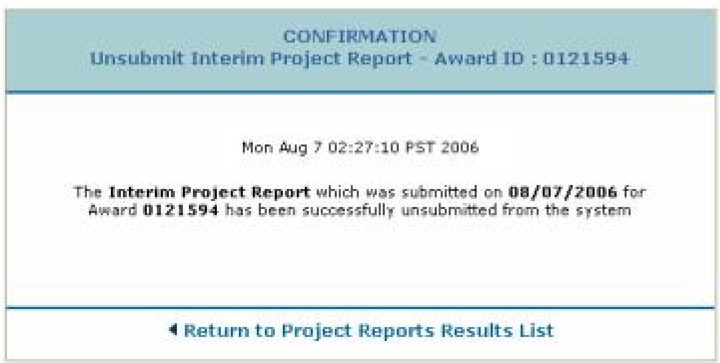


Figure 4 Confirmation screen.

5. On the **Confirmation** screen (Figure 4), select the **Return to Project Reports Results List** link. The **Interim Project Reports Results** screen displays (Figure 1).

Report Categories and Functions

Report Categories and Functions Introduction

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

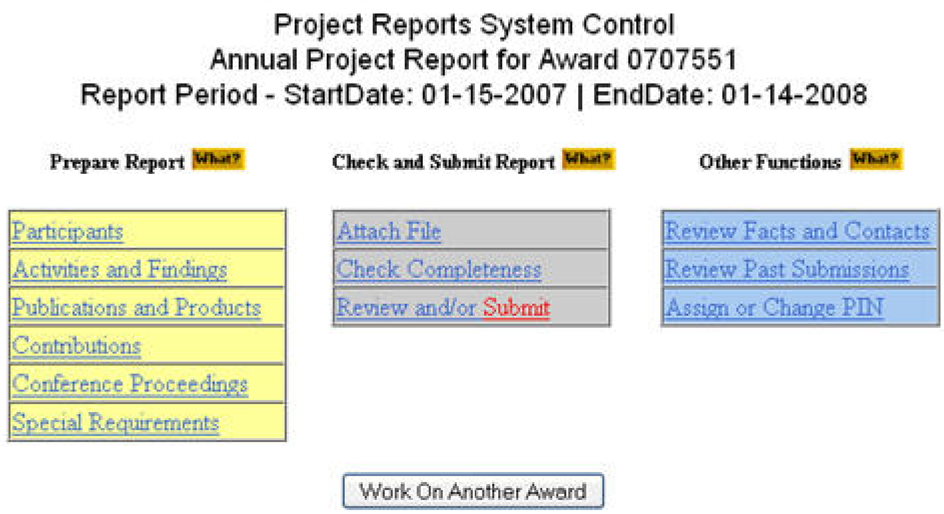


Figure 1 Project Reports System Control screen.

You have the following options for working on a report:

- Prepare a report (Annual, Final, or Interim Report)
- Check and submit a report
- Perform other functions

Prepare a Report

Prepare a Report Introduction

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

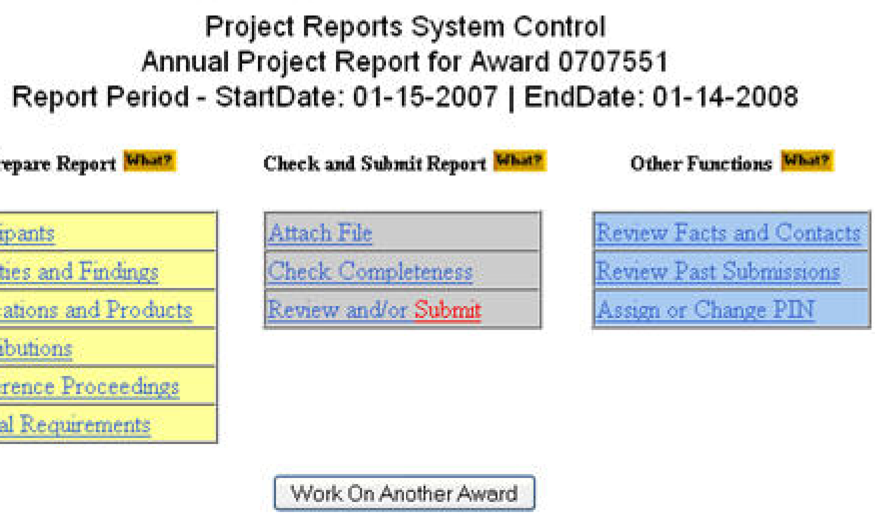


Figure 1 Project Reports System Control screen.

2. Select a link in the **Prepare Report** column (Figure 1) for any one of these reporting categories:
    - Participants
    - Activities and Findings
    - Publications and Products
    - Contributions
    - Conference Proceedings
    - Special Requirements

Participants

Participants

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create an Interim Report).

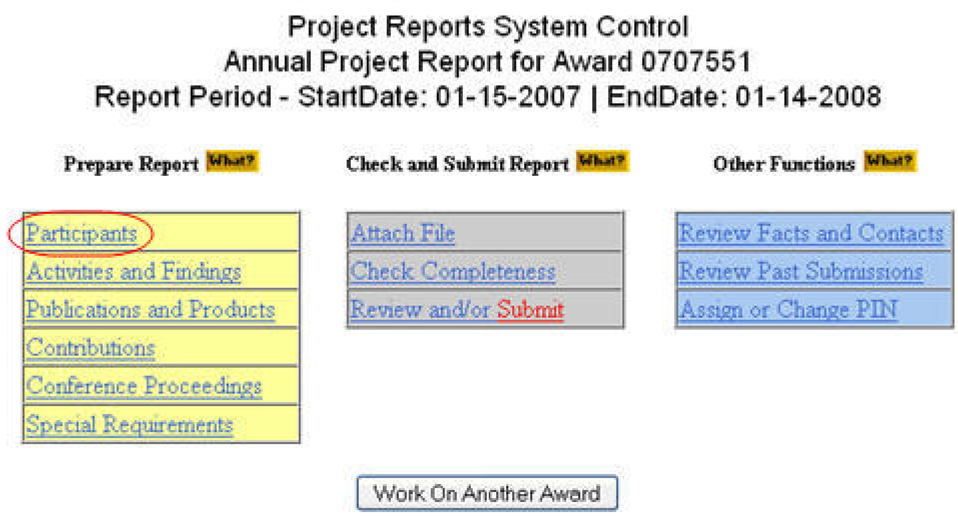


Figure 1 Project Reports System Control screen. The Participants link is circled.

2. On the **Project System Control** screen (Figure 1), select the **Participants** link (Figure 1). The **Project Participants** screen displays (Figure 2) with a list of the questions you will find in the **Participants** section of the Project Reports System.

Figure 2 Project Participants screen. The Continue button is circled.

3. Select the **Continue** button (Figure 2). The **What People Have Worked on the Project** screen displays (Figure 3). See Work on People for instructions for working on this category.

Figure 3 What People Have Worked on the Project screen.

If no other persons were involved in the project, click the **No** button in answer to the question, "Are any other persons involved with the project?" The **What Other Organizations Have Been Involved as Partners** screen displays. See What Are Partnering Organizations for instructions.

People

Work on People

Make sure that all the people, including students, who have worked on the project are listed. If an individual is not listed, add the person. See Demographic Information What and Why for an explanation of the information on the individual that NSF requests you submit.

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants). The **What People Have Worked on the Project** screen displays a list of the people you have reported as working on the project. You have these options:
   - Add demographic information for an individual
   - Review and revise the information for an individual
   - Delete an individual from the list

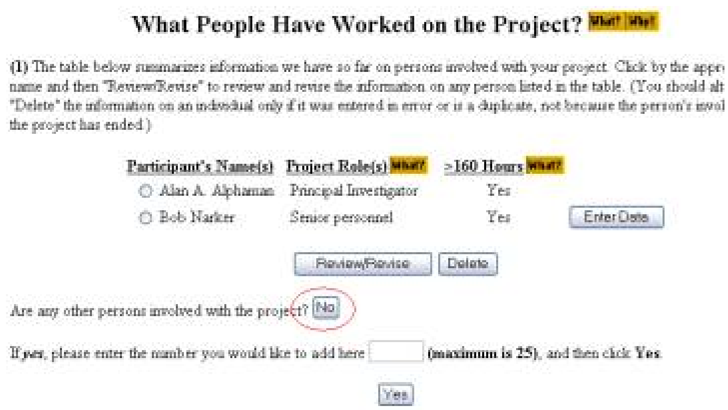


Figure 1 What People Have Worked on the Project screen. The No button is circled.

If you have completed work on the ***What People Have Worked on the Project*** *screen (Figure 1) or have nothing to report for this category*, click the **No** button in answer to the question, "Are any other persons involved with the project?" The **What Other Organizations Have Been Involved as Partners** screen displays (Figure 2) (see Organizations for instructions).

Figure 2 What Other Organizations Have Been Involved as Partners screen.

Add an Individual as a Participant

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants).

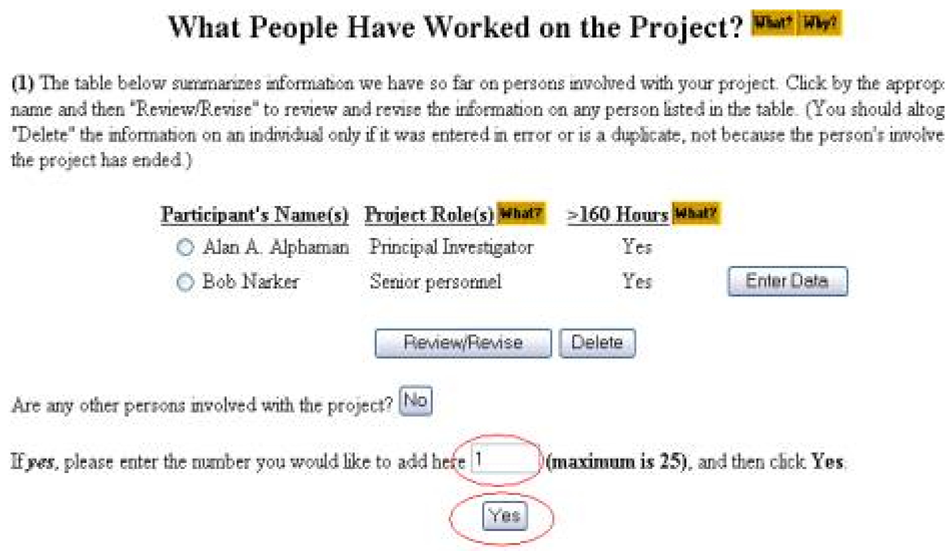


Figure 1 What People Have Worked on the Project screen. The box for the number of individuals added and the Yes button are circled.

2. On the **What People Have Worked on the Project** screen (Figure 1), type the number of people you want to add as participants to the project in answer to the question: "If ***yes***, please enter the number you would like to add."
3. Click the **Yes** button (Figure 1). The **Add Project Participant** screen displays (Figure 2).

Figure 2 Add Project Participant screen. The Save and Continue button is circled.

4. Type the required information in the boxes (Figure 2) provided for:
   - **First name**
   - **Middle Initial (MI)**
   - **Last Name**
   - **Participant's Role in the Project**
5. Under **Participant's Role in the Project** (Figure 2), select the role from the drop-down list.
6. If you selected Other for **Participant's Role in the Project**, type the role in the box provided (Figure 2).
7. Under **160 Hours**, highlight Yes or No from the drop-down list.
8. Type in the text box (Figure 2) a description of how the individual participated in the project and with what support (optional).
9. Click the **Save and Continue** button (Figure 2). The **Funding Source and Demographic Information** screen displays (Figure 3).

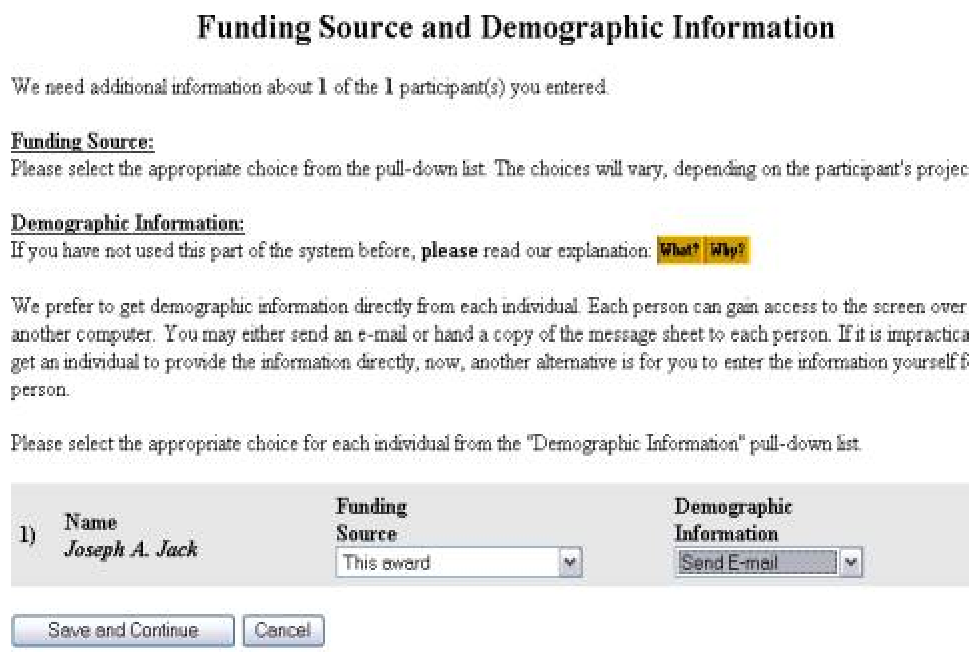


Figure 3 Funding Source and Demographic Information screen.

10. In the **Funding Source** drop-down list (Figure 3), highlight the source for the individual's work on the project.
11. In the **Demographic Information** drop-down list (Figure 3), highlight one of the following as the way in which NSF will receive the individual's demographic information:
    - **Send E-Mail** (option NSF prefers)
      NSF sends an email to the added participant, and the participant emails or mails his or her demographic information to NSF directly.
    - **Print Sheet**
      You print the demographic sheet, and either you or the individual mail in the demographic information.
    - **Enter for Participant**
      You enter the demographic information for the individual.

12. Click the **Save and Continue** button (Figure 3). The **Summary of Procedure to Notify Participants** screen displays (Figure 4).

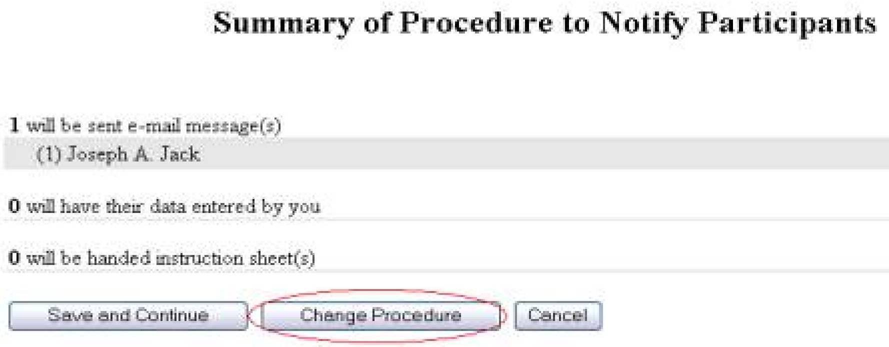


Figure 4 Summary of Procedure to Notify Participants screen. The Change Procedure button is circled.

13. *If you want to change the procedure*, click the **Change Procedure** button (Figure 4). The **Funding Source and Demographic Information** screen displays (Figure 5).

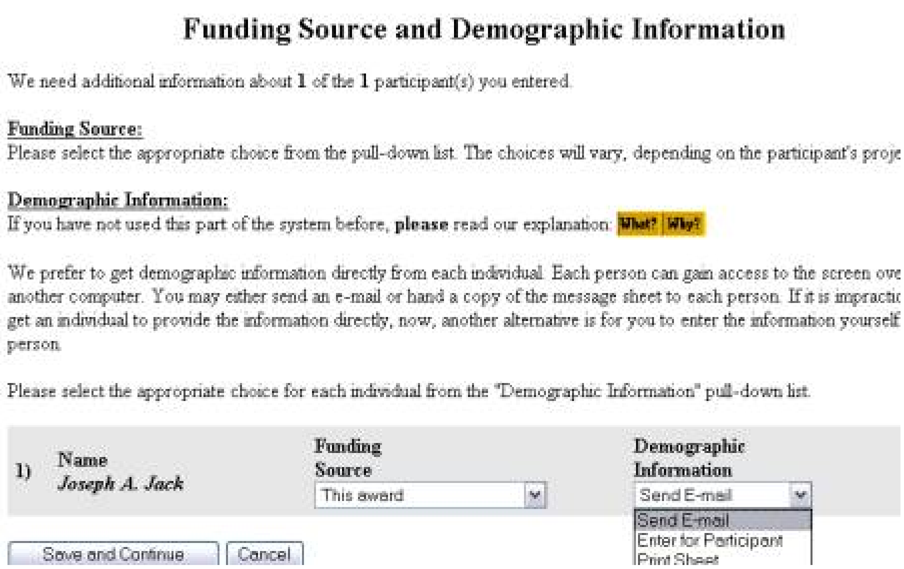


Figure 5 Funding Source and Demographic Information screen.

14. In the **Demographic Information** drop-down list (Figure 5), highlight a different procedure.
15. Click the **Save and Continue** button (Figure 5). The **Summary of Procedure to Notify Participants** screen displays (Figure 6).

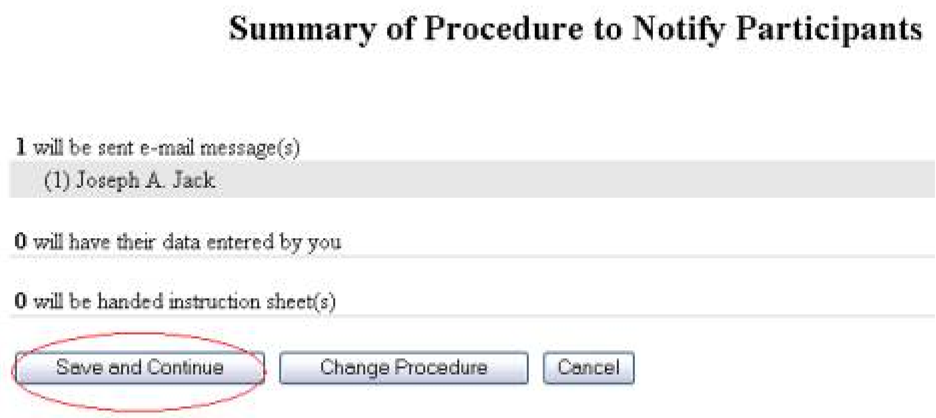


Figure 6 Summary of Procedure to Notify Participants screen. The Save and Continue button is circled.

16. Click the **Save and Continue** button (Figure 6). The screen for the option that you chose displays:
    - Send E-Mail
    - Enter for Participant
    - Print Sheet

Send E-Mail

If you chose Send E-Mail, the **Send E-Mails to Participants** screen displays (Figure 7).

Figure 7 Send E-Mails to Participants screen. The Send E-Mail button is circled.

1. In the **Your E-Mail Address** box (Figure 7), type your email address.
2. In the added individual **Address** box (Figure 7), type the individual's email address.
3. Click the **Send E-Mail** button (Figure 7). The **What People Have Worked on the Project** screen displays (Figure 1).

Enter for the Participant

If you chose Enter for the Participant, the **Add Demographic Information** screen displays (Figure 8). (All fields are optional.)

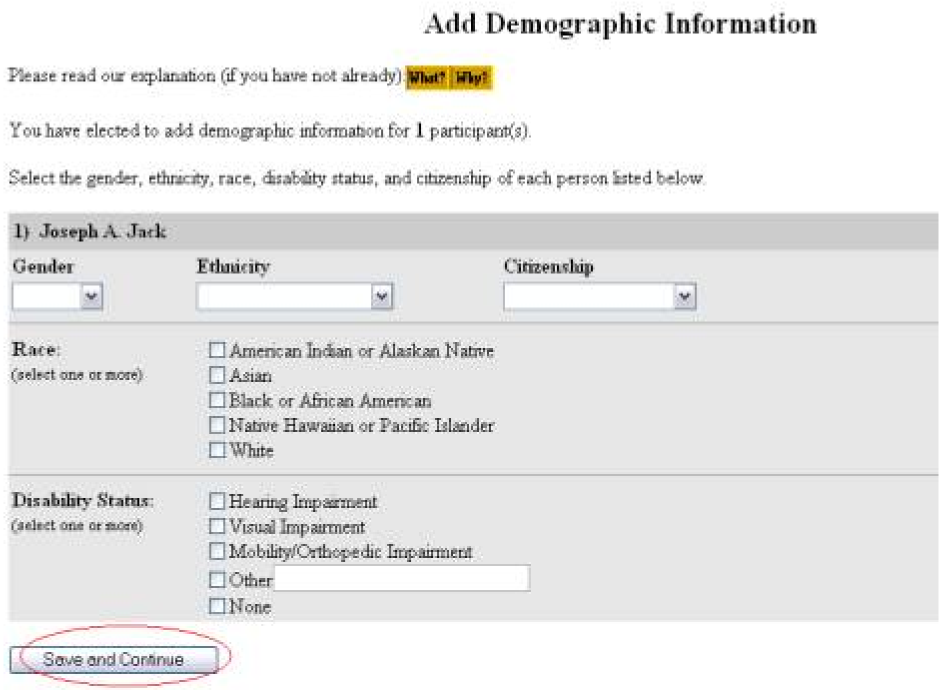


Figure 8 Add Demographic Information screen. The Save and Continue button is circled.

1. In the **Gender** drop-down list (Figure 8), highlight the individual's gender.
2. In the **Ethnicity** drop-down list (Figure 8), highlight the individual's ethnicity.
3. In the **Citizenship** drop-down list (Figure 8), highlight the individual's citizenship.
4. In the **Race** section (Figure 8), click the appropriate check mark box.
5. In the **Disability Status** section (Figure 8), click the appropriate check mark box. See Demographic Information What and Why for an explanation of the categories and how NSF uses the demographic information you contribute.
6. Click the **Save and Continue** button (Figure 8). The **What People Have Worked on the Project** screen displays (Figure 1).

Print Sheet

If you chose Print Sheet, the **Message to the Individual** screen displays (Figure 9).

Message to Joseph A. Jack

Please use **Print** button on the toolbar to print this message.

Continue

WE NEED YOUR HELP REPORTING ON OUR PROJECT TO THE NATIONAL SCIENCE FOUNDATION (NSF). PLEASE READ THE MESSAGE FROM NSF THAT FOLLOWS.

You have been identified as contributing to the following NSF-supported project:

NSF Award Number: 0700000

Principal Investigator: Alan A. Alphaman

Project Title: *Rules.*

The principal investigator is required to report progress and results to NSF. As part of that report, NSF wants to gather demographic information (i.e., gender, ethnicity, race, disability, status, and citizenship) about participants like you who contribute significantly, benefit significantly, or both. In the past NSF asked Principal Investigators to provide this information in summary for all project participants. NSF now wants to improve the accuracy of the information collected and preserve your privacy by asking you to provide the information directly.

To provide that information, you should use the appropriate part of the NSF project-reporting system on the World Wide Web. Please get there by entering the following URL into the "Location" box on any common Web browser software (such as Netscape or Internet Explorer):

http://flacpt:84/cgi-bin/people

Participant's Name: Joseph A. Jack

Participant temporary PIN: 1300

When you press {enter} the browser should take you to the right place on the NSF system. You will first be asked to enter your last name, the NSF award number, and your PIN (above). After that the NSF system will ask you to choose a new PIN and on the next screen will explain what to do. It will also explain, if you wish, why it asks for the information and what NSF will do with the information.

Your principal investigator's report will be incomplete until you provide the information requested (or expressly decline to do so). The whole process should take you less than five minutes unless you experience some unusual difficulty. (If that should happen, please let NSF know, using the Comment feature the system provides, so that NSF can address the problem.)

THANKS FOR YOUR COOPERATION AND CONTRIBUTION TO THE PROJECT.

Alan A. Alphaman

Figure 9 Message to the Individual screen. The Continue button is circled.

1. Click the **Print** icon on your browser to print the **Message to the Individual** screen (Figure 9) to give the copy of the message to the individual.
2. Click the **Continue** button (Figure 9). The **What People Have Worked on the Project** screen displays (Figure 1).

Add Demographic Information for an Individual

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants).

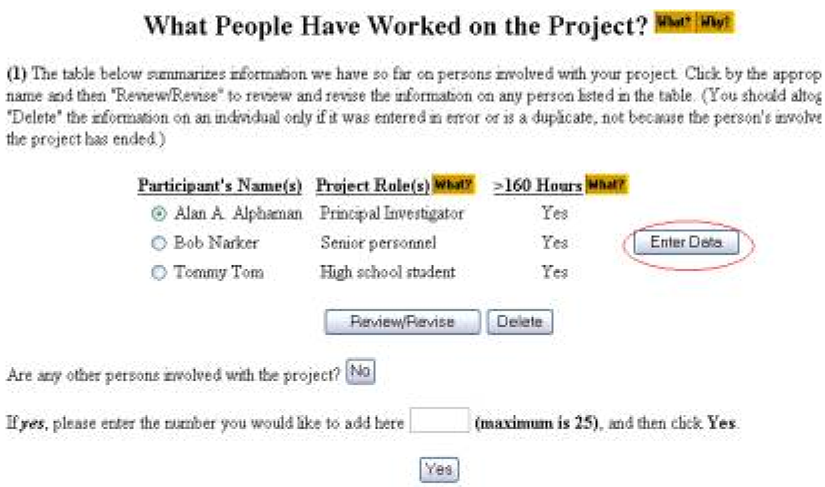


Figure 1 What People Have Worked on the Project screen. The Enter Data button is circled.

2. On the **What People Have Worked on the Project** screen (Figure 1), click the radio button for the individual you want to enter demographic information for.
3. Click the **Enter Data** button (Figure 1). The **Add Demographic Information** screen displays (Figure 2).

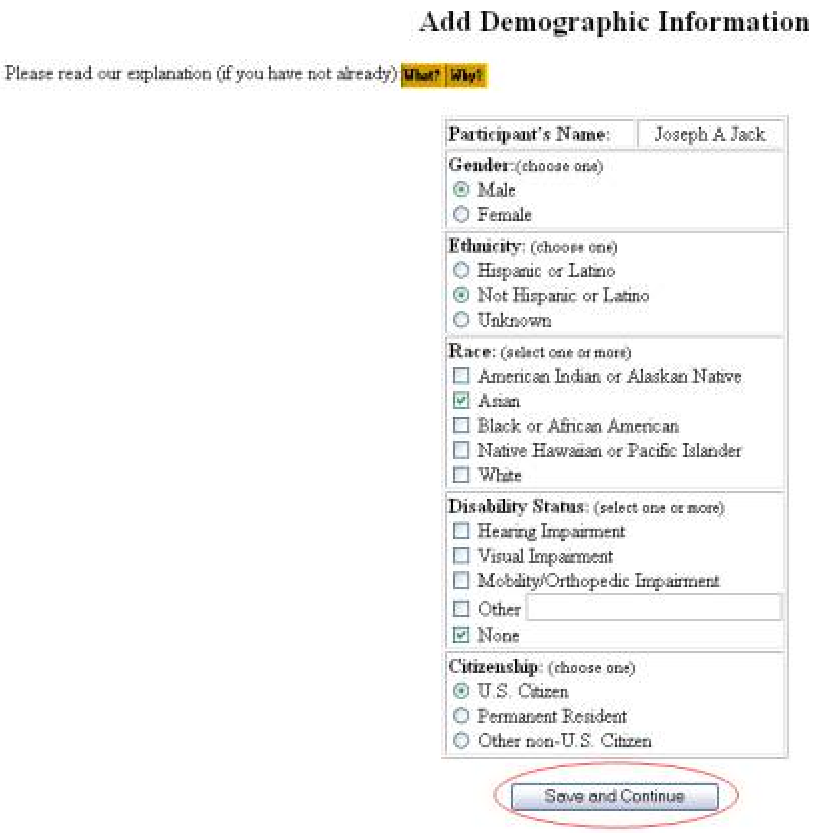


Figure 2 Add Demographic Information screen. The Save and Continue button is circled.

4. Click the appropriate check mark boxes for the categories:
   - Gender
   - Ethnicity
   - Race
   - Disability Status
   - Citizenship

   All fields are optional. See Demographic Information What and Why for an explanation of the categories and how NSF uses the demographic information you contribute.
5. Click the **Save and Continue** button screen (Figure 2). The **What People Have Worked on the Project** screen displays (Figure 1).

Demographic Information What and Why?

For all those individuals who worked many hours on the project, we ask that you also supply demographic information.

What Is Demographic Information?

Demographic information includes:

- **Ethnicity definition**
  - Hispanic or Latino, for a person of Mexican, Puerto Rican, Cuban, or South or Central American, or other Spanish culture of origin, regardless of race
- **Race definition**
  - *American Indian or Alaska Native*. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
  - *Asian*. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  - *Black or African-American*. A person having origins in any of the black racial groups of Africa.
  - *Native Hawaiian or Other Pacific Islander*. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
  - *White*. A person having origins in an of the original peoples of Europe, the Middle East, or North Africa

Submitting demographic information is voluntary. You will suffer no adverse consequences if you choose not to submit it.

Why Does NSF Need Demographic Information?

We use the demographic information to generate statistics that help us:

- Evaluate outputs and outcomes of the programs that taxpayers support through NSF
- Report to Congress as required on NSF programs and their results and outcomes
- Gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category
- Ensure that those in under-represented groups have the same knowledge of and access to programs, meetings, vacancies, and other research and educational opportunities as everyone else
- Assess involvement of international investigators or students in work we support

Your information helps assure the statistical validity of our data.

See Add Demographic Information for an Individual for instructions for working on demographic information.

Review and Revise the Information for an Individual

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants).

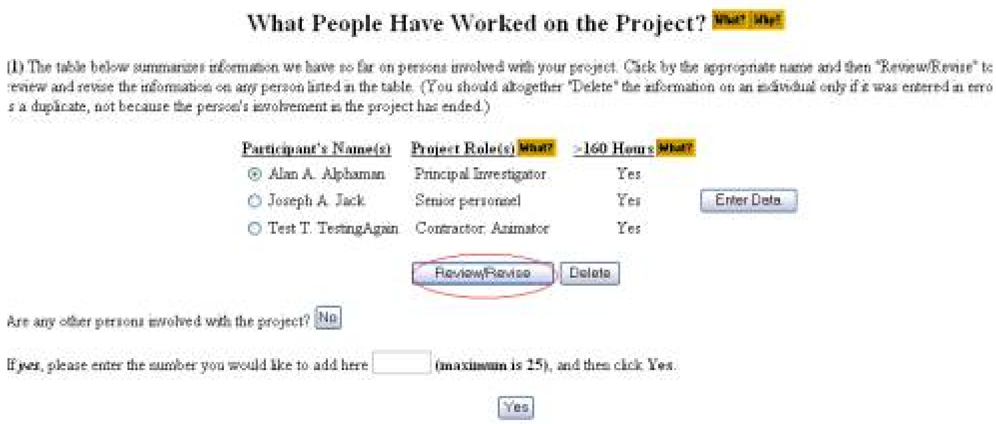


Figure 1 What People Have Worked on the Project screen. The Review/Revise button is circled.

2. On the **What People Have Worked on the Project** screen (Figure 1), click the radio button for the individual whose information you want to review or revise.
3. Click the **Review/Revise** button (Figure 1). The **Review and Revise Information on Project Participant** screen displays.

If the individual is not the PI, the **Review and Revise Information on Project Participant** screen displays as in Figure 2.

Figure 2 Review and Revise Information on Project Participant screen if the individual is not the Principal Investigator. The Save and Continue button is circled.

1. On the **Review and Revise Information on Project Participant** screen (Figure 2), type any corrections to the individual's name in the boxes provided for first name, middle initial, and last name.
2. To review and revise the individual's role in the project (Figure 2), click the radio button for a different role.
3. Click the radio button for Yes or No (Figure 2) in answer to the question, "Has the individual worked for at least 160 hours in any one year of the project?"
4. In the **Review and Revise the Individual's Role in the Project** box (Figure 2), revise the description of the individual's role in the project.
5. Click the **Save and Continue** button (Figure 2). The **What People Have Worked on the Project** screen displays (Figure 1).

If the individual is the PI, the **Review and Revise Information on Project Participant** screen displays as in Figure 3.

Figure 3 Review and Revise Information on Project Participant screen if the individual is the Principal Investigator. The Save and Continue button is circled.

1. On the **Review and Revise Information on Project Participant** screen (Figure 3), type any corrections to the individual's name in the boxes provided for first name, middle initial, and last name.
2. Click the radio button for Yes or No (Figure 3) in answer to the question, "Has the individual worked for at least 160 hours in any one year of the project?"
3. In the **Review and Revise the Individual's Role in the Project** box (Figure 3), revise the description of the individual's role in the project.
4. Click the **Save and Continue** button (Figure 3). The **What People Have Worked on the Project** screen displays (Figure 1).

Delete an Individual

1. Access the **What People Have Worked on the Project** screen (Figure 1) (see Participants).

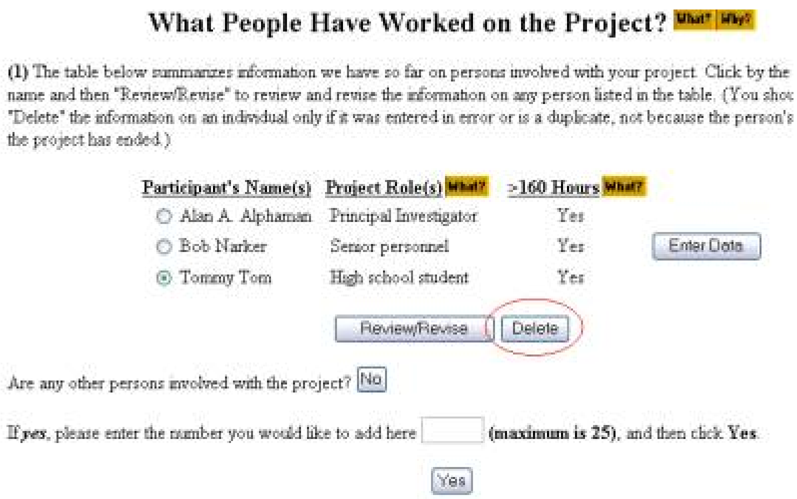


Figure 1 What People Have Worked on the Project. The Delete button is circled.

2. On the **What People Have Worked on the Project** screen (Figure 1), click the radio button for the individual you want to delete as a participant on the project.
3. Click the **Delete** button (Figure 1). The **Are You Sure You Want to Delete This Person's Record** screen displays (Figure 2) with a message for you to confirm that you want to delete this participant.

Figure 2 Are You Sure You Want to Delete This Person's Record screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **What People Have Worked on the Project** screen displays (Figure 1) with the individual's name removed from the list of project participants.

Organizations

What Are Partnering Organizations?

A partner organization is one that is outside your own organization. Partner organizations could be academic institutions, nonprofits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations.

Activities of partner organizations might be:

- Providing financial or in-kind support
- Supplying facilities or equipment
- Collaborating in the research
- Exchanging personnel

Don't hesitate to identify any out-of-the-ordinary partnership arrangements.

A pre-established list of organizations is available for you to search for the name of a partnering organization on the project. This list helps us to ensure consistency and avoid either lost information or double counting when one organization is identified by various names.

Listing your partnership organizations helps us gauge and report our performance in promoting partnerships. NSF's ambitious goals for the country's science and technology base cannot be met with NSF resources alone. That is why we strongly encourage working in partnership with other public and private organizations engaged in science, engineering, and education. We also seek partnerships across national boundaries, working with comparable organizations in other countries wherever possible.

See Work on Organizations for instructions.

Work on Organizations

Access the **What Other Organizations Have Been Involved as Partners** screen (see Participants).

If you have never listed an organization as a partner for the project, the **What Other Organizations Have Been Involved as Partners** screen displays as in Figure 1. You have these options on this screen:

- Click the **Yes** button to begin the process of adding an organization as a partner (see What Are Partnering Organizations and Add an Organization for instructions).
- Click the **No** button to proceed to the **Other Collaborators** section of the Project Reports System.

Figure 1 What Other Organizations Have Been Involved as Partners screen if no organization has ever been listed.

If you have previously listed an organization as a partner for the project, the **What Other Organizations Have Been Involved as Partners** screen displays as in Figure 2. On this screen, you have these options:

- Add an organization
- Change the partnering organization
- Review or revise information for an organization
- Delete an organization

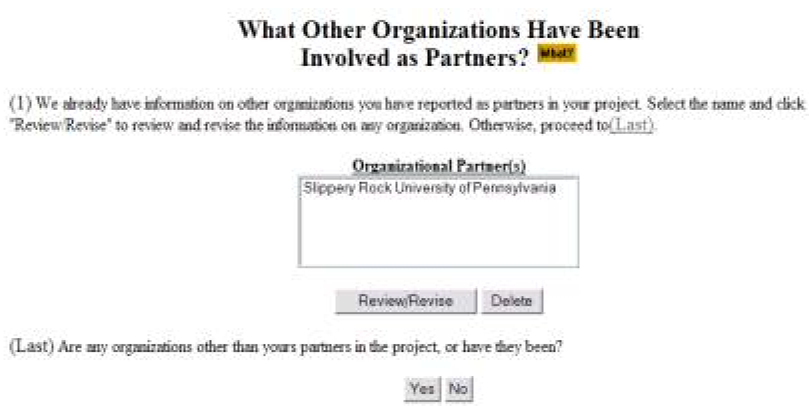


Figure 2 What Other Organizations Have Been Involved as Partners screen with a university listed as a partner.

When you have completed work on the **Organizations** section of the report, click the **No** button in answer to the question: "Are any organizations other than yours partners in the project, or have they been?" The **Other Collaborators** screen displays.

Add an Organization

1. Access the **What Other Organizations Have Been Involved as Partners** screen (Figure 1) (see Participants or Work on Organizations).

Figure 1 What Other Organizations Have Been Involved as Partners screen. The Yes button is circled.

2. On the **What Other Organizations Have Been Involved as Partners** screen (Figure 1), click the **Yes** button to the question, "Are any organizations other than yours partners in the project, or have they been?" (Figure 1). The **Add Organizational Partner** screen displays (Figure 2).

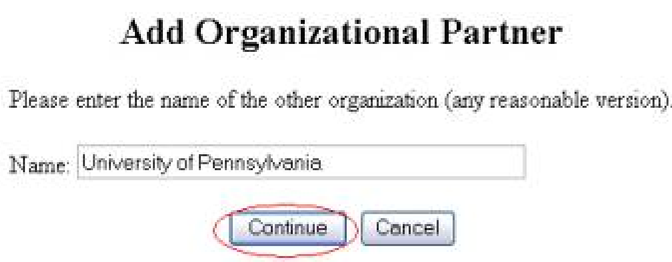


Figure 2 Add Organizational Partner screen. The Continue button is circled.

3. In the **Name** box (Figure 2), type the name of the organization you want to add.
4. Click the **Continue** button (Figure 2). The **Select Partner Organization** screen displays (Figure 3) with a listing of organizations that match the name you typed.

Figure 3 Select Partner Organization screen. The Select button is circled.

5. Highlight the name of the organization you want to add (Figure 3).
6. Click the **Select** button (Figure 3). The **Information About Partnership** screen displays (Figure 4) with the name of the selected organization as the partnering organization.

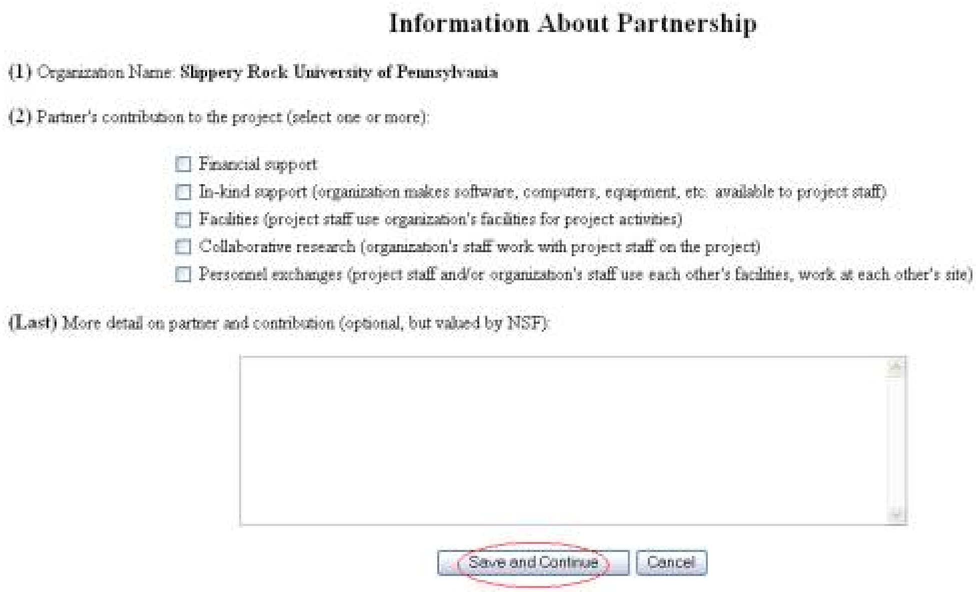


Figure 4 Information About Partnership screen. The Save and Continue button is circled.

7. Under **Partner's Contribution to the Project** (Figure 4), click one or any combination of the check mark boxes for:
   - Financial support
   - In-kind support
   - Facilities
   - Collaborative research
   - Personnel exchanges
8. In the text box for more detail on partner and contribution (Figure 4), type a description of the ways in which the organization is partnering with you for the project (optional).
9. Click the **Save and Continue** button (Figure 4). The **What Other Organizations Have Been Involved as Partners** screen displays (Figure 5) with the organization you added in the **Organizational Partners** list. You now have these options on the **What Other Organizations Have Been Involved as Partners** screen:
   - Add another organization
   - Change the organization
   - Review or revise the information for an organization
   - Delete the organization

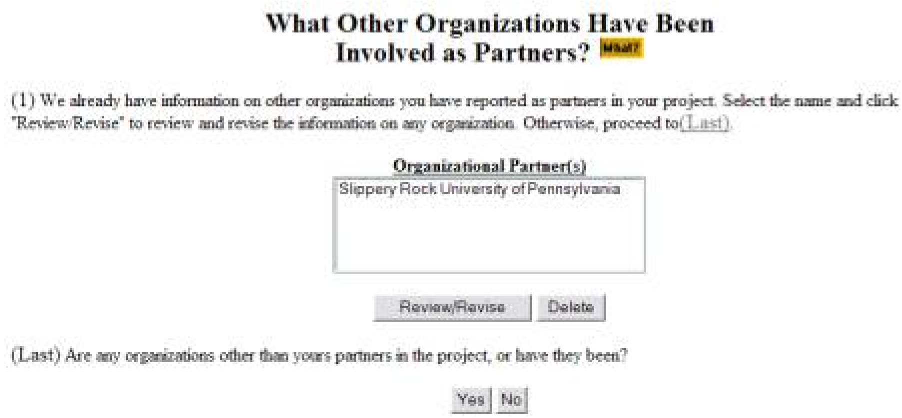


Figure 5 What Other Organizations Have Been Involved as Partners screen with the organization you added in the Organizational Partners list.

Review and Revise Information for an Organization

1. Access the **What Other Organizations Have Been Involved as Partners** screen (Figure 1) (see Participants or Work on Organizations).

Figure 1 What Other Organizations Have Been Involved as Partners screen. The Review / Revise button is circled.

2. On the **What Other Organizations Have Been Involved as Partners** screen (Figure 1), in the **Organizational Partners** list, highlight the organization whose information you want to review or revise.
3. Click the **Review / Revise** button (Figure 1). The **Review and Revise Partner Organization** screen displays (Figure 2).

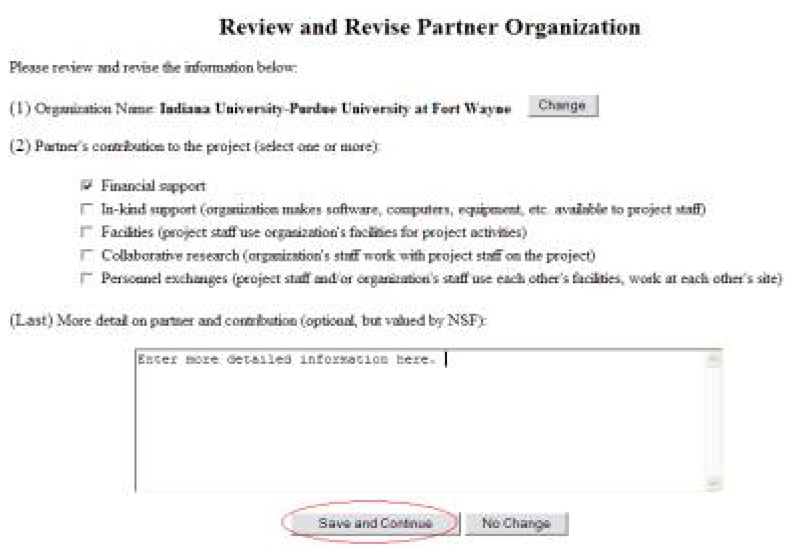


Figure 2 Review and Revise Partner Organization screen. The Save and Continue button is circled.

4. Revise the information for that organization as you require. Under **Partner's Contribution to the Project** (Figure 2), click one or any combination of the check mark boxes for:
   - Financial support
   - In-kind support
   - Facilities
   - Collaborative research
   - Personnel exchanges
5. In the text box for more detail on partner and contribution (Figure 2), type a description of the ways in which the organization is partnering with you for the project (optional).
6. Click the **Save and Continue** button (Figure 2). The **What Other Organizations Have Been Involved as Partners** screen displays (Figure 1).

Change the Partnering Organization

1. Access the **What Other Organizations Have Been Involved as Partners** screen (Figure 1) (see Participants or Work on Organizations).

Figure 1 What Other Organizations Have Been Involved as Partners screen. The Review/Revise button is circled.

2. On the **What Other Organizations Have Been Involved as Partners** screen (Figure 1), in the **Organizational Partners** list, highlight the organization you want to change.
3. Click the **Review/Revise** button (Figure 1). The **Review and Revise Partner Organization** screen displays (Figure 2).

Figure 2 Review and Revise Partner Organization screen. The Change button is circled.

4. To change the name of the organization, click the **Change** button (Figure 2). The **Add Organizational Partner** screen displays (Figure 3).

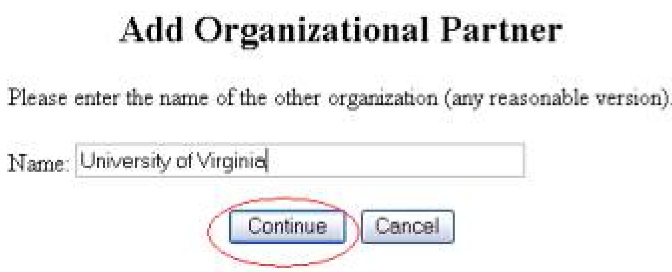


Figure 3 Add Organizational Partner screen. The Continue button is circled.

5. In the **Name** box (Figure 3), type the name of the new organization.
6. Click the **Continue** button (Figure 4). The **Select Partner Organization** screen displays (Figure 4) with a listing of organizations that match the name you typed.

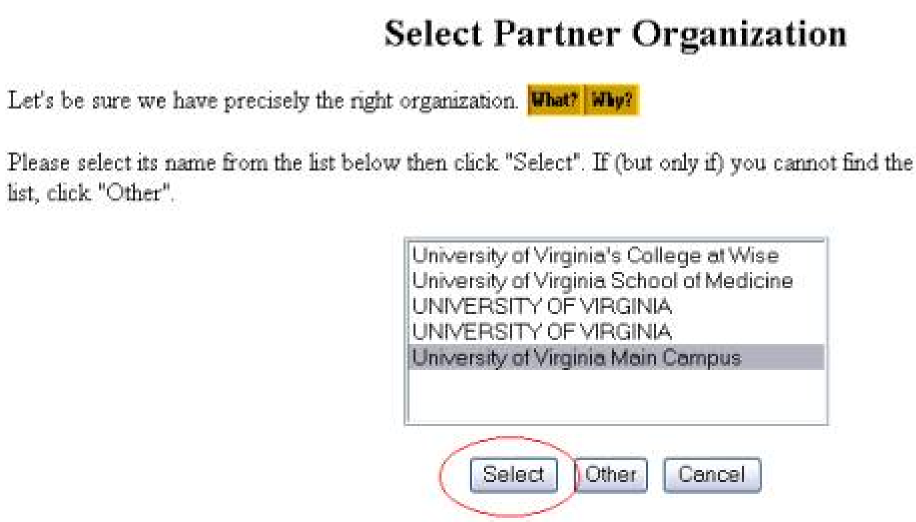


Figure 4 Select Partner Organization screen. The Select button is circled.

7. Highlight the organization you want to change to (Figure 4).
8. Click the **Select** button (Figure 4). The **Review and Revise Partner Organization** screen displays (Figure 5) with the name of the new organization as the partnering organization.

Figure 5 Review and Revise Partner Organization screen. The Save and Continue button is circled.

9. Under **Partner's Contribution to the Project** (Figure 5), click one or any combination of the check mark boxes for:
   - Financial support
   - In-kind support
   - Facilities
   - Collaborative research
   - Personnel exchanges
10. In the text box for more detail on partner and contribution (Figure 5), type a description of the ways in which the organization is partnering with you for the project (optional).
11. Click the **Save and Continue** button (Figure 5). The **What Other Organizations Have Been Involved as Partners** screen displays with the new organization in the **Organizational Partners** list.

Delete a Partnering Organization

1. Access the **What Other Organizations Have Been Involved as Partners** screen (Figure 1) (see <ins>Participants</ins> or <ins>Work on Organizations</ins>).

Figure 1 What Organizations Have Been Involved as Partners screen. The Delete button is circled.

2. On the **What Other Organizations Have Been Involved as Partners** screen (Figure 1), in the **Organizational Partners** list, highlight the organization that you want to delete.
3. Click the **Delete** button (Figure 1). The **Are You Sure You Want to Delete This Organization's Record** screen displays (Figure 2) with a message for you to confirm that you want to delete the organization.

Figure 2 Are You Sure You Want to Delete This Organization's Record screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **What Other Organizations Have Been Involved as Partners** screen displays with the name of the deleted organization removed.

Other Collaborators

Who Are Other Collaborators?

Some significant collaborators or contacts within your organization may not be covered by "What people have worked on the project?" Likewise, some significant collaborators or contacts outside your organization may not be covered under "What other organizations have been involved as partners?" These collaborators and contacts may include scientists, educators, or others who are:

- Within your own organization, especially interdepartmental or interdisciplinary collaborations
- Outside your organization with whom you have collaborated non-formally or have had contact on the project
- Outside the United States with whom you have collaborated non-formally or have had contact on the project

See Work on Other Collaborators for instructions.

Work on Other Collaborators or Contacts

1. Access the **Other Collaborators or Contacts** screen (Figure 1) (see Work on Organizations).

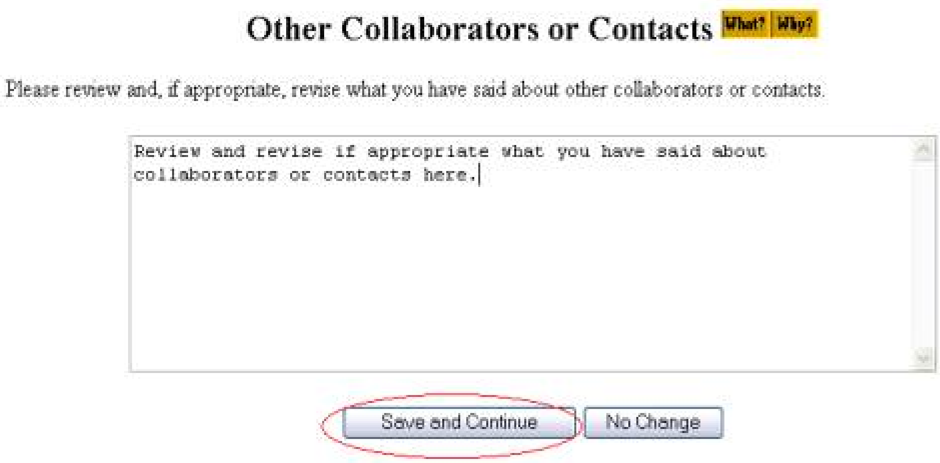


Figure 1 Other Collaborators or Contacts screen. The Save and Continue button is circled.

2. On the **Other Collaborators or Contacts** screen (Figure 1), type in the text box any additional collaborators or contacts and the description of their efforts for the project.
3. Click the **Save and Continue** button (Figure 1). You have completed the **Participants** section of the report. The **Project Reports System Control** screen displays (Figure 2).

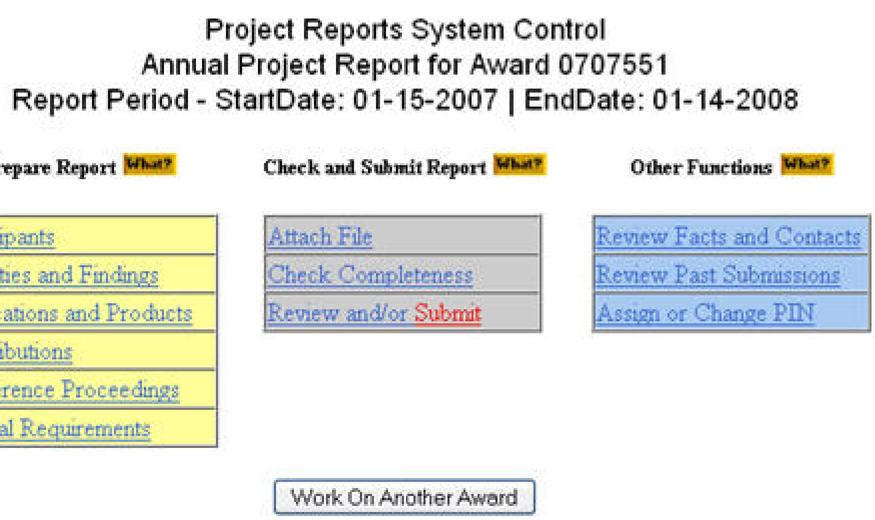


Figure 2 Project Reports System Control screen.

If you have nothing to report, on the **Other Collaborators or Contacts** screen (Figure 1), click the **No Change** button (or **Nothing (Yet) to Report** button). You have completed the **Participants** section of the report. The **Project Reports System Control** screen displays (Figure 2).

Activities and Findings

What Are Activities and Findings?

We anticipate that, as your project progresses, the emphasis in reporting will shift from activities to findings and products and ultimately to contributions. Later screens will invite you to list any books or products resulting from the project and to say how the project has contributed beyond its boundaries to education and development of human resources.

In this category, you are reporting to your Program Officer on the progress of the project year to year. Your answers here lay the basis for assessing the results once the award is completed.

See Work on Activities and Findings for how to begin work on this section of the report.

There are three main categories for Activities and Findings:

- Project Activities and Findings
- Training and Development
- Outreach Activities

Work on Activities and Findings

1. Access the **Project System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

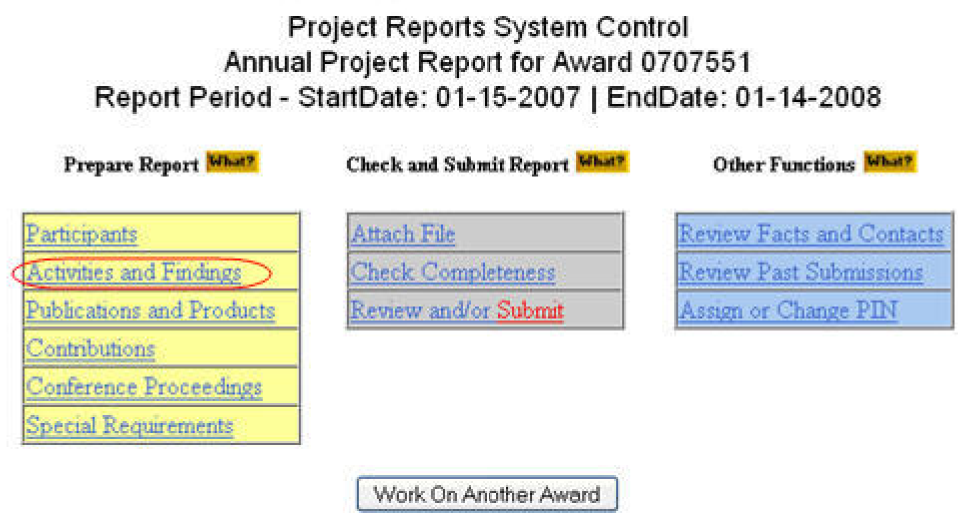


Figure 1 Project Reports System Control screen. The Activities and Findings link is circled.

2. On the **Project Reports System Control** screen (Figure 1), select **Activities and Findings.** The **Activities and Findings** screen displays (Figure 2) with a listing of the categories for reporting in this section.

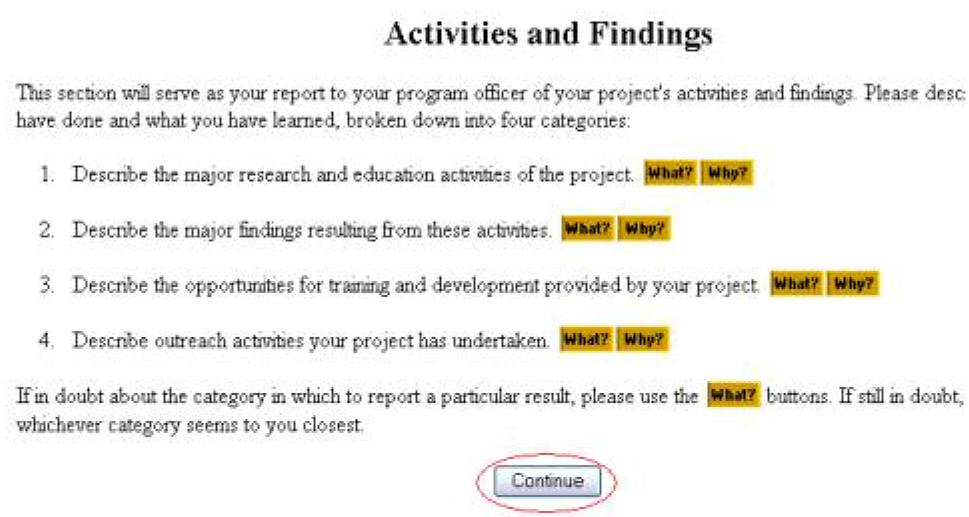


Figure 2 Activities and Findings screen. The Continue button is circled.

3. Click the **Continue** button (Figure 2). The **Project Activities and Findings** screen displays (Figure 3) (see Project Activities and Findings for instructions).

Figure 3 Project Activities and Findings screen.

If you have nothing new to report, on the **Project Activities and Findings** screen (Figure 3), click the **No Change** button or (**Nothing (Yet) to Report** button). The **Training and Development** screen displays (see Training and Development for instructions).

Project Activities and Findings

Project Activities and Findings is where to indicate:

- The goals and objectives of your efforts
- The research and education activities of the project to realize those goals

Your answers should encompass the experiments you conducted, simulations run, collections, observations, materials developed, and major presentations of your efforts.

For Findings, summarize the conclusions of the work so far.

Access the **Project Activities and Findings** screen (Figure 1) (see Work on Activities and Findings). You have these options for reporting your activities and findings:

- Enter your activities and findings in the text boxes
- Attach files with your activities and findings

Figure 1 Project Activities and Findings screen.

When you have completed work on the **Project Activities and Findings** screen (Figure 1), click the **Save and Continue** button. The **Training and Development** screen displays (see Training and Development for instructions).

If you have nothing new to report, on the **Project Activities and Findings** screen (Figure 1), click the **Nothing (Yet) to Report** button (or **No Change** button). The **Training and Development** screen displays (see Training and Development for instructions).

Enter Activities and Findings in the Text Boxes

1. On the **Project Activities and Findings** screen (Figure 1), in the text box for major research and education activities, type or copy and paste a description of the project research and education activities.
2. In the text box for major findings (Figure 1), type or copy and paste a description of major findings.
3. Click the **Save and Continue** button (Figure 1). The **Training and Development** screen displays. See Training and Development for instructions.

Attach a File with Activities and Findings

Note: The following steps show how to upload an Activities file. The procedure is the same for uploading a Findings file.

1. Prepare a word-processing file with an activities report. For a listing of the many formats FastLane accepts, see Acceptable Formats for FastLane.
2. On the **Project Activities and Findings** screen (Figure 2), click the **Attach Activities File** button. (For a Findings file, click the **Attach Findings File** button under the text box for findings). The **File Attachment for Activities** screen displays (Figure 3). See Upload a File for instructions.

Figure 2 Project Activities and Findings screen. The Attach Activities File button is circled.

Figure 3 File Attachment for Activities screen.

3. When you have accepted the file attachment for Activities, the **Project Activities and Findings** screen displays (Figure 4) with the option to view the attached Activities file.

Figure 4 Project Activities and Findings screen. The View Activities Attached File button is circled.

4. To view the file, click the **View Activities Attached File** button (Figure 4). The **View Activities Attachment** screen displays (Figure 5) with these options:
   - View the Activities file
   - Replace the Activities file
   - Delete the Activities file

Figure 5 View Activities Attachment screen. The View button is circled.

View the Activities File

Note: Follow these same steps for a Findings file on the **View Findings Attachment** screen.

1. On the **View Activities Attachment** screen (Figure 5), click the **View** button. The Activities file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.
2. Click the browser back button to return to the **View Activities Attachment** screen.

Replace the Activities File

Note: Follow these same steps for a Findings file on the **View Findings Attachment** screen.

1. On the **View Activities Attachment** screen (Figure 6), click the **Replace** button. The **Activities File Replacement** screen displays (Figure 7).

Figure 6 View Activities Attachment screen. The Replace button is circled.

Figure 7 Activities File Replacement screen.

2. On the **Activities File Replacement** screen (Figure 7), attach the new file. See <u>Upload a File</u> for directions.
3. When you have accepted the new file for Activities, the **Project Activities and Findings** screen displays with an option to view the new uploaded file.

Delete the Activities File

Note: Follow these same steps for a Findings file on the **View Findings Attachment** screen.

1. On the **View Activities Attachment** screen (Figure 8), click the **Delete** button. The **Are You Sure You Want to Delete This Attached File** screen displays (Figure 9) with the message for you to confirm that you want to delete the attached Activities file.

Figure 8 View Activities Attachment screen. The Delete button is circled.

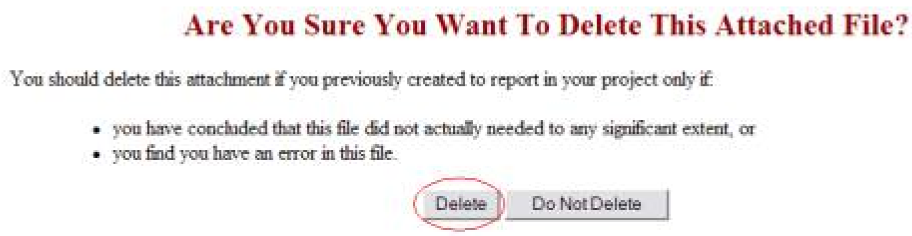


Figure 9 Are You Sure You Want to Delete This Attached File screen. The Delete button is circled.

2. Click the **Delete** button (Figure 9). The **Project Activities and Findings** screen displays (Figure 1).

Training and Development

Here summarize how the project has contributed to the project participants' research and teaching skills and experience. This may include undergraduate students, graduate students, postdoctorates, college faculty, and K-12 teachers.

1. Access the **Training and Development** screen (Figure 1) (see Project Activities and Findings).

Figure 1 Training and Development screen. The Save and Continue button is circled.

2. On the **Training and Development** screen (Figure 1), type or copy and paste in the text box a description of the training and development that the project has contributed.
3. Click the **Save and Continue** button (Figure 1). The **Outreach Activities** screen displays (Figure 2) (see Outreach Activities for instructions).

Figure 2 Outreach Activities screen. The Save and Continue button is circled.

Or if you have nothing to report or no changes from previously submitted reports in this category, on the **Training and Development** screen (Figure 1), click the **No**

Change button (or **Nothing (Yet) to Report** button). The **Outreach Activities** screen displays (Figure 2) (see Outreach Activities for instructions).

Outreach Activities

Summarize any project activities geared to members of the community who are not usually aware of your activities. These are activities geared toward:

- Increasing the level of participation in science learning
- Encouraging careers in science
- Raising public understanding of science and technology

1. Access the **Outreach Activities** screen (Figure 1) (see Training and Development).

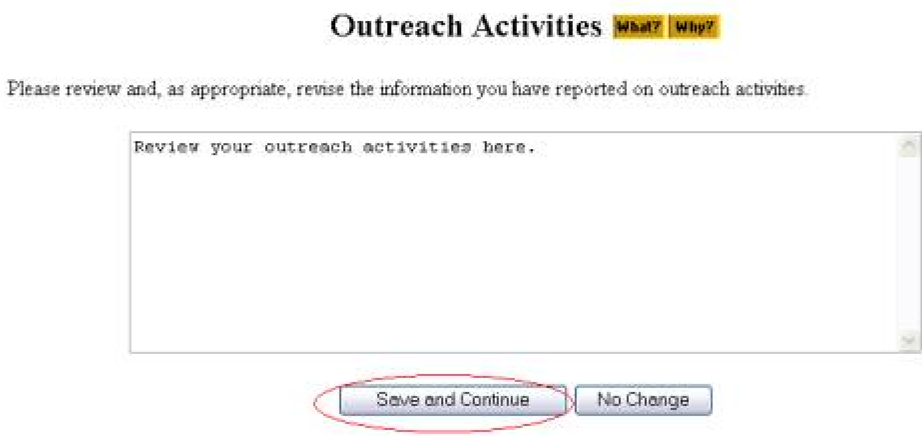


Figure 1 Outreach Activities screen. The Save and Continue button is circled.

2. On the **Outreach Activities** screen (Figure 1), type or copy and paste in the text box a description of the outreach activities associated with the project.
3. Click the **Save and Continue** button (Figure 1). You have completed the **Activities and Findings** section of the report. The **Project Reports System Control** screen displays (Figure 2).

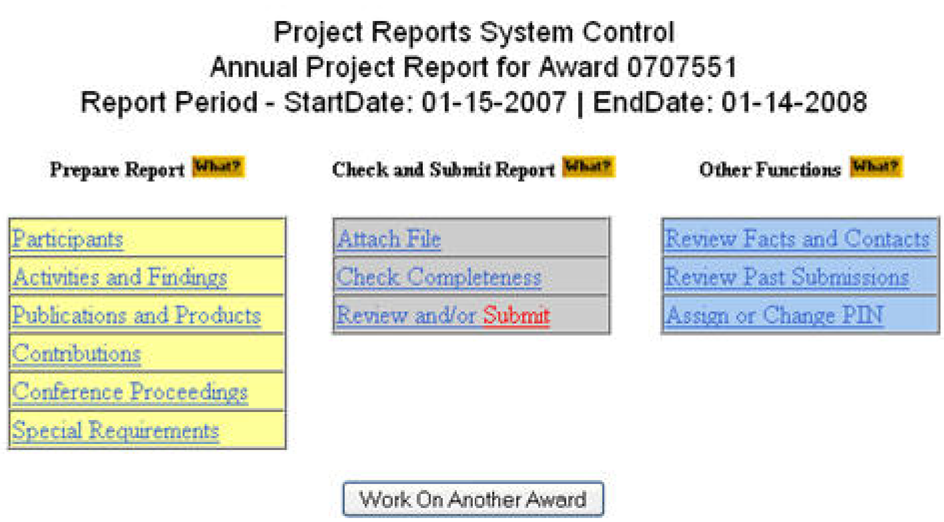


Figure 2 Project Reports System Control screen.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button or (**Nothing (Yet) to Report** button) (Figure 1). You have completed the Activities and Findings section of the report. The **Project Reports System Control** screen displays (Figure 2).

Publications and Products

What Are Publications and Products?

See Work on Publications and Products for instructions on how to begin working on Publications and Products.

We ask you to report products in these categories:

- Publications
  - Journals
  - One-time publications
- Web sites and other Internet sites created in the project
- Other products

Publications

Publications are the characteristic product of basic research, particularly academic basic research. We are looking to see how the results of your work are being communicated to colleagues, potential users, and other sections of the public.

Journals

List the major publications resulting from the project in articles or papers in scientific, technical, or professional journals. Include in this category periodically produced proceedings of a scientific society or conference (but not one-time proceedings).

Only list the major publications of your work. We are looking to evaluate not the numbers of publications, but what the publications demonstrate about the excellence and significance of the research.

Books and Other One-Time Publications

Report any publication of your material in a one-time publication, such as any of the following:

- Book
- Monograph
- Dissertation
- Abstract
- Paper in a one-time proceedings of a conference
- Report as part of a one-time study or commission

Internet Dissemination

Report on any Web sites or other Internet sites you have created.

Other Products

NSF policy encourages researchers under our awards to share with other researchers, at no more than incremental costs and within a reasonable time, the data, samples, physical collections, and other supported materials created or gathered in the work. We also encourage grantees to share software and inventions (once appropriate protection has been secured) and to act to make the innovations they embody widely useful and usable.

We use the listing of products generated through this process of sharing in several ways:

- Reporting the products to Congress, the scientific and engineering community, and the public
- Assessing these products as important outputs of our support to researchers
- Recognizing these products as part of our evaluation of your results from NSF support when you submit a new proposal

Among the products we ask you to consider reporting are:

- Data or databases
- Physical collections (samples, germ lines, etc.)
- Audio or video products
- Software or netware
- Educational aids (other than publications)
- Instruments or equipment developed
- Other inventions
- Other products

Work on Publications and Products

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

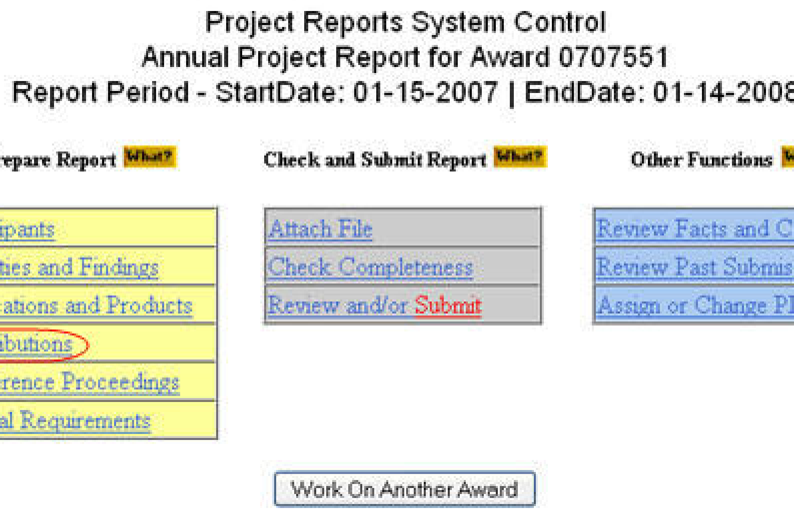


Figure 1 Project Reports System Control screen. The Publications and Products link is circled.

2. On the **Project Reports System Control** screen (Figure 1), in the **Prepare Report** column, click **Publications and Products**. The **Publications and Products** screen displays (Figure 2) with the reporting categories on the tab headings.

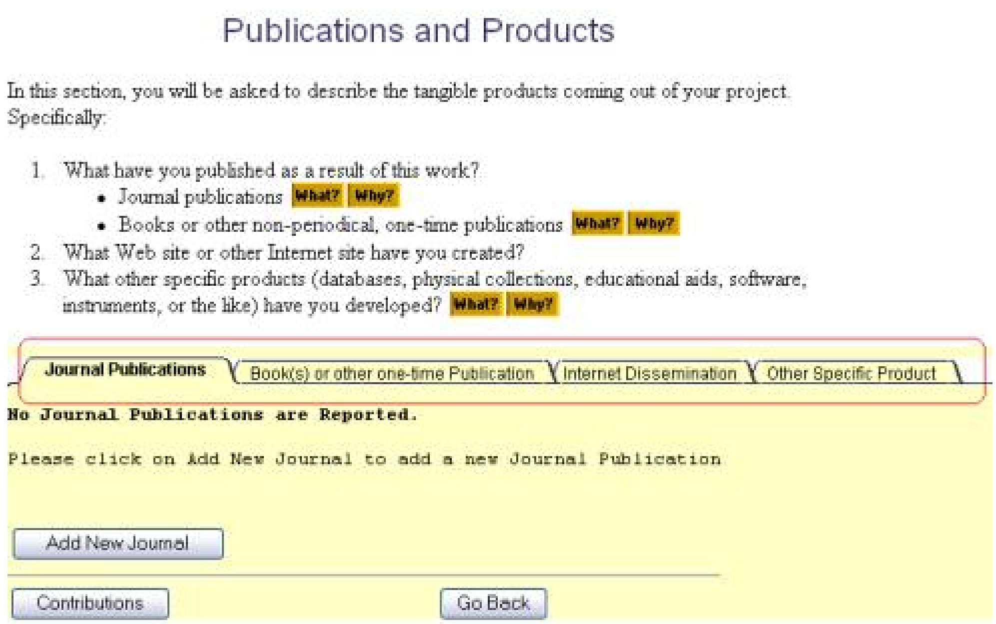


Figure 2 Publications and Products screen. The tab headings with the reporting categories are circled.

3. Click a tab heading to go to the screen for reporting on that category:
   - Journal publications
   - Books or other one-time publications
   - Internet dissemination
   - Other specific products

To proceed to the next category at any point, click the **Contributions** button (Figure 1). The **Contributions** screen displays (see Contributions for instructions).

Journals

List the major publications resulting from the project in articles or papers in scientific, technical, or professional journals.

Only list the major publications of your work. We are looking to evaluate not the numbers of publications, but what the publications demonstrate about the excellence and significance of the research.

You have the below options for working on journals. Before any of these are possible the Acknowledgement Screen will appear:

- Add a Journal
- Review and Revise a Journal
- Delete a Journal

Acknowledgement Screen

1. Access the **Acknowledgement** screen (Figure 1) (see Work on Publications and Products).

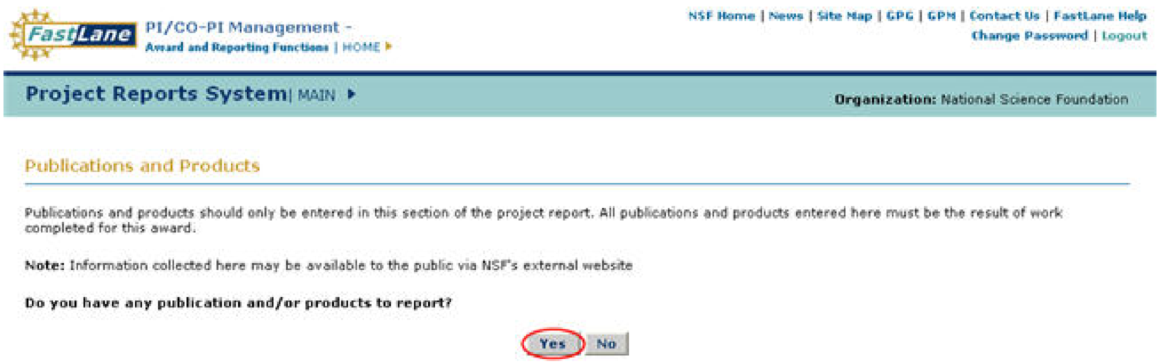


Figure 1 Acknowledgement screen. The Yes button is circled.

2. The **Acknowledgement** screen is displayed. Click the Yes button to acknowledge that you have Publications and/or Products to report.

3. Click the **No** button to acknowledge that you do not have any Publications and/or Products to report.

Add a Journal

Add a Journal via Thomson Scientific Search Engine

1. Access the **Journal Publications** tab on the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

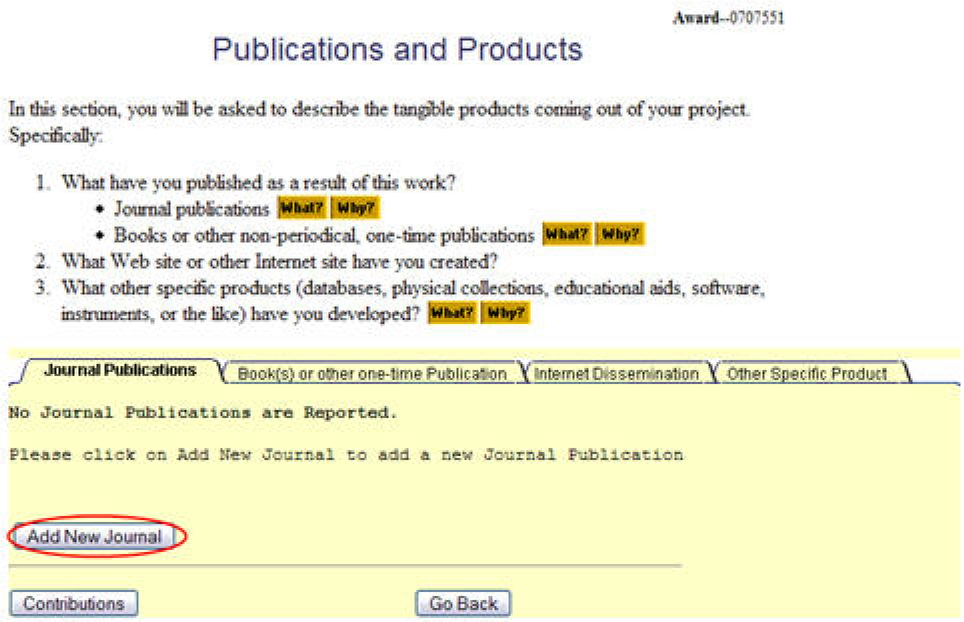


Figure 1 Journal Publications tab on the Publications and Products screen. The Add New Journal button is circled.

2. On the **Journal Publications** tab (Figure 1), click the **Add New Journal** button. **The Add New Journal Publication for Award** screen displays (Figure 2).

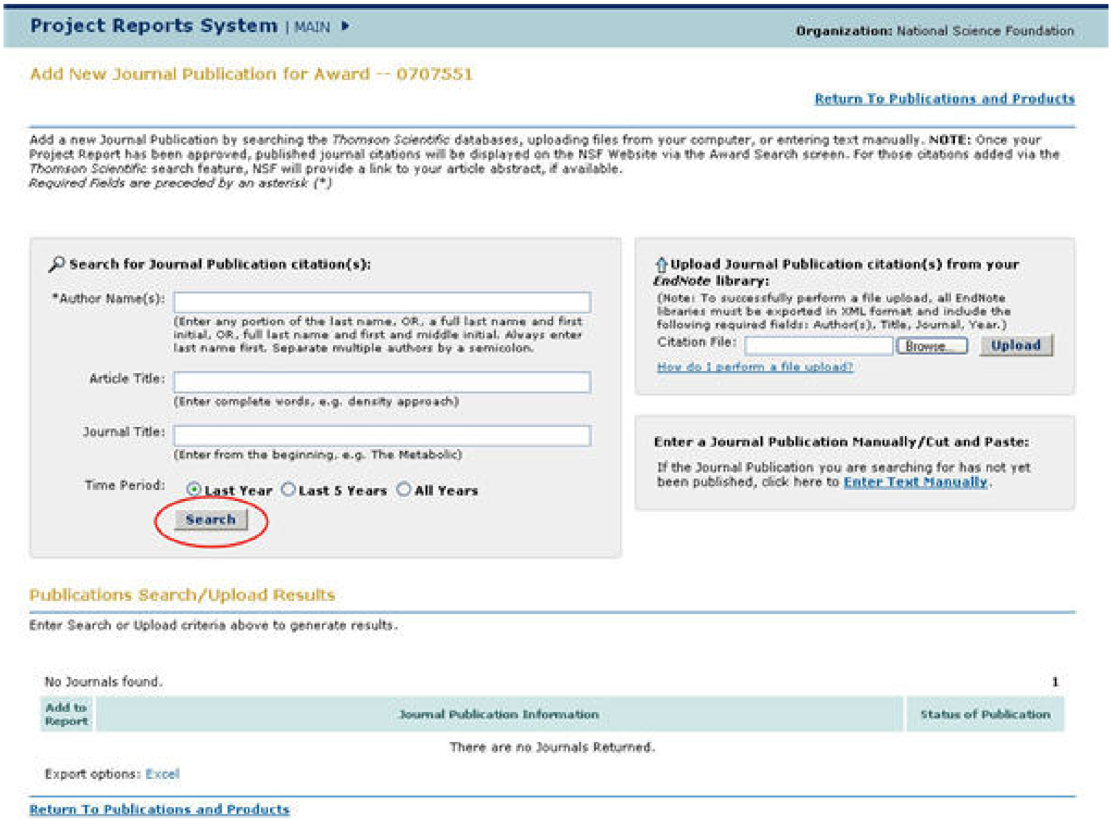


Figure 2 Add New Journal Publication for Award screen. The Search button is circled.

3. Enter search criteria in the fields provided (Figure 2). You must enter criteria for at least the Author Name(s) field. The rest of the text fields are optional.

   Note: You can narrow your search by selecting a time period of Last Year, Last 5 Years, or All Years.

4. Click the **Search** button

5. Your search results will be displayed at the bottom of the screen (Figure 3).

   Note: You may be required to scroll down to view your results.

Add New Journal Publication for Award -- 0707551

Return To Publications and Products

Add a new Journal Publication by searching the *Thomson Scientific* databases, uploading files from your computer, or entering text manually. **NOTE:** Once your Project Report has been approved, published journal citations will be displayed on the NSF Website via the Award Search screen. For those citations added via the *Thomson Scientific* search feature, NSF will provide a link to your article abstract, if available.
Required Fields are preceded by an asterisk (*)

Search for Journal Publication citation(s):

*Author Name(s): Ruppel
(Enter any portion of the last name, OR, a full last name and first initial, OR, full last name and first and middle initial. Always enter last name first. Separate multiple authors by a semicolon.

Article Title:
(Enter complete words, e.g. density approach)

Journal Title:
(Enter from the beginning, e.g. The Metabolic)

Time Period: ◉ Last Year ○ Last 5 Years ○ All Years

Search

Upload Journal Publication citation(s) from your *EndNote* library:
(Note: To successfully perform a file upload, all EndNote libraries must be exported in XML format and include the following required fields: Author(s), Title, Journal, Year.)
Citation File: Browse... Upload
How do I perform a file upload?

Enter a Journal Publication Manually/Cut and Paste:
If the Journal Publication you are searching for has not yet been published, click here to Enter Text Manually.

Publications Search/Upload Results

To add Journal Publications that resulted from work on this Award, check a corresponding box in the Add to Report column, and click the "**Add to Report**" button. When you have finished adding citations to your Project Report, click the "**Return to Publications and Products**" link.

Add to Report

27 Journals found, displaying 1 to 10 [Prev] 1, 2, 3 [Next]

Add to Report	Journal Publication Information	Status of Publication
☐	Bahgat, M; Sorgho, H; Ouedraogo, JB; Poda, JN; Sawadogo, L; Ruppel, A, et al. **Enzyme-linked immunosorbent assay with worm vomit and cercarial secretions of Schistosoma mansoni to detect infections in an endemic focus of Burkina Faso** JOURNAL OF HELMINTHOLOGY 80 (1): 19-23 MAR 2006	Published
☐	Canales, RD; Luo, YL; Willey, JC; Austermiller, B; Barbacioru, CC; Boysen, C, et al. **Evaluation of DNA microarray results with quantitative gene expression platforms** NATURE BIOTECHNOLOGY 24 (9): 1115-1122 SEP 2006	Published
☐	Castellini, DG; Dickens, GR; Snyder, GT; Ruppel, CD **Barium cycling in shallow sediment above active mud volcanoes in the Gulf of Mexico** CHEMICAL GEOLOGY 226 (1-2): 1-30 FEB 16 2006	Published
☐	Fuchs, RK; Allen, MR; Ruppel, ME; Miller, LM; Burr, DB **How long does secondary mineralization of osteonal bone take?** JOURNAL OF BONE AND MINERAL RESEARCH 20 (9): S325-S325 Suppl. 1 SEP 2005	Published
☐	Hagn, P; Przadka, A; Leidl, A; Seitz, S; Ruppel, CCW **Acoustic frontend modules** FREQUENZ 59 (1-2): 18-23 JAN-FEB 2005	Published
☐	Hornbach, MJ; Ruppel, C; Saffer, DM; Van Dover, CL; Holbrook, WS **Coupled geophysical constraints on heat flow and fluid flux at a salt diapir** GEOPHYSICAL RESEARCH LETTERS 32 (24): - DEC 28 2005	Published
☐	Hubbard, TL; Ruppel, SE; Courtney, JR **The force of appearance: Gamma movement, naive impetus, and representational momentum** PSICOLOGICA 26 (1): 209-228 2005	Published
☐	Ionescu, A; Ruppel, M; Wendt, OF **Isomerisation of omega-hydroxyalkenes under hydroxycarbonylation conditions in palladium catalysed aqueous phase systems** JOURNAL OF ORGANOMETALLIC CHEMISTRY 691 (18): 3806-3815 SEP 1 2006	Published
☐	Juraeva, D; George, E; Davranov, K; Ruppel, S **Detection and quantification of the nifH gene in shoot and root of cucumber plants** CANADIAN JOURNAL OF MICROBIOLOGY 52 (8): 731-739 AUG 2006	Published
☐	Knopp, A; Ruppel, H **Calcium-sensitive downregulation of the transduction chain in rod photoreceptors of the rat retina** BIOPHYSICAL JOURNAL 91 (3): 1078-1089 AUG 2006	Published

Export options: Excel

Add to Report

Return To Publications and Products

Figure 3 Publications Search Results screen.

6. Select the applicable Journal Publication information, if any, and click the **Add To Report** button (Figure 4).

   Note: There is no limit on the amount of Journal Publications you may select, and you may click through the pages of results to select additional Journal Publication information.

   Note: If you want to click through the pages of results to view/select additional Journal Publications, but you want to add a Publication from the current page, you must select the Journal Publication and click the Add To Report button before moving to the next page in order to successfully add that Journal Publication to the report.

   Note: If your search returns more than 100 results, you will receive a warning message that will instruct you to enter additional search criteria to narrow your search results.

Project Reports System | MAIN ▸ **Organization:** National Science Foundation

Add New Journal Publication for Award -- 0707551

Return To Publications and Products

Add a new Journal Publication by searching the *Thomson Scientific* databases, uploading files from your computer, or entering text manually. **NOTE:** Once your Project Report has been approved, published journal citations will be displayed on the NSF Website via the Award Search screen. For those citations added via the *Thomson Scientific* search feature, NSF will provide a link to your article abstract, if available.
Required Fields are preceded by an asterisk (*)

Search for Journal Publication citation(s):

*Author Name(s): ruppel
(Enter any portion of the last name, OR, a full last name and first initial, OR, full last name and first and middle initial. Always enter last name first. Separate multiple authors by a semicolon.

Article Title:
(Enter complete words, e.g. density approach)

Journal Title:
(Enter from the beginning, e.g. The Metabolic)

Time Period: ◉ **Last Year** ○ **Last 5 Years** ○ **All Years**

Search

Upload Journal Publication citation(s) from your *EndNote* library:
(Note: To successfully perform a file upload, all EndNote libraries must be exported in XML format and include the following required fields: Author(s), Title, Journal, Year.)
Citation File: Browse... **Upload**
How do I perform a file upload?

Enter a Journal Publication Manually/Cut and Paste:
If the Journal Publication you are searching for has not yet been published, click here to Enter Text Manually.

Publications Search/Upload Results

To add Journal Publications that resulted from work on this Award, check a corresponding box in the Add to Report column, and click the "**Add to Report**" button. When you have finished adding citations to your Project Report, click the "**Return to Publications and Products**" link.

Add to Report

27 Journals found, displaying 1 to 10 [Prev] **1**, 2, 3 [Next]

Add to Report	Journal Publication Information	Status of Publication
☑	Bahgat, M; Sorgho, H; Ouedraogo, JB; Poda, JN; Sawadogo, L; Ruppel, A, et al. **Enzyme-linked immunosorbent assay with worm vomit and cercarial secretions of Schistosoma mansoni to detect infections in an endemic focus of Burkina Faso** JOURNAL OF HELMINTHOLOGY 80 (1): 19-23 MAR 2006	Published
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☑	Castellini, DG; Dickens, GR; Snyder, GT; Ruppel, CD **Barium cycling in shallow sediment above active mud volcanoes in the Gulf of Mexico** CHEMICAL GEOLOGY 226 (1-2): 1-30 FEB 16 2006	Published
☑	Fuchs, RK; Allen, MR; Ruppel, ME; Miller, LM; Burr, DB **How long does secondary mineralization of osteonal bone take?** JOURNAL OF BONE AND MINERAL RESEARCH 20 (9): S325-S325 Suppl. 1 SEP 2005	Published
☑	Hagn, P; Przadka, A; Leidl, A; Seitz, S; Ruppel, CCW **Acoustic frontend modules** FREQUENZ 59 (1-2): 18-23 JAN-FEB 2005	Published
☑	Hornbach, MJ; Ruppel, C; Saffer, DM; Van Dover, CL; Holbrook, WS **Coupled geophysical constraints on heat flow and fluid flux at a salt diapir** GEOPHYSICAL RESEARCH LETTERS 32 (24): - DEC 28 2005	Published
☑	Hubbard, TL; Ruppel, SE; Courtney, JR **The force of appearance: Gamma movement, naive impetus, and representational momentum** PSICOLOGICA 26 (1): 209-228 2005	Published
☑	Ionescu, A; Ruppel, M; Wendt, OF **Isomerisation of omega-hydroxyalkenes under hydroxycarbonylation conditions in palladium catalysed aqueous phase systems** JOURNAL OF ORGANOMETALLIC CHEMISTRY 691 (18): 3806-3815 SEP 1 2006	Published
☑	Juraeva, D; George, E; Davranov, K; Ruppel, S **Detection and quantification of the nifH gene in shoot and root of cucumber plants** CANADIAN JOURNAL OF MICROBIOLOGY 52 (8): 731-739 AUG 2006	Published
☑	Knopp, A; Ruppel, H **Calcium-sensitive downregulation of the transduction chain in rod photoreceptors of the rat retina** BIOPHYSICAL JOURNAL 91 (3): 1078-1089 AUG 2006	Published

Export options: Excel

Add to Report

Return To Publications and Products

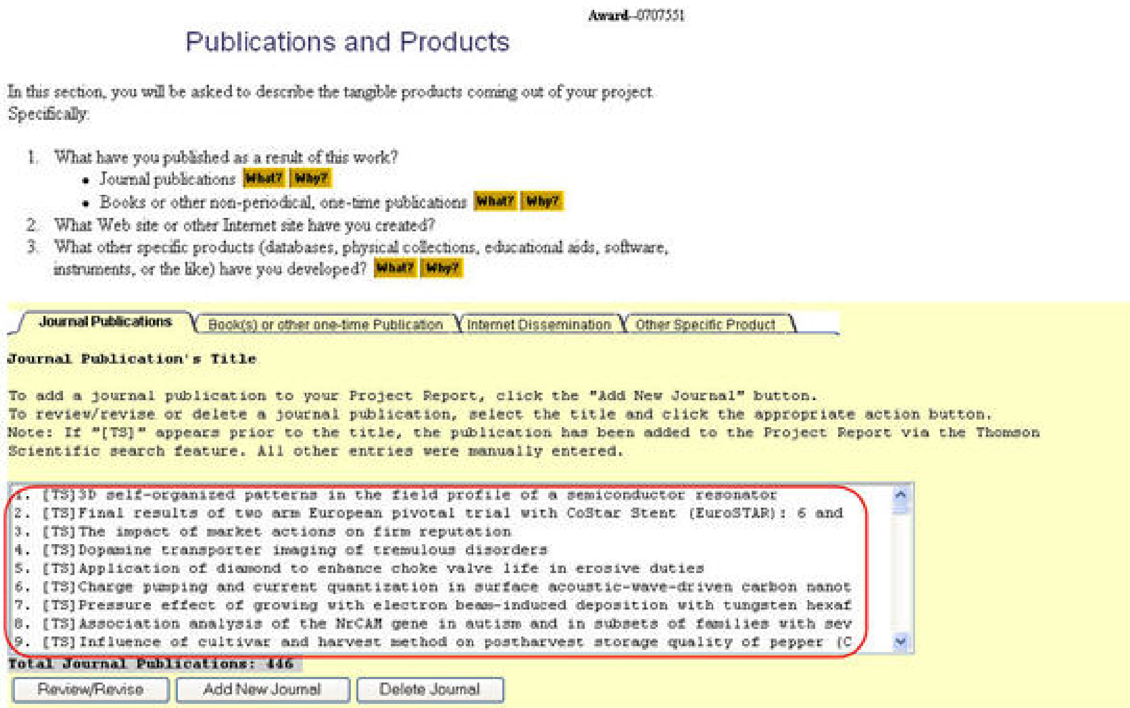
Figure 4 Publications Search Results screen. Selected Journal Publication information is displayed and the Add to Report button is circled.

7. After you click the **Add to Report** button, you will see a count of how many citations have been added to your report at the top of the screen (Figure 5).

Figure 5 Publications Search Results screen. Count of citations added is circled.

8. Once you are finished adding Journal Publication information, click the Return to Publications and Products link (Figure 5) and you will be directed to the **Journal Publications** tab on the **Publications and Products** screen displaying the Journal Publication information previously added to the Project Report (Figure 6).

   Note: Journal Publications that have been added via the Thomson Scientific search engine are denoted with the label "[TS]" before the title (Figure 6). These Journal Publications can only be viewed, but can not be edited.



Award–0707551

Publications and Products

In this section, you will be asked to describe the tangible products coming out of your project. Specifically:

1. What have you published as a result of this work?
   - Journal publications What? Why?
   - Books or other non-periodical, one-time publications What? Why?
2. What Web site or other Internet site have you created?
3. What other specific products (databases, physical collections, educational aids, software, instruments, or the like) have you developed? What? Why?

Journal Publications | Book(s) or other one-time Publication | Internet Dissemination | Other Specific Product

Journal Publication's Title

To add a journal publication to your Project Report, click the "Add New Journal" button.
To review/revise or delete a journal publication, select the title and click the appropriate action button.
Note: If "[TS]" appears prior to the title, the publication has been added to the Project Report via the Thomson Scientific search feature. All other entries were manually entered.

1. [TS]3D self-organized patterns in the field profile of a semiconductor resonator
2. [TS]Final results of two arm European pivotal trial with CoStar Stent (EuroSTAR): 6 and
3. [TS]The impact of market actions on firm reputation
4. [TS]Dopamine transporter imaging of tremulous disorders
5. [TS]Application of diamond to enhance choke valve life in erosive duties
6. [TS]Charge pumping and current quantization in surface acoustic-wave-driven carbon nanot
7. [TS]Pressure effect of growing with electron beam-induced deposition with tungsten hexaf
8. [TS]Association analysis of the NrCAM gene in autism and in subsets of families with sev
9. [TS]Influence of cultivar and harvest method on postharvest storage quality of pepper (C

Total Journal Publications: 446

Review/Revise | Add New Journal | Delete Journal

Figure 6 Journal Publications tab. Journal Publication information previously added is circled.

Add a Journal via EndNote XML File Upload

1. Access the **Publications and Products** screen on the **Journal Publications** tab (Figure 1) (see Work on Publications and Products).

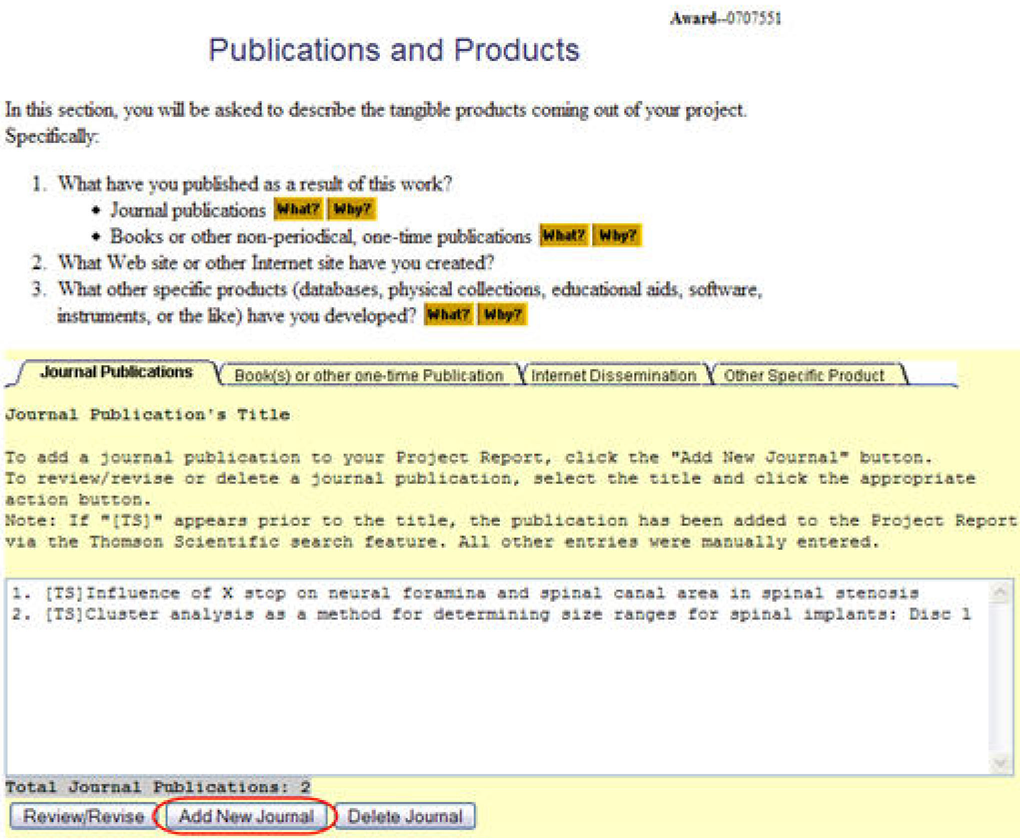


Figure 1 Publications and Products screen on the Journal Publications tab. The Add New Journal button is circled.

2. On the **Journal Publications** tab (Figure 1), click the **Browse** button. The system displays the Browse dialogue box. Choose an *EndNote* XML file from your local computer and click **OK**. The file name and location displays in the Citation File field. Click **Upload.** (Figure 2)

   Note: To successfully **Add a Journal** via **File Upload** your file must be exported from *EndNote* version 8.0 or higher in XML format. And must contain the following required information in the below specified format:
   1. Author(s)
   2. Title
   3. Journal Name
   4. Year

   Note: To export a file from EndNote in XML format, follow these steps:
   1. Select the records you wish to export
   2. Go to "File" and select "Export"
   3. Select "XML" as the File Type

4. Save the file to your local computer

If you experience problems exporting your file from *Endnote*, contact your software provider.

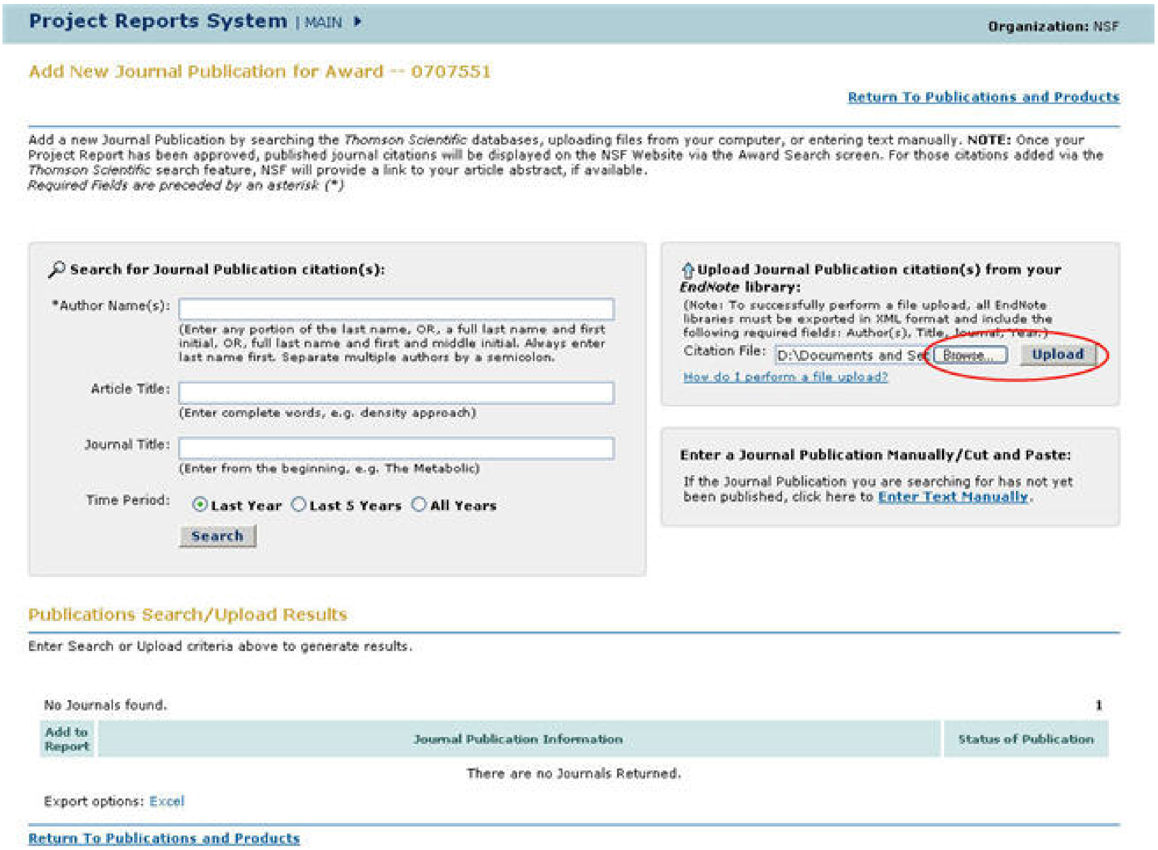


Figure 2 EndNote XML file name and location displays in the "Citation File" field. The Browse and Upload buttons are circled.

3. Your Upload results are displayed at the bottom of the page. (Figure 3)

Note: You may be required to scroll down to view your results.

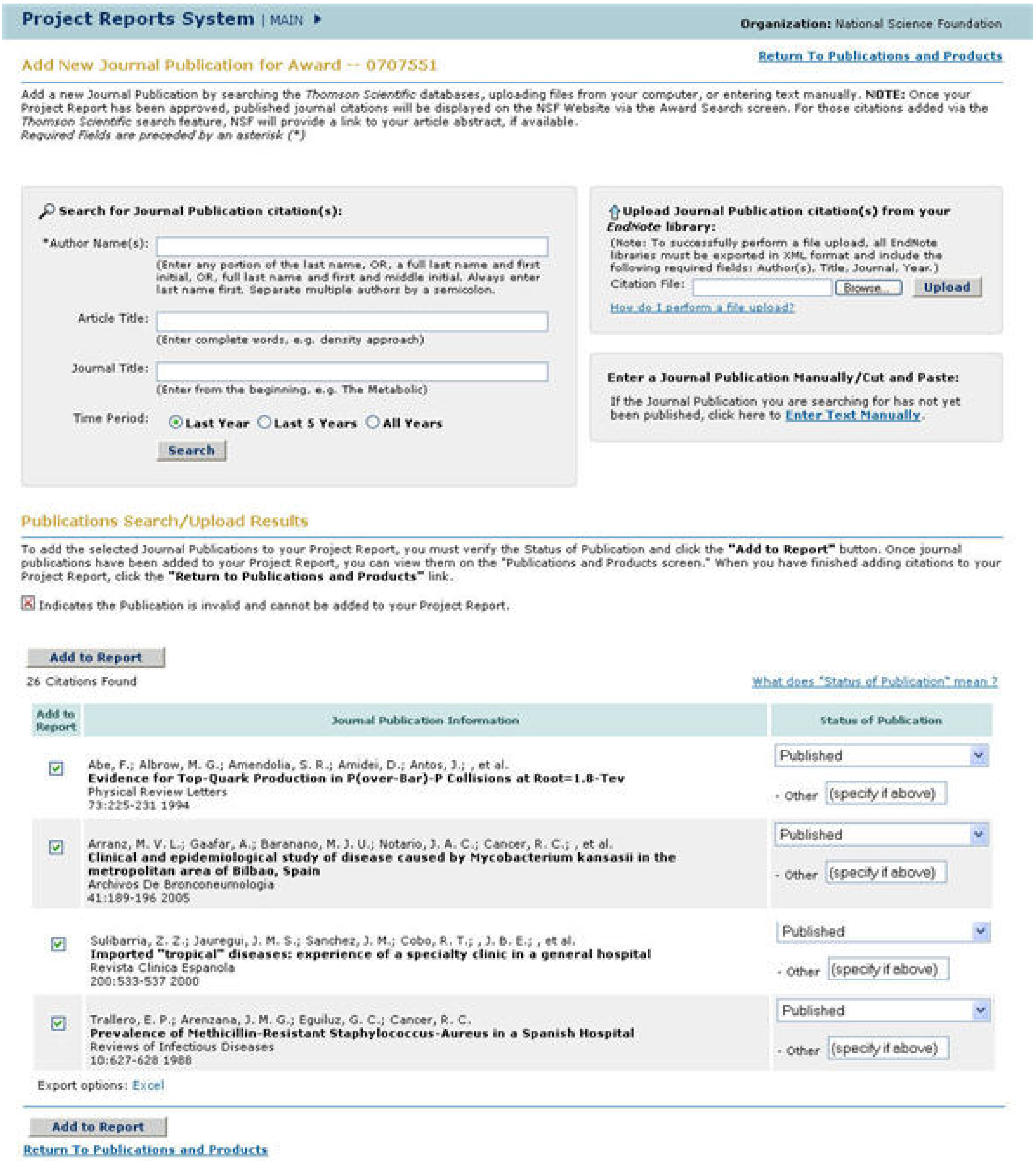


Figure 3 File Upload Results screen.

4. Select the **Publication Status** for each citation and click the Add to Report button. (Figure 4)

   Note: There is no limit on the amount of Journal Publications you may select. To de-select a Journal Publication click on the checkbox in the Add to Report column. Only publications with checked boxes will be added to your report.

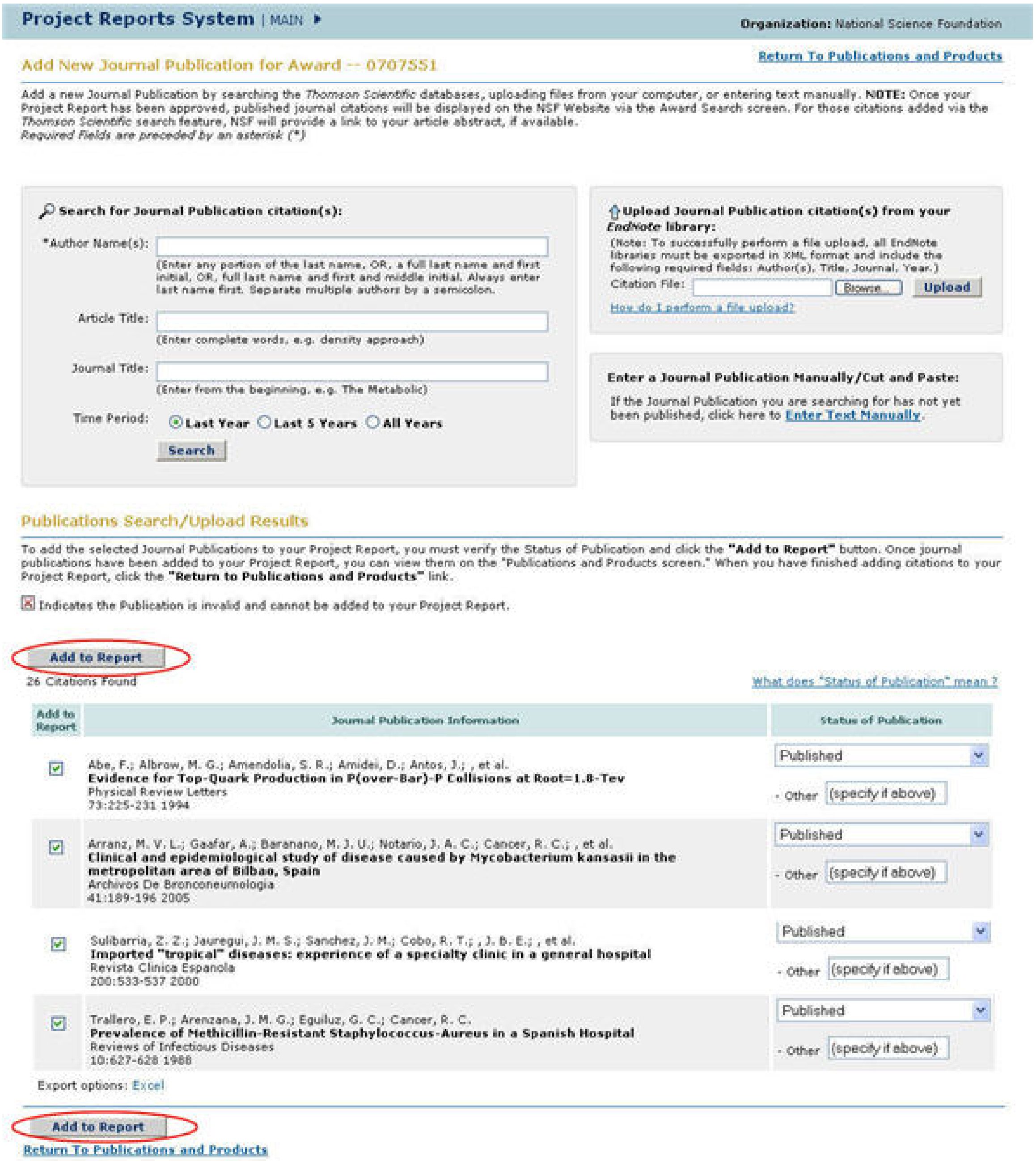


Figure 4 File Upload Results Screen. Add to Report button is circled.

5. After you click the Add to Report button, you will see a count of how many citations have been added to your report at the top of the screen (Figure 5).

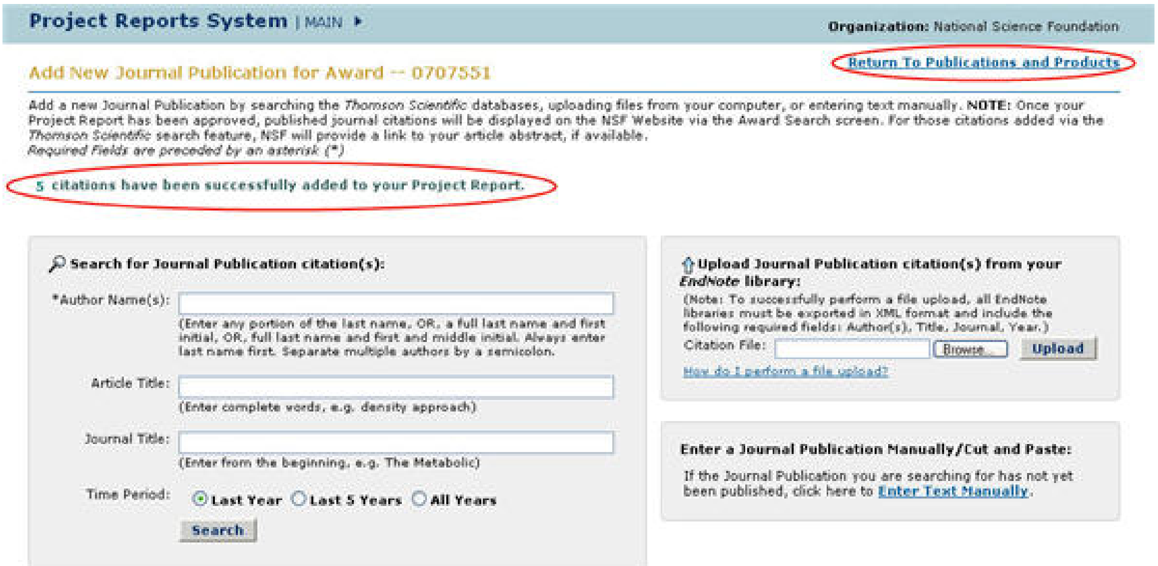


Figure 5 File Upload Results screen. Count of citations added and the Return to Publications and Products link are circled.

6. Once you are finished adding Journal Publication information, click the **Return to Publications and Products** link (Figure 5) and you will be directed to the Journal Publications tab on the **Publications and Products** screen displaying the Journal Publication information previously added to the Project Report (Figure 6).

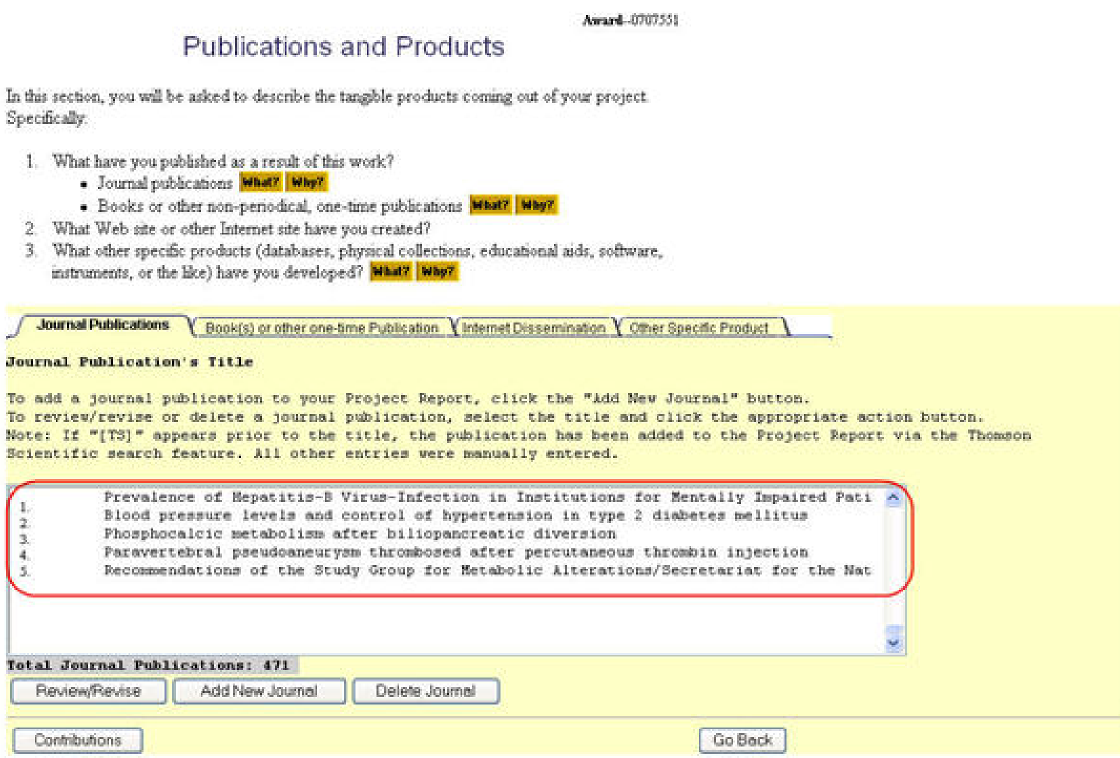


Figure 6 Publications and Products screen. Journal Publication information previously added is circled.

Add a Journal via the Manual Entry Screen

1. Access the **Publications and Products** screen on the **Journal Publications** tab (Figure 1) (see Work on Publications and Products).

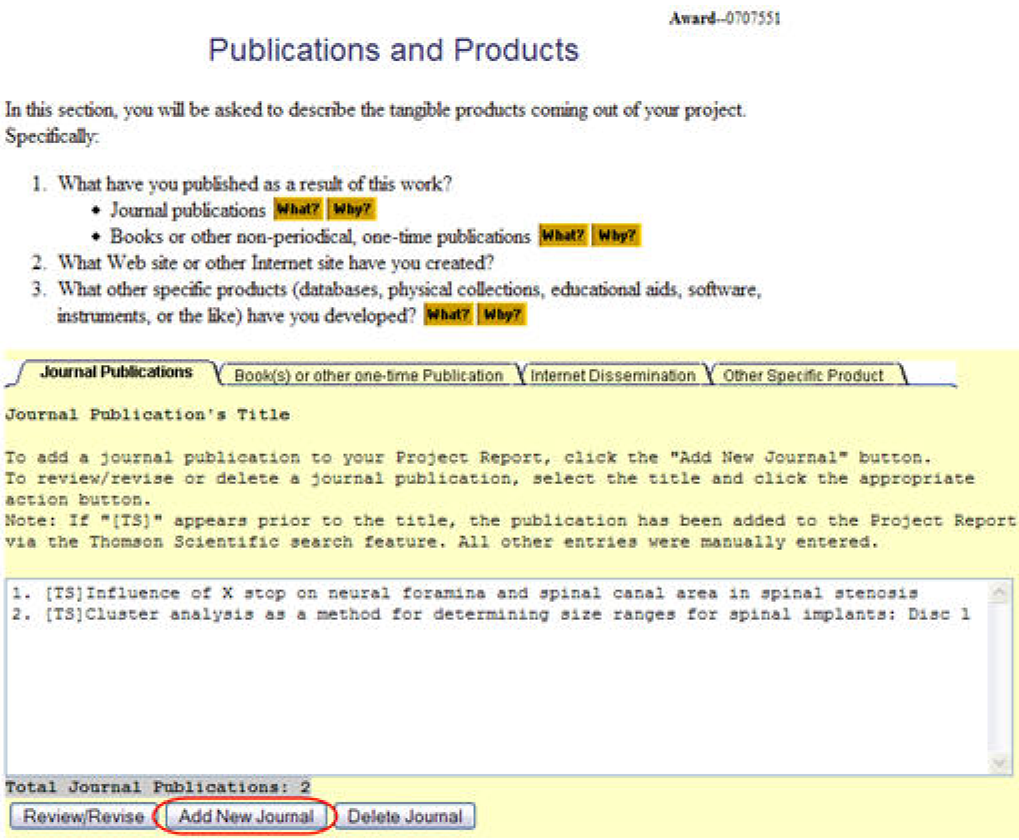


Figure 1 Publications and Products screen on the Journal Publications tab. The Add New Journal button is circled.

2. On the **Journal Publications** tab (Figure 1), click the **Add New Journal** button. The **Add New Journal Publication for Award** screen displays (Figure 2).

3. Select the **Enter Text Manually** option (Figure 2).

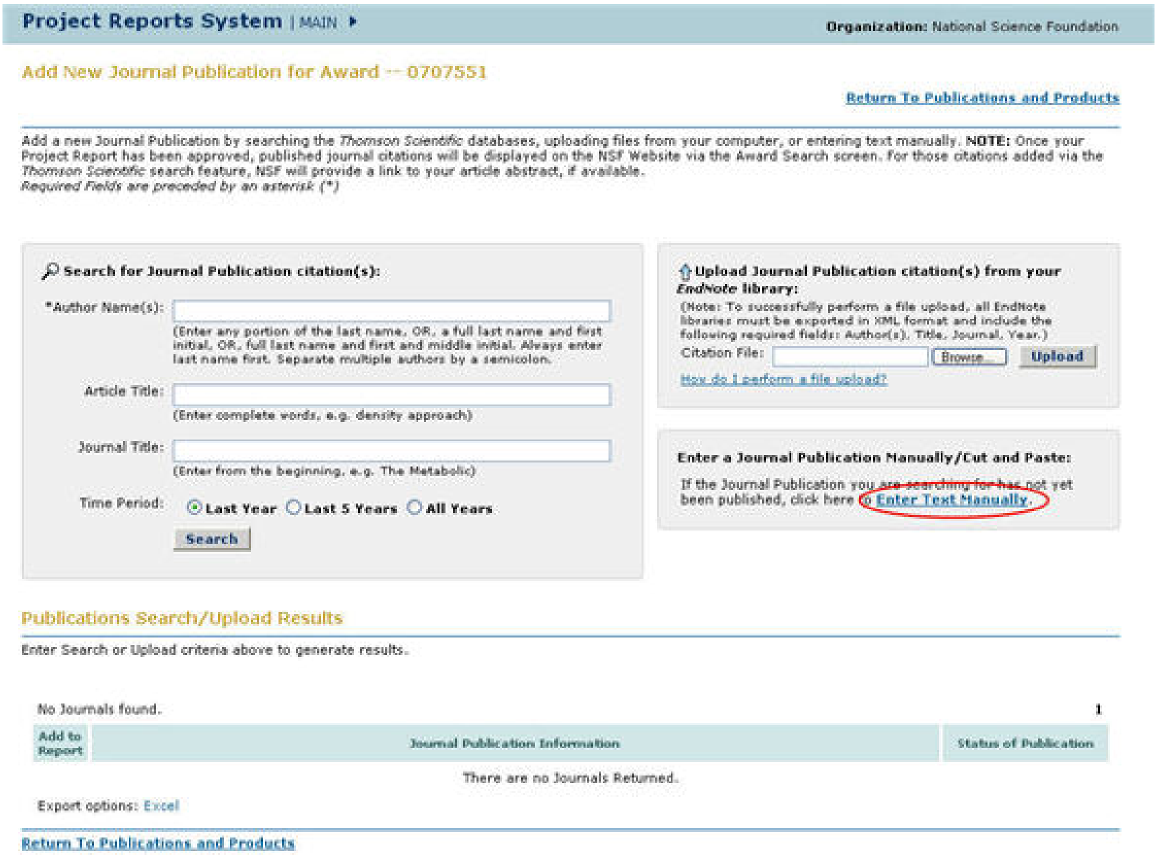


Figure 2 Add New Journal Publication for Award screen. The Enter it Manually link is circled.

4. Enter information in the fields provided (Figure 3). You must enter the following information:
   - Author(s)
   - Title
   - Journal (**Note**: This field is not required if the Status of Publication option is set to Other)
   - Status of Publication (**Note**: If you set the Status of Publication field to "Published," this Journal Publication information will be available on the NSF website on the Award Search page)
   - Year (**Note**: This field must be entered in the YYYY format; e.g. 2007)

5. The following fields are available, but are not required:
   - Volume
   - Beginning Page Number
   - DOI (Digital Object Identifier)

   Note: You may use the **Cut & Paste Workspace** to temporarily store information to ease the task of manually entering journal publications. Use the **Cut & Paste Workspace** to transfer your publication information to the correct fields.

Note: Information in the **Cut & Paste Workspace** cannot be added to your project report by clicking the **Add to Report** button. You must first transfer the data to the required fields.

6. When you have entered information for all of the required fields, click the **Add To Report** button. Clicking **Add To Report** will save your current Journal Publication information and refresh the **Create New Journal Publication for Award** screen with a count of how many citations have been added. You may add another at this point, if necessary.

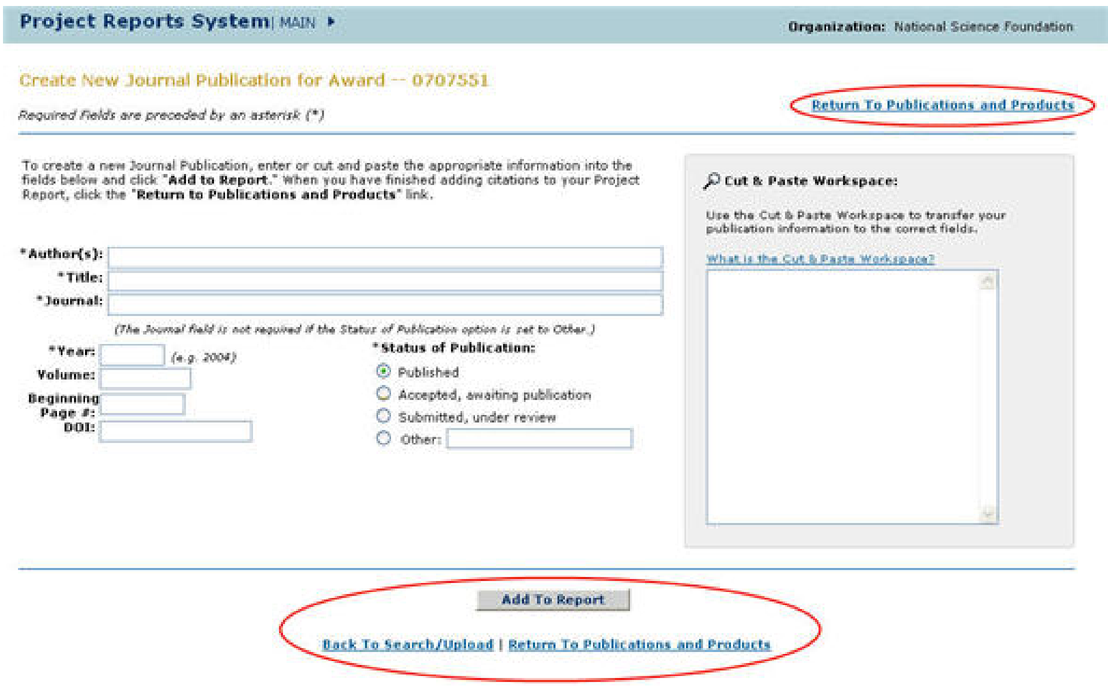


Figure 3 Create New Journal Publication for Award screen. The Add To Report button, the Return To Search/Upload link, and the Return to Publications and Products link are circled.

7. The **Return to Search/Upload** link is also available on the **Create New Journal Publication for Award** screen. Clicking this link will direct you to the **Search/Upload** screen where you can either search for a Journal Publication, upload a citation file, or click the **Enter Text Manually** link (Figure 2).

8. The **Return To Publications and Products** link is also available on the **Create New Journal Publication for Award** screen. Clicking this link will direct you to the **Journal Publications** tab on the **Publications and Products** screen (Figure 1).

Review and Revise a Journal

1. Access the **Journal Publications** tab on the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

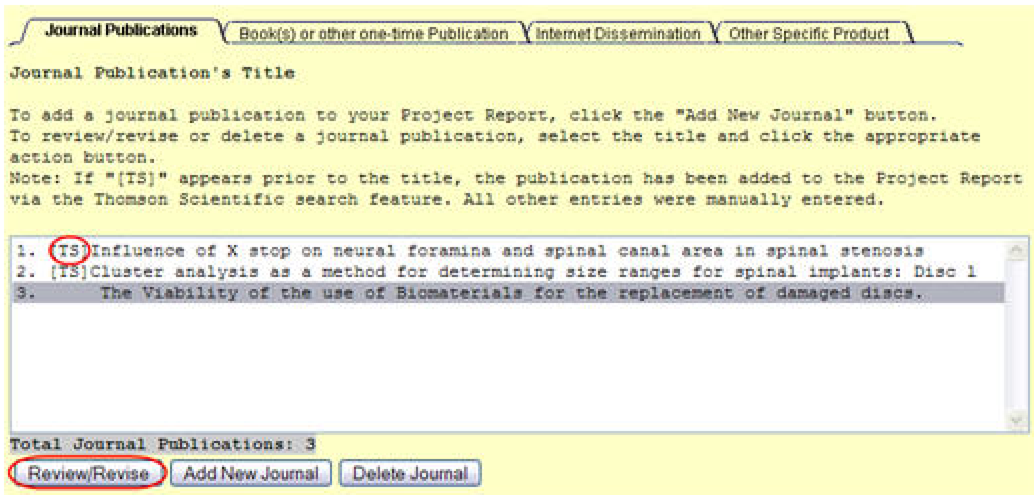


Figure 1 Journal Publications tab. The Review/Revise button and [TS] label are circled.

2. On the **Journal Publications** tab (Figure 1), highlight the Journal title you want to Review/Revise. **Note**: Journal Publications that have been added via the Thomson Scientific search engine are denoted with the label "[TS]" before the title (Figure 1). These Journal Publications can only be viewed, but can not be revised (Figure 3).

3. Click the **Review/Revise** button (Figure 1). The **Review/Revise Journal Publication for Award** screen is displayed (Figure 2).

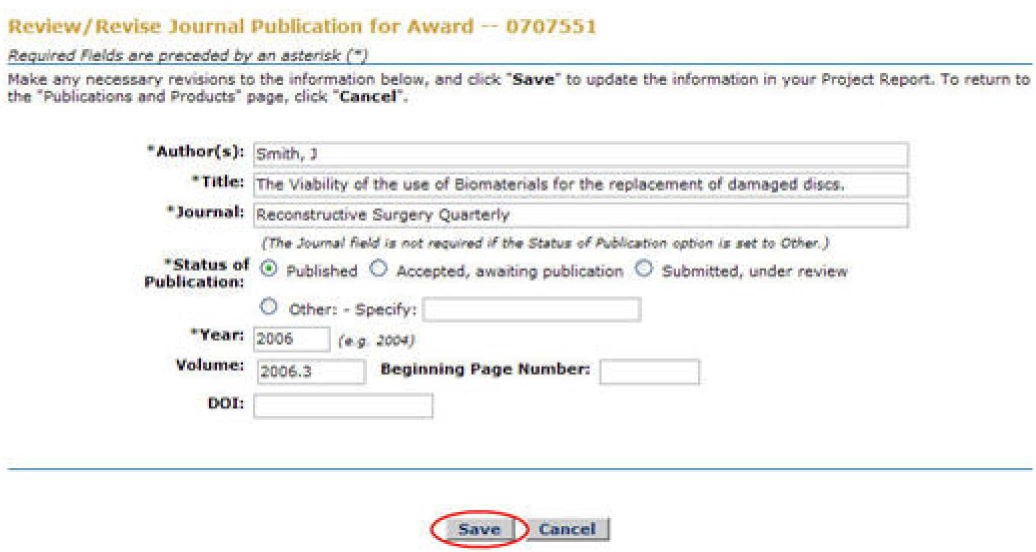


Figure 2 Review / Revise Journal Publication for Award screen. The Save button is circled.

4. Edit the record as necessary (Figure 2) (see Add a Journal via the Manual Entry Screen, for instructions).

5. Click the **Save** button (Figure 2).

6. The **Journal Publications** tab is displayed (Figure 1).

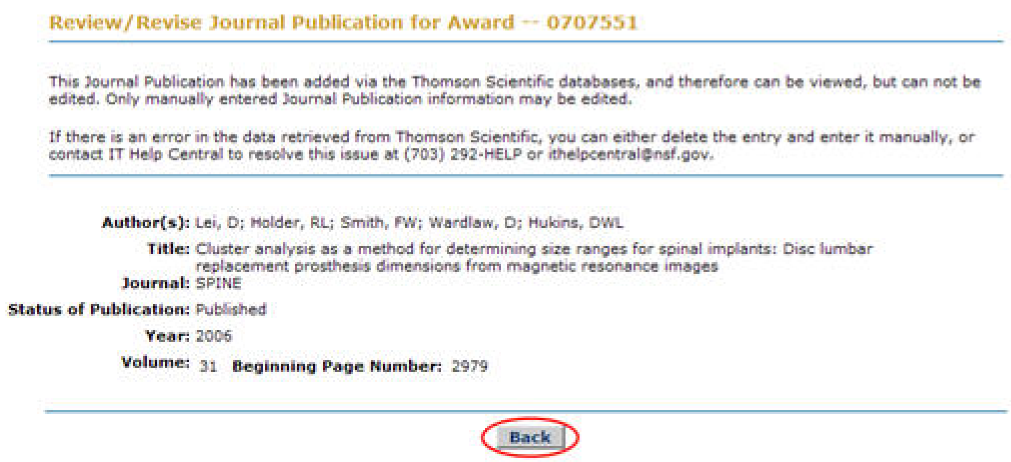


Figure 3 Review / Revise Journal Publication for Award screen for a Journal Publication added via the Thomson Scientific search feature. The Back button is circled.

Delete a Journal

1. Access the **Journal Publications** tab on the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

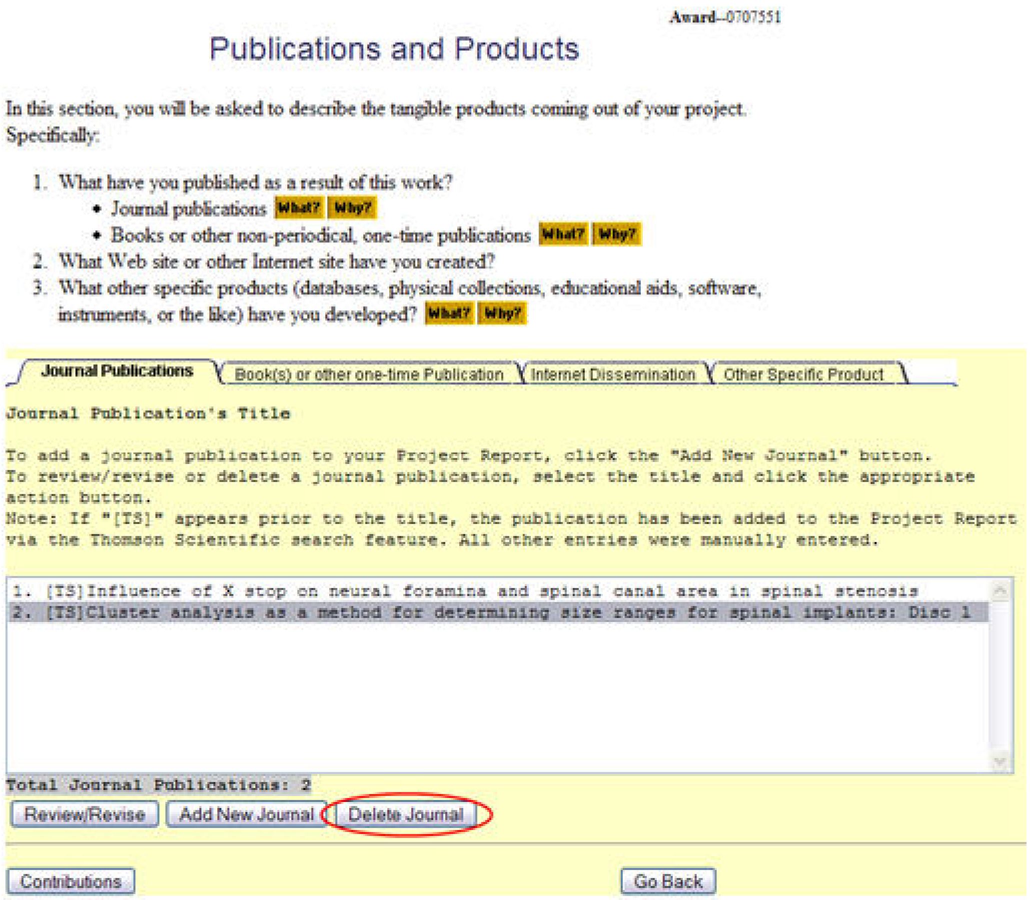


Figure 1 Journal Publications tab. The Delete Journal button is circled.

2. On the **Journal Publications** tab (Figure 1), highlight the Journal title you want to delete.

3. Click the **Delete Journal** button (Figure 1).

4. The **Delete Journal Publication from Award: Are You Sure?** screen (Figure 2) displays a message asking you to confirm that you want to delete the Journal Publication from your report.

   Note: Author(s), Title, Journal, Status of Publication, Year, Volume, and Beginning Page Number information will be displayed on this screen.

5. Click the **Delete** button to remove the Journal Publication from your report.

6. Click the **Cancel** button to return to the **Journal Publications** tab on the **Publications and Products** screen (Figure 1).

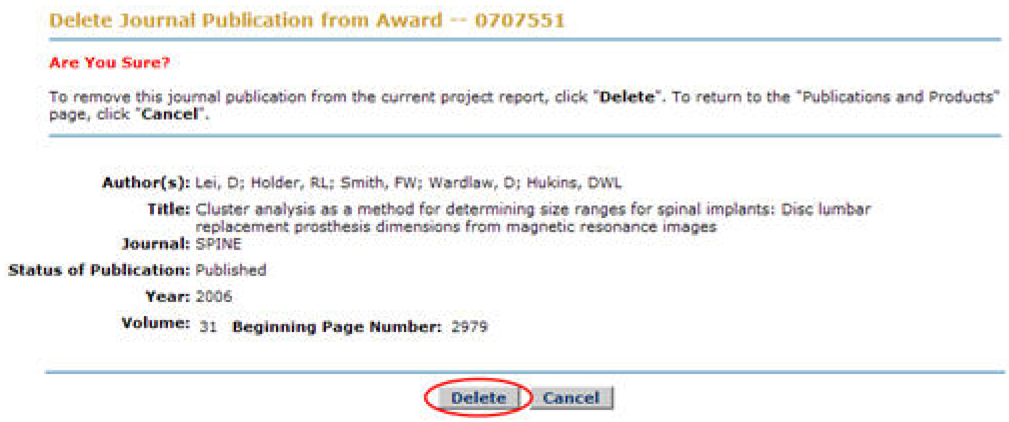


Figure 2 Delete Journal Publication from Award: Are You Sure? screen. The Delete button is circled.

7. After selecting the **Delete** option (Figure 2), the **Journal Publications** tab is displayed (Figure 3) with the deleted Journal title removed from the report.

Figure 3 Journal Publications tab with the deleted record title removed.

Books or Other One-Time Publications

Report any publication of your material in a one-time publication, such as any of the following:

- Book
- Monograph
- Dissertation
- Abstract
- Report as part of a one-time study or commission

You have these options for working on journals:

- Add a book or other one-time publication
- Review and revise a book or other one-time publication
- Delete a book or other one-time publication

Add a Book or Other One-Time Publication

1. Access the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

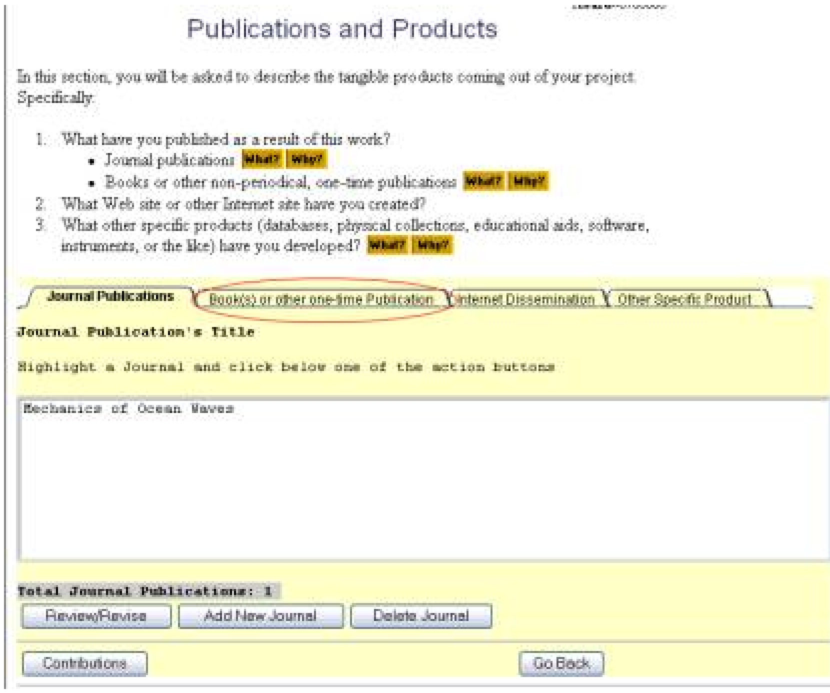


Figure 1 Publications and Products screen. The Books or Other One-Time Publication tab is circled.

2. On the **Publications and Products** screen (Figure 1), click the tab heading for **Books or Other One-Time Publication**. The **Books or Other One-Time Publication** tab displays (Figure 2).

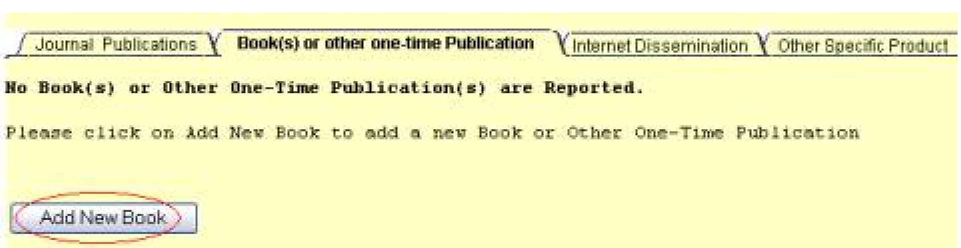


Figure 2 Books or Other One-Time Publication tab. The Add New Book button is circled.

3. Click the **Add New Book** button (Figure 2). The **Add a Book or One-Time Publication** screen displays (Figure 3).

Figure 3 Add a Book or Other One-Time Publication screen. The Save and Continue button is circled.

4. Type in the boxes (Figure 3) information for the following:
   - Author(s)
   - Title
   - Editor(s)
   - Title of Collection
   - Bibliographic Information
   - Year
5. In the **Cut-and-Paste Workspace** box (Figure 3), type the citations.
6. For the **Type of Publication** (Figure 3), click the radio button for one of the following:
   - Book
   - Thesis or Dissertation
   - Other (*If you chose Other*, type in the box the type.)
7. For the **Status of Publication** (Figure 3), click the radio button for one of the following:
   - Published
   - Accepted, awaiting publication
   - Submitted, under review
   - Other (*If you chose Other*, type in the box the status.)
8. Click the radio button for Yes or No (Figure 3) in answer to the question, "Is NSF support formally acknowledged in the publication?"
9. Click the **Save and Continue** button (Figure 3). The **Acknowledgment and Disclaimer** screen displays (Figure 4).

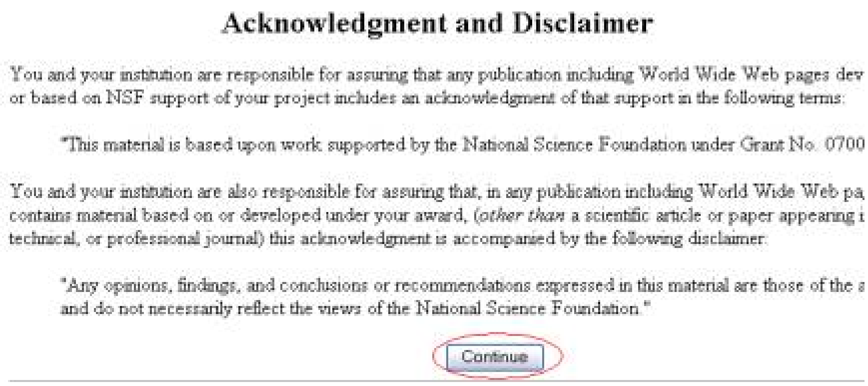


Figure 4 Acknowledgment and Disclaimer screen. The Continue button is circled.

10. Click the **Continue** button (Figure 4). The **Books or Other One-Time Publication** tab displays (Figure 5) with the new book title now added.

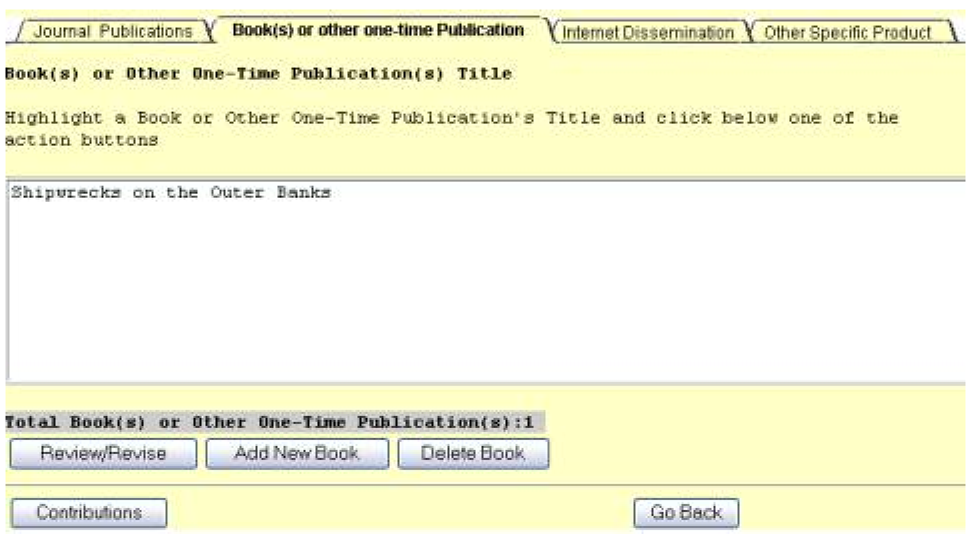


Figure 5 Books or Other One-Time Publication tab with the new book title.

Review and Revise a Book or Other One-Time Publication

1. Access the **Publications and Products** screen on the **Books or Other One-Times Publication** tab (Figure 1) (see Add a Book, Steps 1 and 2).

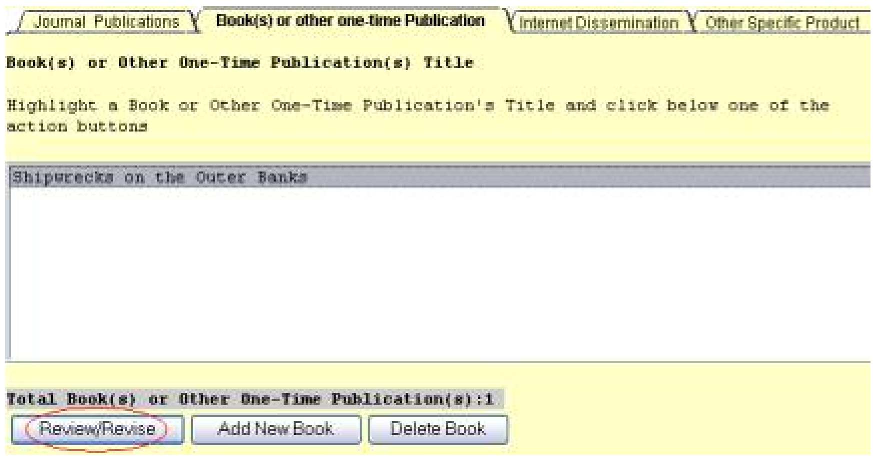


Figure 1 Books or Other One-Time Publication tab. The Review / Revise button is circled.

2. On the **Books or Other One-Time Publication** tab (Figure 1), highlight the book record you want to revise.
3. Click the **Review / Revise** button (Figure 1). The **Book or Other One-Time Publication: Review and Revise** screen displays (Figure 2).

Figure 2 Book or Other One-Time Publication: Review and Revise screen. The Save and Continue button is circled.

4. Revise the fields as you require (Figure 2) (see Add a Book, Step 4 through Step 8, for instructions).
5. Click the **Save and Continue** button (Figure 2). The **Acknowledgment and Disclaimer** screen displays (Figure 3).

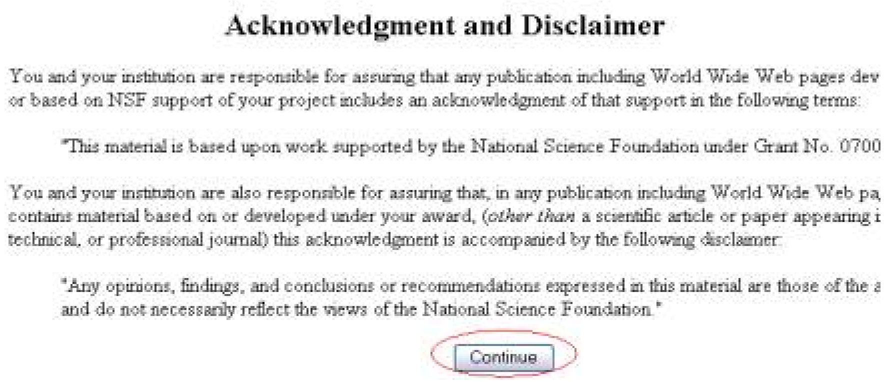


Figure 3 Acknowledgment and Disclaimer screen. The Continue button is circled.

6. Click the **Continue** button (Figure 3). The **Books or Other One-Time Publication** tab displays (Figure 1).

Delete a Book or Other One-Time Publication

1. Access the **Publications and Products** screen on the **Books or Other One-Time Publications** tab (Figure 1) (see Add a Book, Steps 1 and 2).

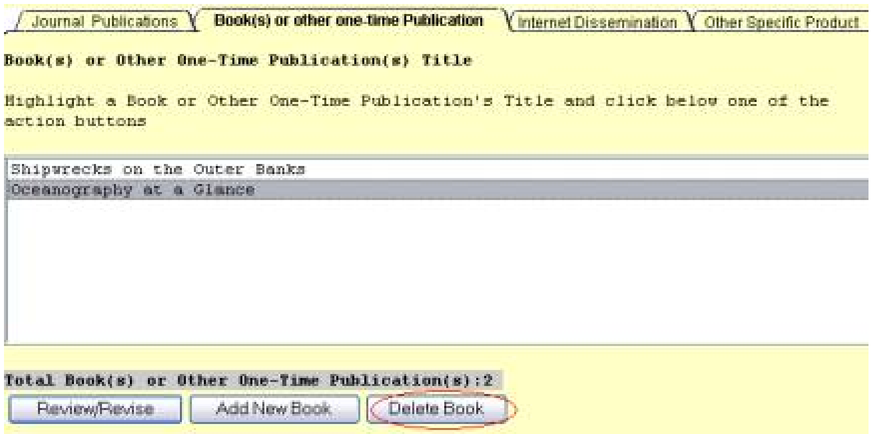


Figure 1 Books or Other One-Time Publications tab. The Delete Book button is circled.

2. On the **Books or Other One-Time Publication** tab (Figure 1), highlight the record you want to delete.
3. Click the **Delete Book** button (Figure 1). The **Are You Sure You Want to Delete This Book or One-Time Publication Record** screen displays (Figure 2).

Figure 2 Are You Sure You Want to Delete This Book or One-Time Publication Record screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **Books or Other One-Time Publication** tab displays without that record.

Internet Dissemination

Report on any Web sites or other Internet sites you have created.

You have these options for working on journals:

- Add a URL
- Review and revise a URL
- Delete a URL

Add a URL

1. Access the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

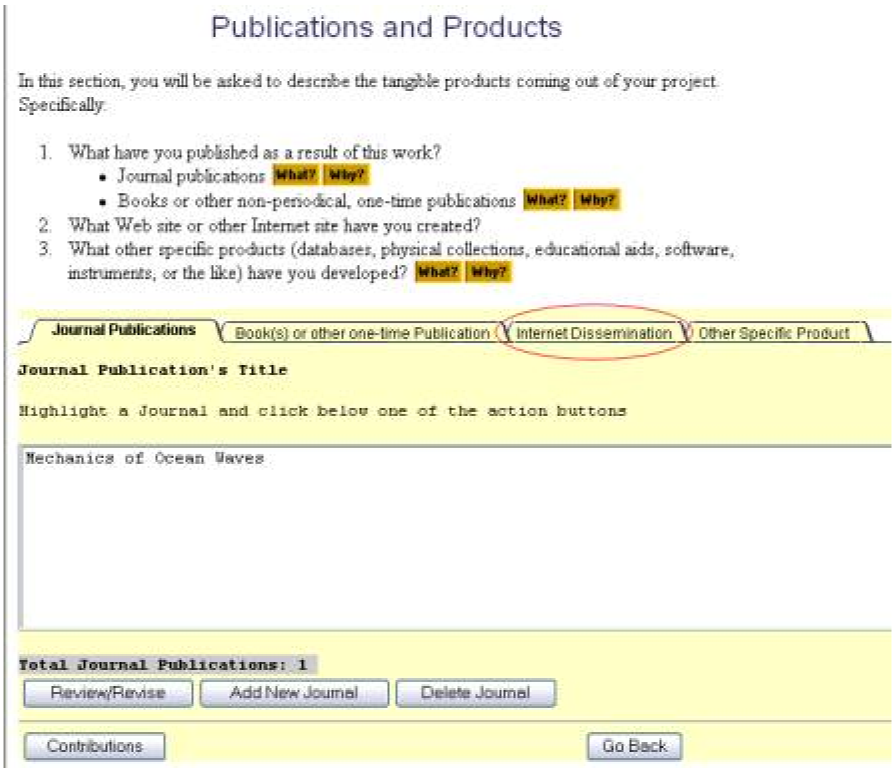


Figure 1 Publications and Products screen. The Internet Dissemination tab is circled.

2. On the **Publications and Products** screen (Figure 1), click the tab heading for **Internet Dissemination**. The **Internet Dissemination** tab displays (Figure 2).

Figure 2 Internet Dissemination tab. The Add New URL button is circled.

3. Click the **Add New URL** button (Figure 2). The **Internet Dissemination** screen displays (Figure 3).

Figure 3 Internet Dissemination screen. The Save and Continue button is circled.

4. In the **URL** box (Figure 3), type the URL.
5. In the text box (Figure 3), type an explanation or update of how the web site relates to the award.
6. Click the radio button for Yes or No in answer to the question (Figure 3), “Is NSF support acknowledged on the web site?”
7. Click the **Save and Continue** button (Figure 3). The **Internet Dissemination** tab displays with the new URL displayed.

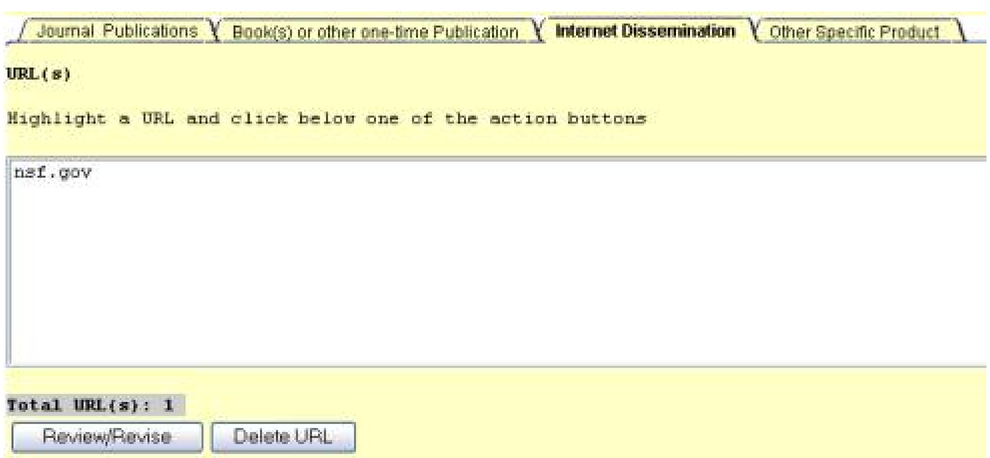


Figure 4 Internet Dissemination tab with the new URL displayed.

Review and Revise an URL

1. Access the **Publications and Products** screen on the **Internet Dissemination** tab (Figure 1) (see Add a URL, Steps 1 and 2).

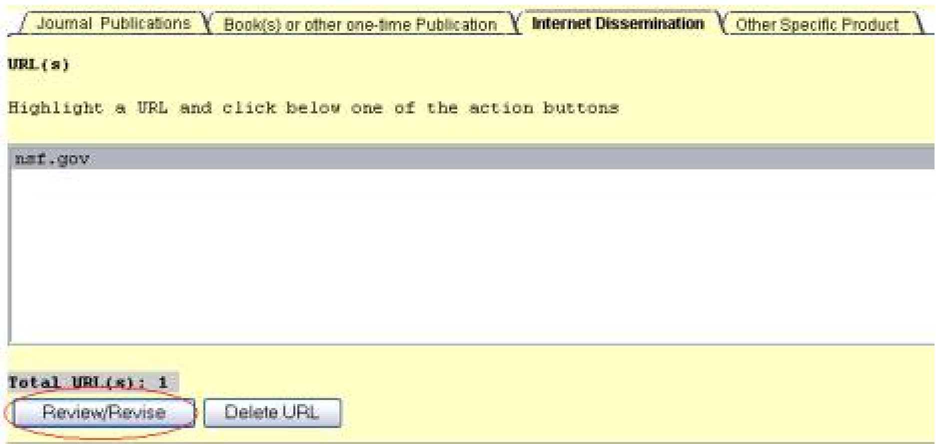


Figure 1 Internet Dissemination tab. The Review/Revise button is circled.

2. On the **Internet Dissemination** tab (Figure 1), highlight the URL that you want to review and revise.
3. Click the **Review/Revise** button (Figure 1). The **Internet Dissemination** screen displays (Figure 2).

Figure 2 Internet Dissemination screen. The Save and Continue button is circled.

4. Make the changes you require (Figure 2) (see Add a URL, Step 4 through Step 6, for instructions).
5. Click the **Save and Continue** button (Figure 2). The **Internet Dissemination** tab displays (Figure 1).

Delete a URL

1. Access the **Publications and Products** screen on the **Internet Dissemination** tab (Figure 1) (see Add a URL, Steps 1 and 2).

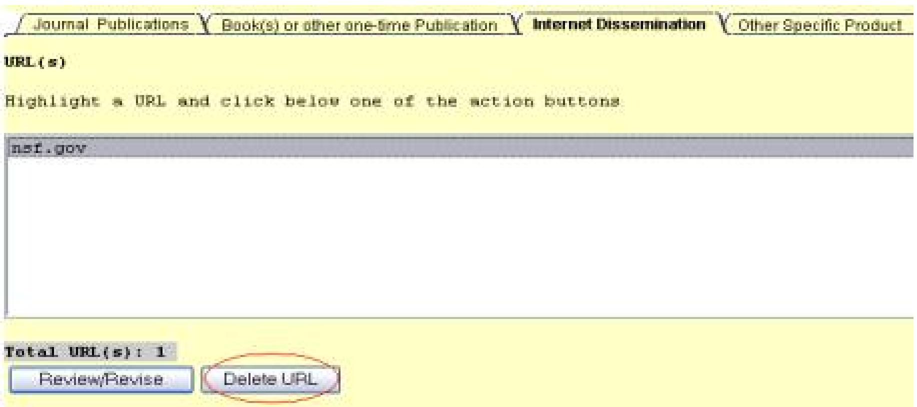


Figure 1 Internet Dissemination tab. The Delete URL button is circled.

2. On the **Internet Dissemination** tab (Figure 1), select the URL that you want to delete.
3. Click the **Delete URL** button (Figure 1). The **Are You Sure You Want to Delete This URL** screen displays (Figure 2).

Figure 2 Are You Sure You Want to Delete This URL screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **Internet Dissemination** tab displays with the deleted URL removed.

Other Specific Products

NSF policy encourages researchers under our awards to share with other researchers, at no more than incremental costs and within a reasonable time, the data, samples, physical collections, and other supported materials created or gathered in the work. We also encourage grantees to share software and inventions (once appropriate protection has been secured) and to act to make the innovations they embody widely useful and usable.

We use the listing of products generated through this process of sharing in several ways:

- Reporting the products to Congress, the scientific and engineering community, and the public
- Assessing these products as important outputs of our support to researchers
- Recognizing these products as part of our evaluation of your results from NSF support when you submit a new proposal

Among the products we ask you to consider reporting are:

- Data or databases
- Physical collections (samples, germ lines, etc.)
- Audio or video products
- Software or netware
- Educational aids (other than publications)
- Instruments or equipment developed
- Other inventions
- Other products

You have these options for working on journals:

- Add a product
- Review and revise a product
- Delete a product

Add a Product

1. Access the **Publications and Products** screen (Figure 1) (see Work on Publications and Products).

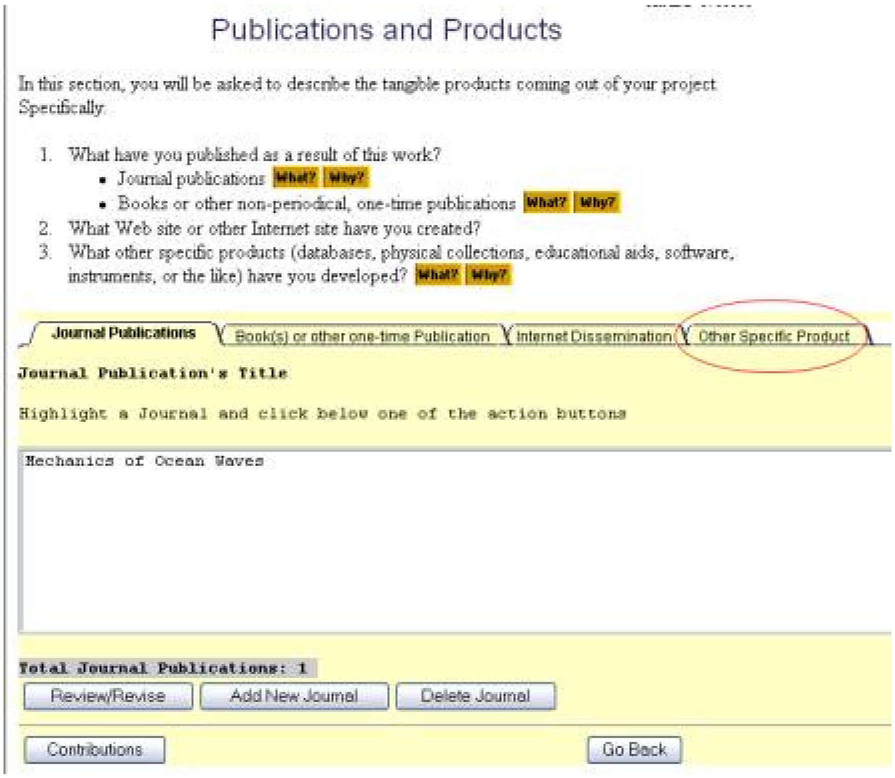


Figure 1 Publications and Products screen. The Other Specific Product tab is circled.

2. On the **Publications and Products** screen (Figure 1), click the **Other Specific Product** tab. The **Other Specific Product** tab displays (Figure 2).

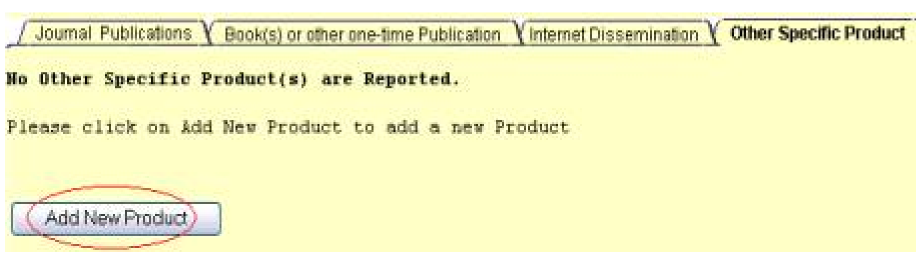


Figure 2 Other Specific Product tab. The Add New Product button is circled.

3. Click the **Add New Product** button (Figure 2). The **Add Other Specific Product** screen displays (Figure 3).

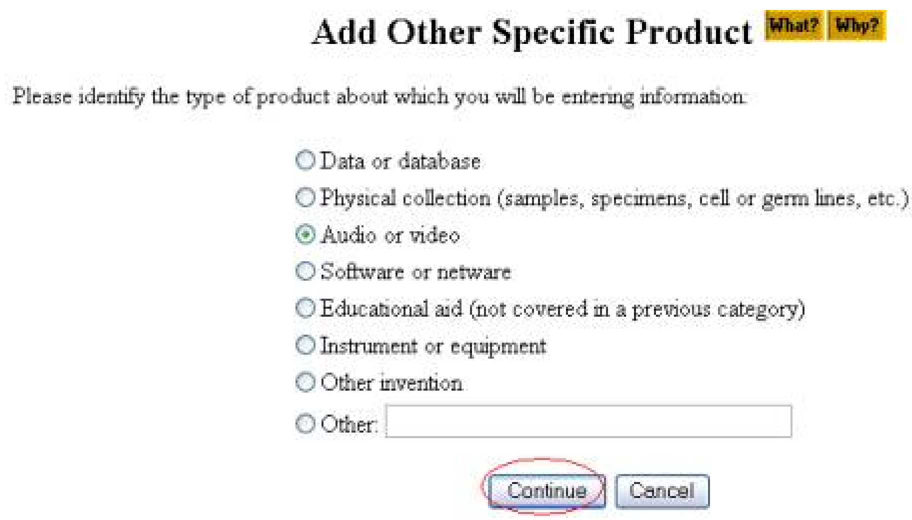


Figure 3 Add Other Specific Product screen. The Continue button is circled.

4. Click the radio button (Figure 3) for the type of specific product that you want to add from the listing of specific products:
   - Data or database
   - Physical collection (samples, specimens, cell and germ lines, etc.)
   - Audio or video product
   - Software or netware
   - Educational aid (other than publication)
   - Instrument or equipment developed
   - Other invention
   - Other product

   (Click on a link above to see instructions for that type of product.)

Data or Database

If you selected the radio button for Data or Database on the ***Add Other Specific Product*** *screen (Figure 3)*, the **Add Data or Database** screen displays (Figure 4).

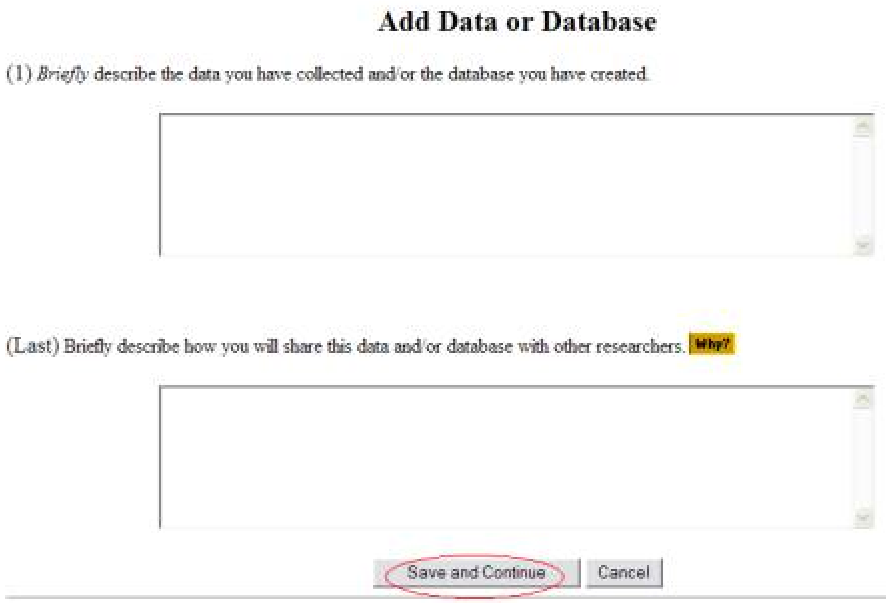


Figure 4 Add Data or Database screen. The Save and Continue button is circled.

1. In the first text box (Figure 4), briefly describe the data or database.
2. In the second text box (Figure 4), briefly describe how the data or database will be shared with others.
3. Click the **Save and Continue** button (Figure 4). The **Other Specific Product** tab displays with the data or database information displayed.

Physical Collection

*If you selected the radio button for Physical Collection on the **Add Other Specific Product** screen (Figure 3)*, the **Physical Collection** screen displays (Figure 5).

Figure 5 Add Physical Collection screen. The Save and Continue button is circled.

1. In the first text box (Figure 5), briefly describe the physical collection.
2. In the second text box (Figure 5), briefly describe how the physical collection will be shared with others.
3. Click the **Save and Continue** button (Figure 5). The **Other Specific Product** tab displays with the physical collection information displayed.

Audio or Video

If you selected the radio button for Add Audio or Video on the ***Add Other Specific Product*** *screen (Figure 3)*, the **Add Audio or Video** screen displays (Figure 6).

Figure 6 Add Audio or Video screen. The Save and Continue button is circled.

1. In the first text box (Figure 6), briefly describe the audio or video.
2. In the second text box (Figure 6), briefly describe how the audio or video will be shared with others.
3. Click the **Save and Continue** button (Figure 6). The **Other Specific Product** tab displays with the audio or video information displayed.

Software or Netware

If you selected the radio button for Software or Netware on the ***Add Other Specific Product*** *screen (Figure 3)*, the **Add Software** screen displays (Figure 7).

Figure 7 Add Software screen. The Save and Continue button is circled.

1. In the first text box (Figure 7), briefly describe the software or netware.
2. In the second text box (Figure 7), briefly describe how the software or netware will be shared with others.
3. Click the **Save and Continue** button (Figure 7). The **Other Specific Product** tab displays with the software or netware information displayed.

Educational Aid

*If you selected the radio button for Educational Aid on the **Add Other Specific Product** screen (Figure 3)*, the **Add Educational Aid** screen displays (Figure 8).

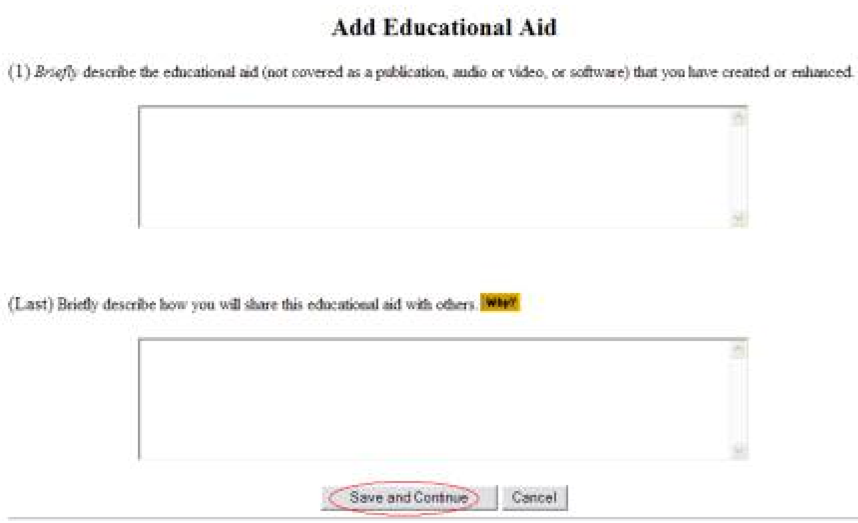


Figure 8 Add Educational Aid screen. The Save and Continue button is circled.

1. In the first text box (Figure 8), briefly describe the education aid.

2. In the second text box (Figure 8), briefly describe how the education aid will be shared with others.
3. Click the **Save and Continue** button (Figure 8). The **Other Specific Product** tab displays with the educational aid information displayed.

Instrument or Equipment

*If you selected the radio button for Instrument or Equipment on the **Add Other Specific Product** screen (Figure 3)*, the **Instrument or Equipment** screen displays (Figure 9).

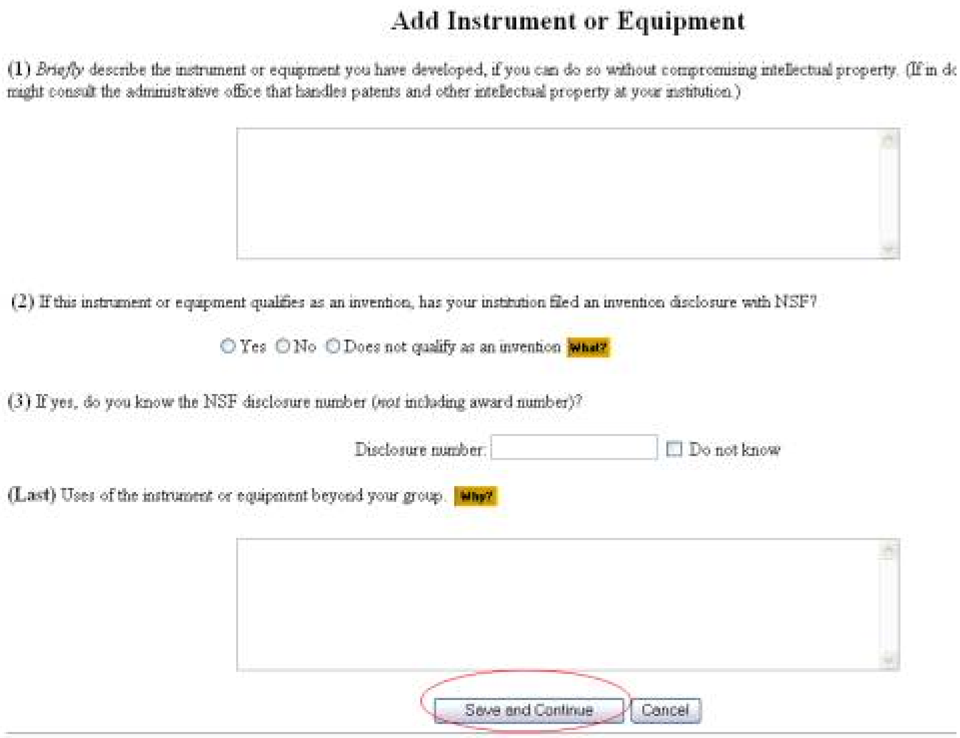


Figure 9 Add Instrument or Equipment screen. The Save and Continue button is circled.

1. In the first text box (Figure 9), briefly describe the instrument or equipment.
2. Click the radio button for Yes or No (Figure 9) in answer to the question, "If this instrument or equipment qualifies as an invention, has your organization filed an invention disclosure with NSF?"
3. *If you answered Yes in Step 2*, in the **Disclosure Number** box (Figure 9), type the disclosure number or click the box for Do Not Know.
4. In the second text box (Figure 9), briefly describe how the instrument or equipment will be used.
5. Click the **Save and Continue** button (Figure 9). The **Other Specific Product** tab displays with the instrument or equipment information displayed.

Invention

*If you selected the radio button for Other Invention on the **Add Other Specific Product** screen (Figure 3)*, the **Add Invention** screen displays (Figure 10).

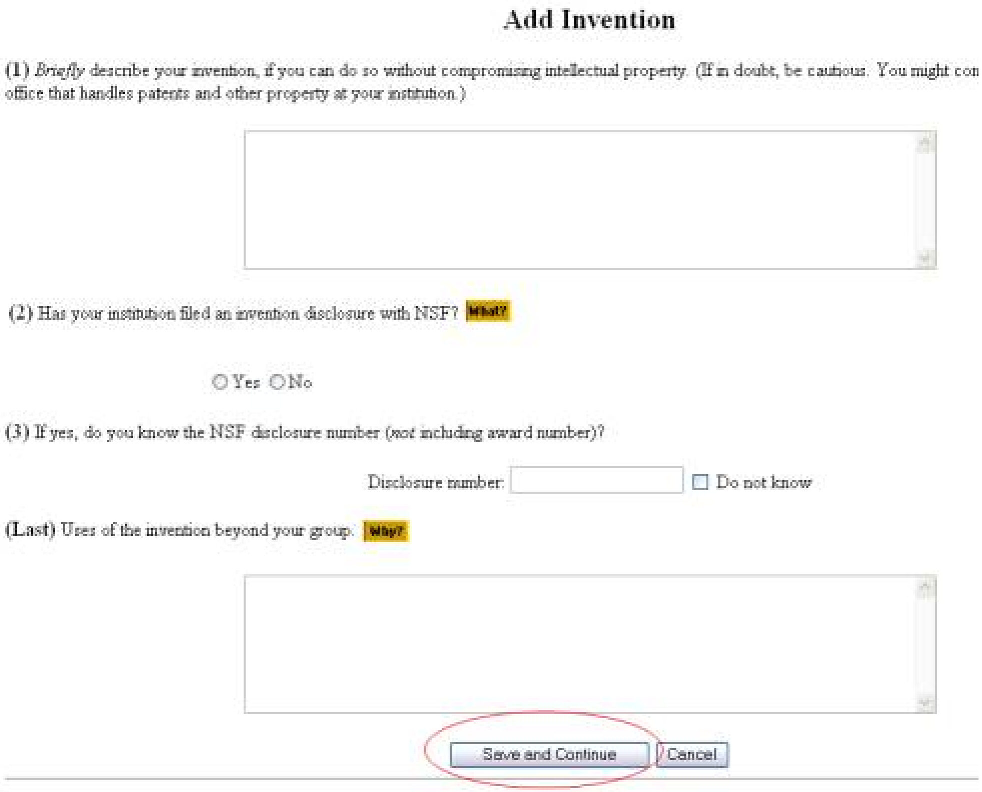


Figure 10 Add Invention screen. The Save and Continue button is circled.

1. In the first text box (Figure 10), briefly describe the other invention.
2. Click the radio button for Yes or No (Figure 10) in answer to the question, "Has your institution filed an invention disclosure with NSF?"
3. *If you answered Yes in Step 2*, in the **Disclosure Number** box (Figure 10), type the disclosure number or click the box for Do Not Know.
4. In the second text box (Figure 10), briefly describe the uses of the invention beyond your group.
5. Click the **Save and Continue** button (Figure 10). The **Other Specific Product** tab displays with the invention information displayed.

Other

1. *If you selected the radio button for Other on the **Add Other Specific Product** screen (Figure 11)*, in the **Other** box, type the name of the product you are adding.

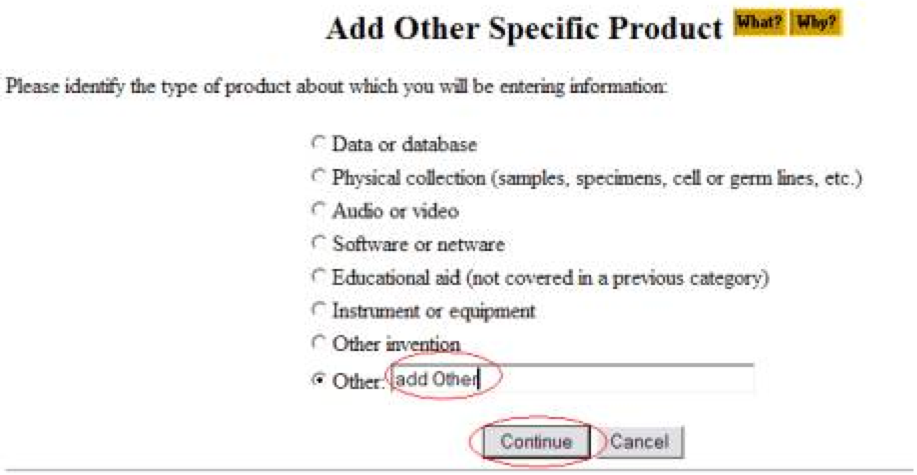


Figure 11 Add Other Specific Product screen. The Other box and the Continue button are circled.

2. Click the **Continue** button (Figure 11). The **Add Other Specific Product** screen displays (Figure 12).

Figure 12 Add Other Specific Product screen. The Save and Continue button is circled.

3. In the first text box (Figure 12), briefly describe the product.
4. In the second text box (Figure 12), briefly describe how the product will be shared with others.
5. Click the **Save and Continue** button (Figure 12). The **Other Specific Product** tab displays with the other product information displayed.

Review and Revise a Product

1. Access the **Publications and Products** screen on the **Other Specific Product** tab (Figure 1) (see Add a Product, Steps 1 and 2).

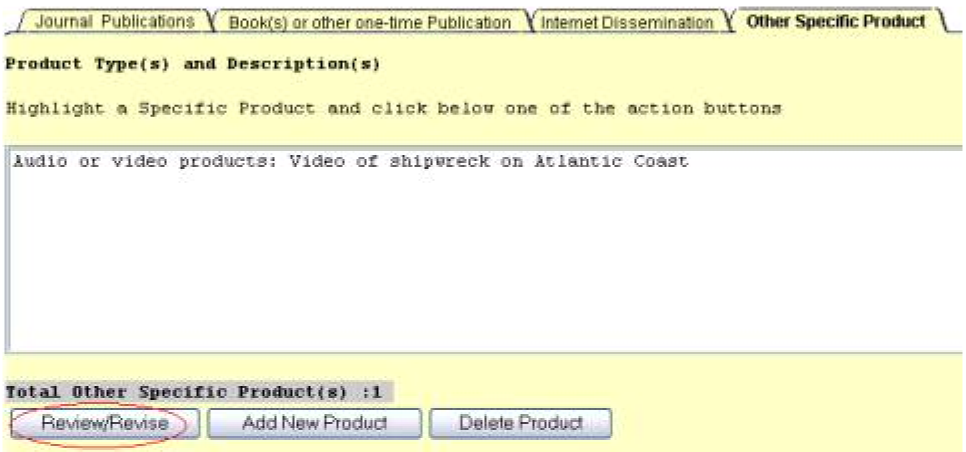


Figure 1 Other Specific Product tab. The Review / Revise button is circled.

2. On the **Other Specific Product** tab (Figure 1), click the **Review / Revise** button. The **Other Specific Product: Review and Revise** screen displays (Figure 2).

Figure 2 Other Specific Product: Review and Revise screen. The Change button is circled.

3. Click the radio button (Figure 2) for the product that you want to review or revise from the list of products. The **Review and Revise** screen displays for that product, as in Figure 3 for Audio or Video, as an example.

Figure 3 Audio or Video: Review and Revise screen. The Save and Continue button is circled.

4. Make your revisions. Click on a link below for the instructions for that product:
   - Data or database
   - Physical collection (samples, specimens, cell and germ lines, etc.)
   - Audio or video product
   - Software or netware
   - Educational aid (other than publication)
   - Instrument or equipment developed
   - Other invention
   - Other product
5. When you have finished your revisions, click the **Save and Continue** button on the screen for that product (see Figure 3). The **Other Specific Product** tab displays (Figure 1) with the revised information.

Delete a Product

1. Access the **Publications and Products** screen on the **Other Specific Product** tab (Figure 1) (see Add a Product, Steps 1 and 2).

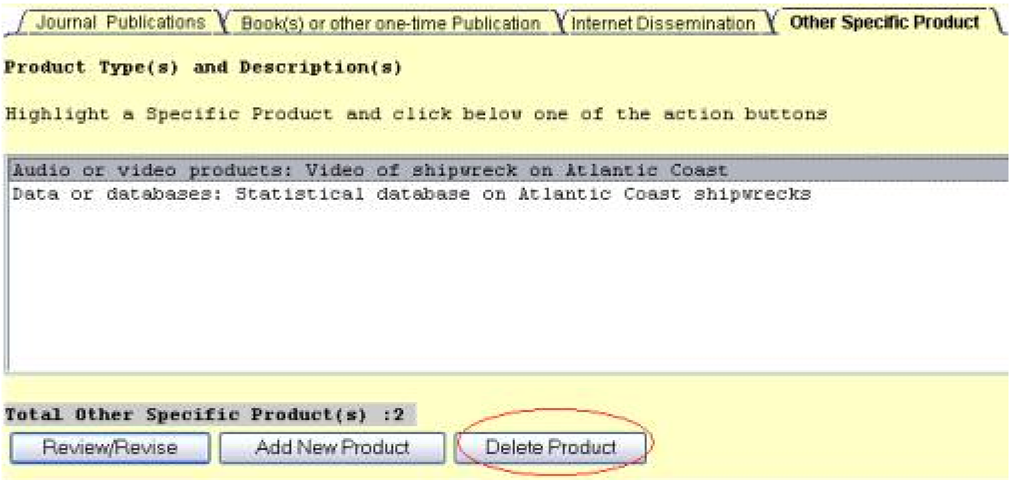


Figure 1 Other Specific Product tab. The Delete Product button is circled.

2. On the **Other Specific Product** tab (Figure 1), highlight the product you want to delete.
3. Click the **Delete Product** button (Figure 1). The **Are You Sure You Want to Delete This Product's Record** screen displays (Figure 2).

Figure 2 Are You Sure You Want to Delete This Product's Record screen. The Delete Record button is circled.

4. Click the **Delete Record** button (Figure 2). The **Other Specific Product** tab displays (Figure 3) with the record deleted.

Contributions

What Are Contributions?

See Work on Contributions for instructions on how to begin working on Contributions.

NSF's programs help to build our science and technology base, which comprises:
- The body of scientific and engineering knowledge and technique
- The pool of people trained to develop that knowledge and technique or put it to use
- The physical, institutional, and information resources that enable those people to receive training and perform their functions

Our nation continually, and often unpredictably, draws upon this base of knowledge, technique, people, and infrastructure for application to commercial technology and the economy, to many aspects of the public welfare, and to generation of new science and technology. This science and technology base is also a major contribution to the enlightenment of our people and to human civilization.

We ask you: What are the unique contributions, major accomplishments, innovations, and successes of the project relative to:
- The principal disciplines of the project
- Other disciplines of science and engineering
- Development of human resources
- Physical, institutional, and information resources that form the infrastructure for research and education
- The public welfare beyond science and engineering

For all these areas:
- We need to report your contribution to Congress and the taxpaying public so they can see how the investment in NSF pays off. This helps us continue to make our case to the public for research and education in science and engineering.
- We want to give you credit for these contributions and better evaluate the results of your project work.
- We use the reports of your project's contributions in these areas to help us to evaluate new proposals.

Work on Contributions

Note: As you go through the **Contributions** section, if you click the **Nothing Significant (Yet)** button or the **No Change** button at the bottom of the screen for a Contribution type, the screen for the next Contribution type displays.

1. Access the **Project Reports System Control** screen (Figure 1) (<u>Create/Edit an Annual or Final Report</u> or <u>Create/Edit an Interim Report</u>).

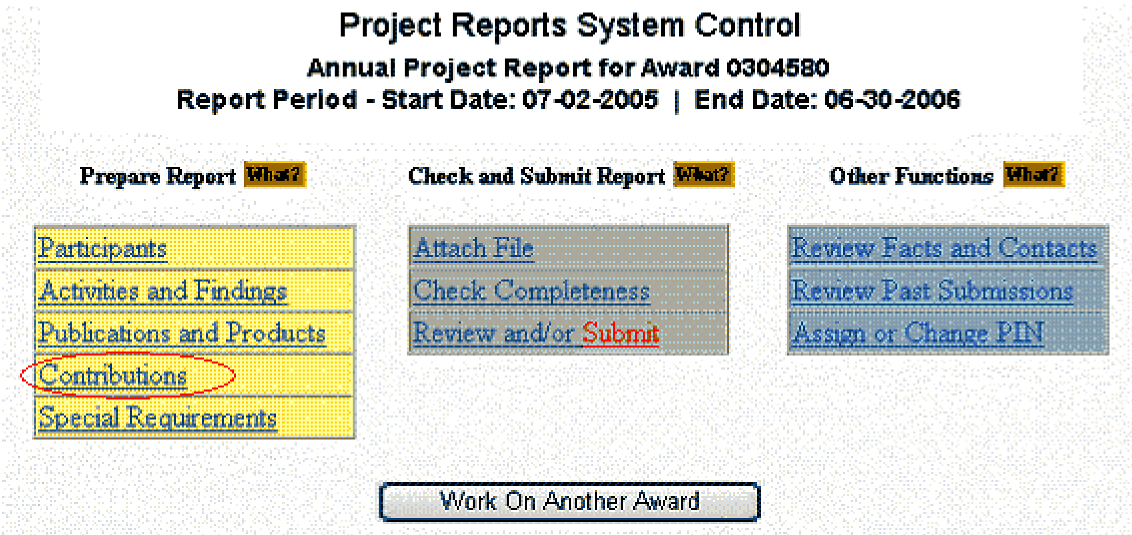


Figure 1 Project Reports System Control screen. The Contributions button is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Contributions**. The **Contributions** screen displays (Figure 2).

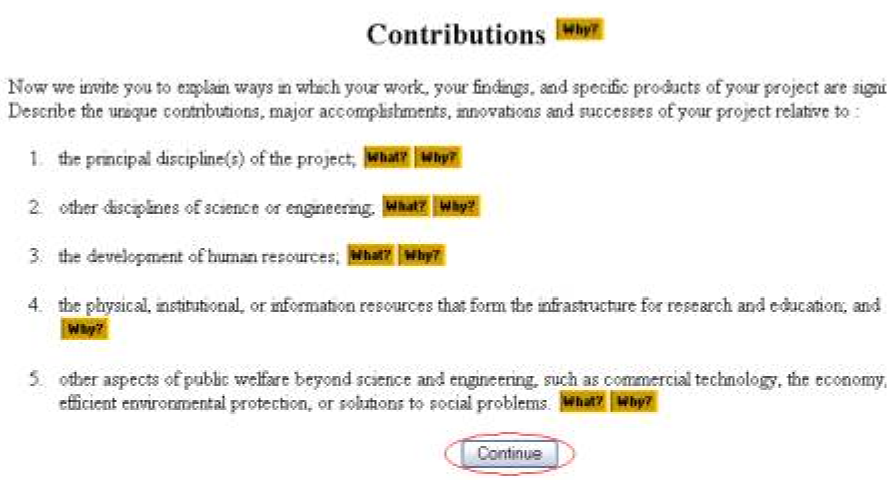


Figure 2 Contributions screen. The Continue button is circled.

3. Click the **Continue** button (Figure 2). The next screens take you through the five categories of contributions:
   - Contributions within discipline (Figure 3)
   - Contributions to other disciplines
   - Contributions to human resource development
   - Contributions to resources for research and education
   - Contributions beyond science and engineering

Figure 3 Contributions Within Discipline screen, the first screen for the Contributions category of the report.

Contributions Within Discipline

Report how the listed publications and products of the research contribute to the base of knowledge, theory, and methods of research and pedagogy in the principal disciplinary fields of the project.

Begin with a summary that an intelligent lay audience can understand and then, if necessary, elaborate technically for those more knowledgeable in your field.

Our major concern is that, between your answers here and for the next category—contributions to other disciplines, you cover all the contributions your project has made to science and engineering knowledge and technique.

How do you define your field? The easiest way to define your field is to use a corresponding NSF disciplinary division or single academic department. We prefer that you not define your field as a subfield.

For example, define your field as:
- Physics rather than nuclear physics
- Mechanical engineering rather than tribology

1. Access the **Contributions Within Discipline** screen (Figure 1) (see Work on Contributions).

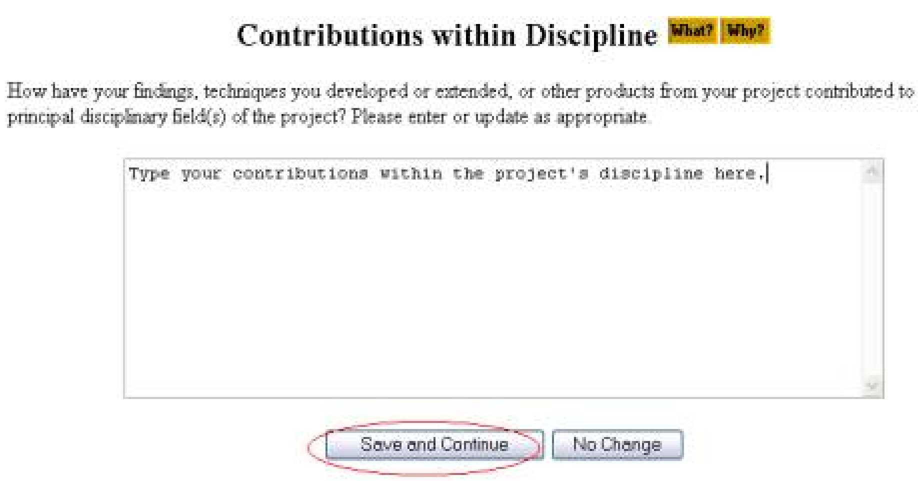


Figure 1 Contributions Within Discipline screen. The Save and Continue button is circled.

2. In the text box on the **Contributions Within Discipline** screen (Figure 1), type or copy and paste a description of the project's contributions within discipline.
3. Click the **Save and Continue** button (Figure 1). The **Contributions to Other Disciplines** screen displays.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Contributions to Other Disciplines** screen displays.

Contributions to Other Disciplines

Identify any evident ways in which the project has contributed or seems likely to contribute to disciplines of science and engineering other than disciplines covered under the first category for contributions within the principal discipline.

Many fields of science contribute tools or underpinnings to other scientific fields. For example, a theoretical advance in physics may have applications in chemistry or nuclear engineering.

We don’t routinely expect identifiable applications of one project to other fields. Still, applications do arise and often in ways that are unexpected when the project began. If you can identify these types of applications from the project, report them here.

1. Access the **Contributions to Other Disciplines** screen (Figure 1) (see Contributions Within Discipline).

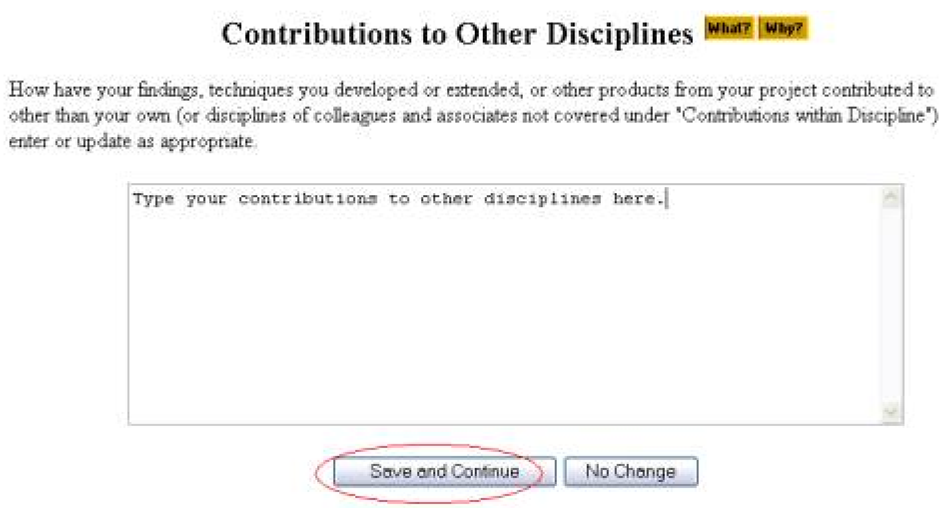


Figure 1 Contributions to Other Disciplines screen. The Save and Continue button is circled.

2. In the text box on the **Contributions to Other Disciplines** screen (Figure 1), type or copy and paste a description of the project’s contributions to other disciplines.
3. Click the **Save and Continue** button (Figure 1). The **Contributions to Human Resource Development** screen displays.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Contributions to Human Resource Development** screen displays.

Contributions to Human Resource Development

A core NSF strategy is to encourage integration of research and education.

Describe here how the project has contributed to human resource development in science, engineering, and technology in any of the following ways:

- Providing opportunities for research and teaching in science and engineering areas
- Improving the performance, skills, or attitudes of members of under-represented groups that will improve their access to or retention in research and teaching careers
- Developing and disseminating new educational materials or providing scholarships
- Giving exposure to science and technology to pre-college teachers, young people, and other non-scientist members of the public

1. Access the **Contributions to Human Resource Development** screen (Figure 1) (see Contributions to Other Disciplines).

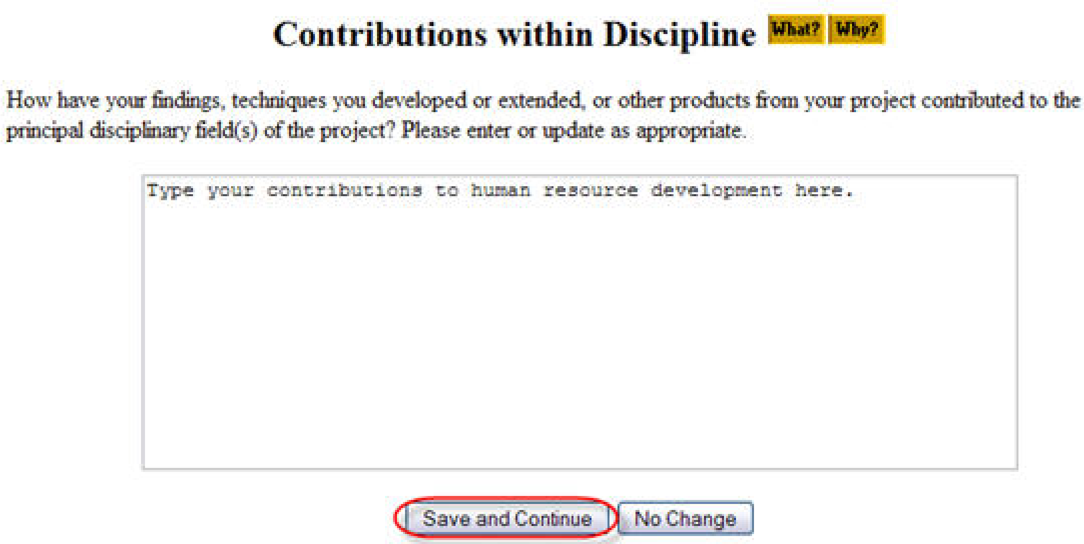


Figure 1 Contributions to Human Resource Development screen. The Save and Continue button is circled.

2. In the text box on the **Contributions to Human Resource Development** screen (Figure 1), type or copy and paste a description of the project's contributions to human resource development.
3. Click the **Save and Continue** button (Figure 1). The **Contributions to Resources for Research and Education** screen displays.

Or if you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Contributions to Resources for Research and Education** screen displays.

Contributions to Resources for Research and Education

It is important to meeting NSF goals of building a science and technology base, if the project built or sustained resources for a broader community of scientists, engineers, technologists, and educators.

Without reporting on any of the products already identified for the project, identify ways in which the project has contributed to resources for research and education beyond your own group and immediate colleagues by creating or upgrading any of the following:

- Physical resources (facilities, laboratories, and instruments)
- Institutional resources for research and education, such as establishing or sustaining societies or organizations
- Information resources (electronic means for accessing such resources or for scientific communication)

Many NSF projects are not expected to contribute in this way. Others contribute to building or sustaining resources as a major project goal, in which case, the results should be reported under Products. If you can identify ways in which the project has indirectly contributed to building resources for research and education, report them here.

1. Access the **Contributions to Resources for Research and Education** screen (Figure 1) (see Contributions to Human Resource Development).

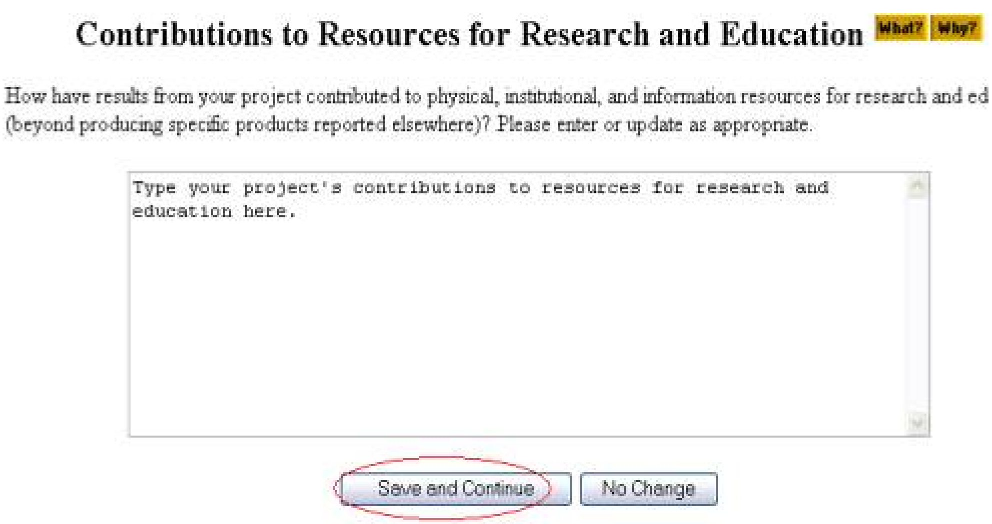


Figure 1 Contributions to Resources for Research and Education screen. The Save and Continue button is circled.

2. In the text box on the **Contributions to Resources for Research and Education** screen (Figure 1), type or copy and paste the project's contributions to resources for research and education.
3. Click the **Save and Continue** button (Figure 1). The **Contributions Beyond Science and Engineering** screen displays.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Contributions Beyond Science and Engineering** screen displays.

Contributions Beyond Science and Engineering

Identify any ways in which the project has contributed to society or seems likely to contribute beyond the bounds of science and engineering as such. Examples are contributions to:

- Commercial technology
- The economy
- Cost-efficient environmental protection
- Solutions to social problems

Many NSF projects are not expected to contribute in this way. If you can identify ways in which the project has made contributions beyond the fields of science and engineering per se, report them here.

1. Access the **Contributions Beyond Science and Engineering** screen (Figure 1) (see Contributions to Resources for Research and Education).

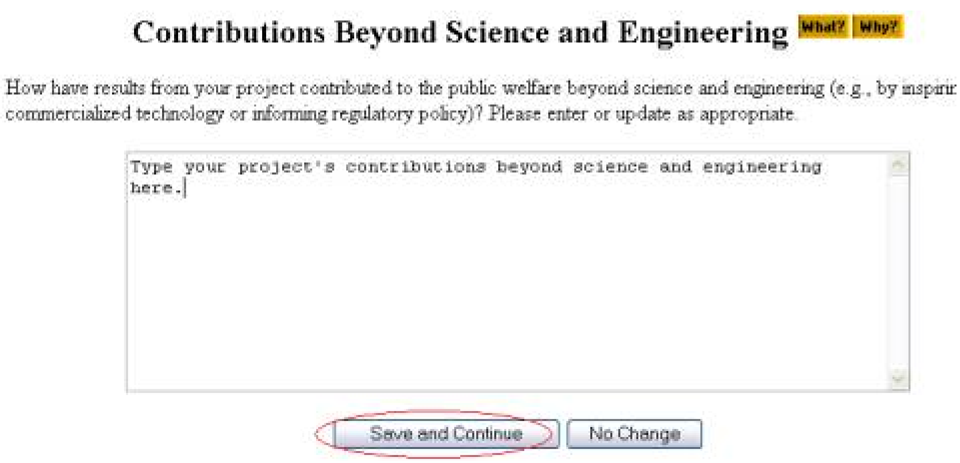


Figure 1 Contributions Beyond Science and Engineering screen. The Save and Continue button is circled.

2. In the text box on the **Contributions Beyond Science and Engineering** screen (Figure 1), type or copy and paste the project's contributions beyond science and engineering.
3. Click the **Save and Continue** button (Figure 1). The **Project System Control** screen displays.

If you have nothing to report or no changes from previously submitted reports in this category, click the **No Change** button (or **Nothing Significant (Yet)** button) (Figure 1). The **Project System Control** screen displays.

Special Requirements

What Are Special Requirements?

The Special Requirements link displays on the **Project Reports System Control** screen *only* if you are working on an Annual Report. There are three categories of Special Requirements:

- Objectives and Scope
- Special Reporting Requirements
- Animals, Human Subjects, and Biohazards

Note: As you go through the **Special Requirements** section, if you click the **No** button or the **No Change** button, the screen for the next Special Requirement displays.

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report).

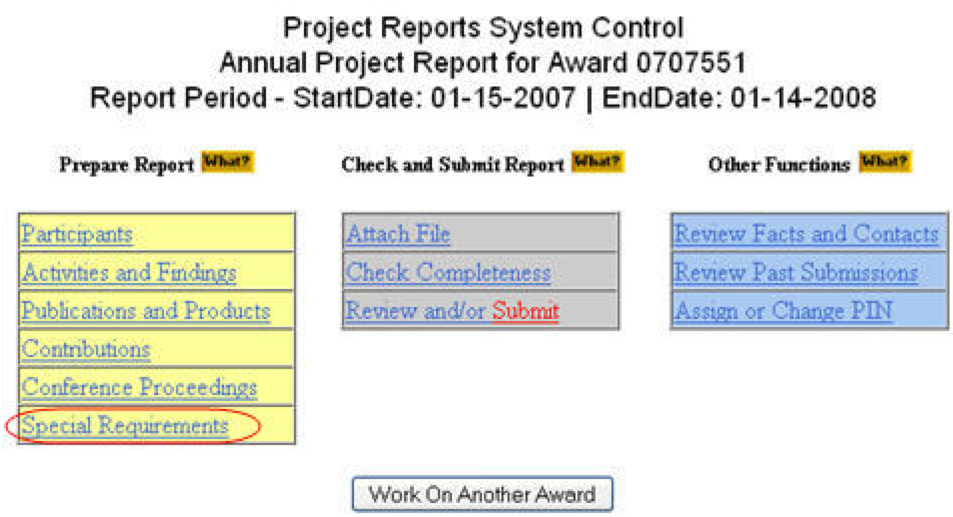


Figure 1 Project Reports System Control screen. The Special Requirements button is circled.

2. In the **Prepare Report** column (Figure 1), click **Special Requirements**. The **Objectives and Scope** screen displays (Figure 2).

Figure 2 Objectives and Scope screen. The Yes button is circled.

If you have nothing to report, click on the **No** button to go to the next category of Special Requirements. Otherwise, see Objectives and Scope for instructions.

Objectives and Scope

1. Access the **Objectives and Scope** screen (Figure 1) (see What Are Special Requirements).

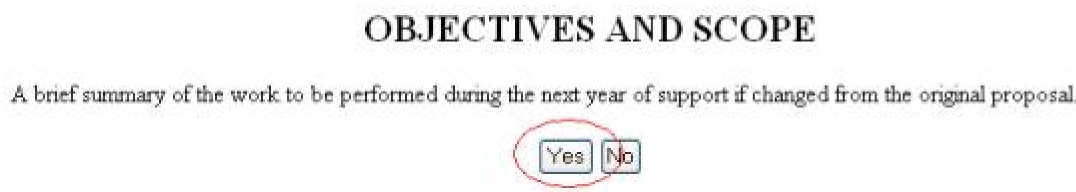


Figure 1 Objectives and Scope screen. The Yes button is circled.

2. On the **Objectives and Scope** screen (Figure 1), if you want to change the objectives or scope of the project, click the **Yes** button (Figure 1). The **Change in Objectives or Scope** screen displays (Figure 2).

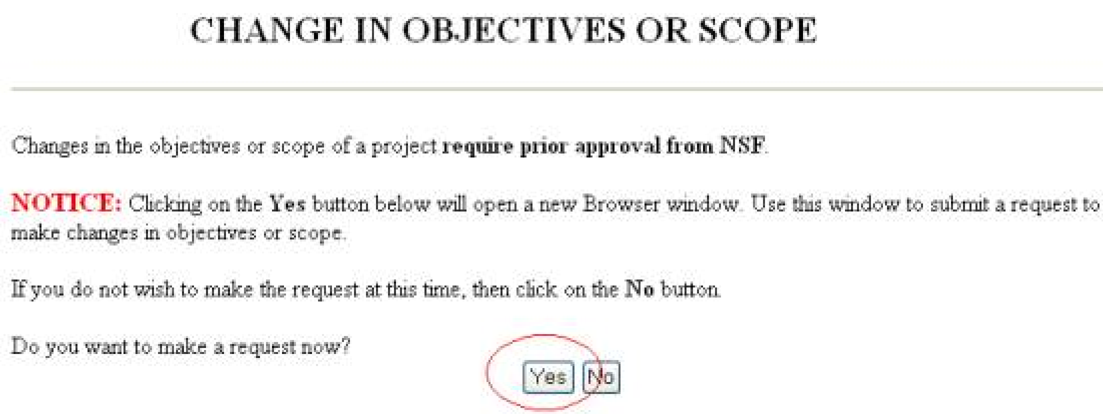


Figure 2 Change in Objectives or Scope screen. The Yes button is circled.

You must submit a request to NSF to change the objectives and scope of the project. *If you do not want to make the request to NSF now*, on the **Change in Objectives and Scope** screen, click the **No** button. The **Special Reporting Requirements** screen displays (see Special Reporting Requirements for instructions).

1. *If you want to make a request to NSF now to change the objectives and scope of the project*, on the **Change Objectives or Scope** screen, click the **Yes** button (Figure 2). The **Notification to and Request for NSF Approval** screen displays (Figure 3) in a new window.

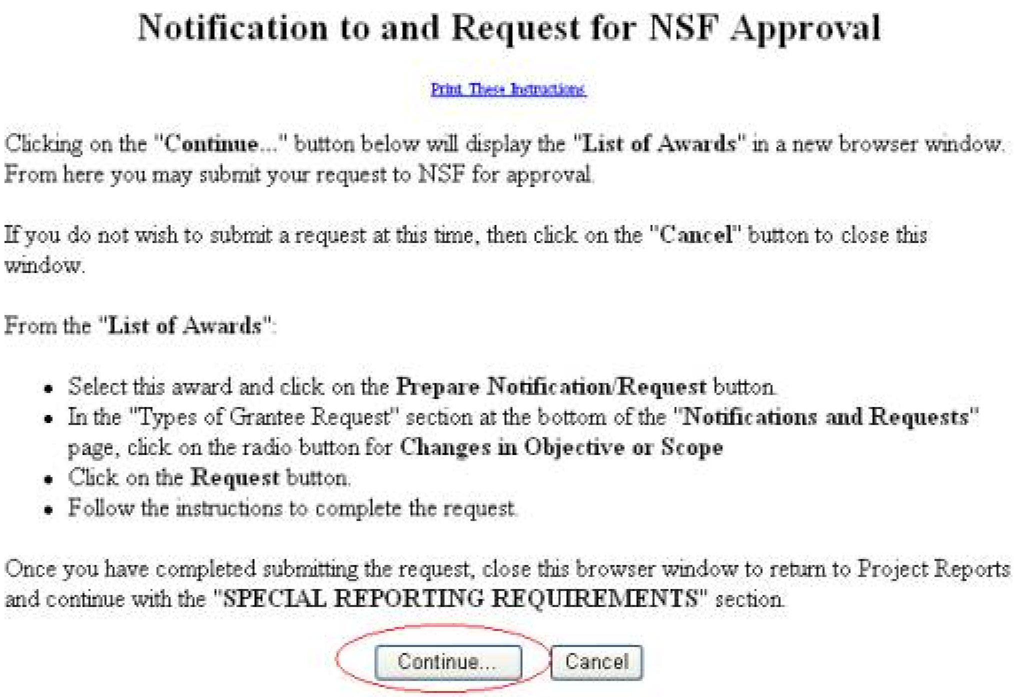


Figure 3 Notification to and Request for NSF Approval screen. The screen opens in a new window. The Continue button is circled.

2. Click the **Continue** button (Figure 3). The **Notifications and Requests** screen displays (Figure 4).

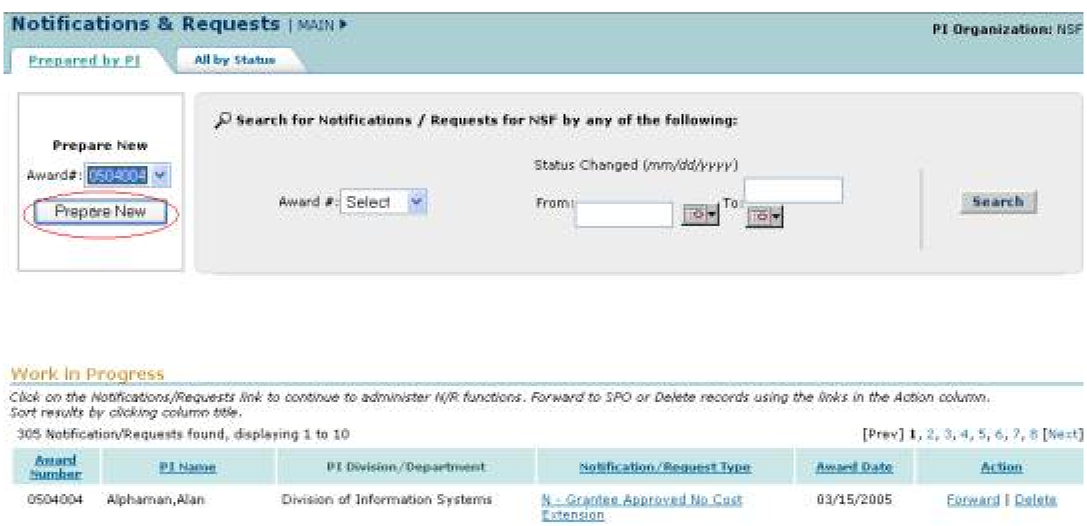


Figure 4 Notifications and Requests screen. The Prepare New button is circled.

3. In the **Prepare New** section (Figure 4), select the award number from the **Award #** drop-down list.
4. In the **Prepare New** Section (Figure 4), click the **Prepare New** button. The Prepare a **New Notification or Request** screen displays (Figure 5).

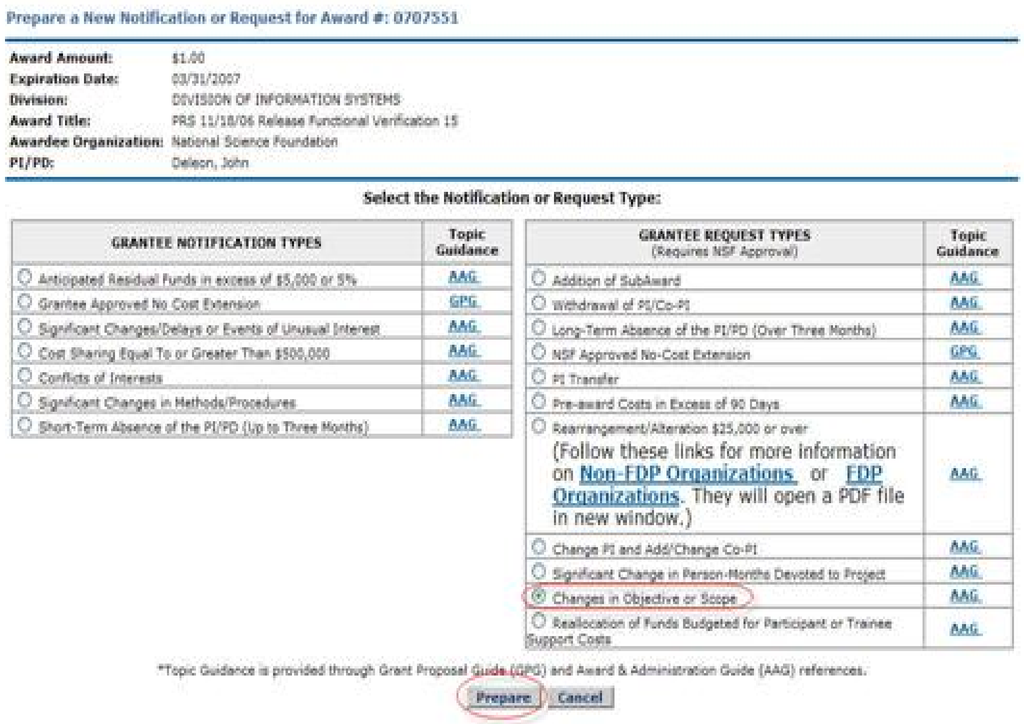


Figure 5 Prepare a New Notification or Request screen. The Changes in Objective or Scope request and the Prepare button are circled.

5. Under the **Grantee Request Types** column (Figure 5), click the radio button for Changes in Objective or Scope.
6. Click the **Prepare** button (Figure 5). See Changes in Objective or Scope Request for instructions on how to prepare the request.

Special Reporting Requirements

1. Access the **Special Reporting Requirements** screen (Figure 1) (see <u>Objectives and Scope</u>).

Figure 1 Special Reporting Requirements screen. The Yes button is circled.

2. On the **Special Reporting Requirements** screen (Figure 1), click the **Yes** button if you have special reporting requirements. The **Information Specially Required** screen displays (Figure 2).

Figure 2 Information Specially Required screen. The Save and Continue button is circled.

3. In the text box (Figure 2), type or copy and paste the additional information required by the terms and conditions of the award.
4. Click the **Save and Continue** button (Figure 2). The **Animals, Human Subjects, and Biohazards** screen displays (see Animals, Human Subjects, and Biohazards for instructions).

Animals, Human Subjects, and Biohazards

1. Access the **Animals, Human Subjects, Biohazards** screen (Figure 1) (see [Special Reporting Requirements]).

Figure 1 Animals, Human Subjects, Biohazards screen. The Yes button is circled.

2. On the **Animals, Human Subjects, Biohazards** screen (Figure 1), click the **Yes** button if you have changes to report on the project's use of animals, human subjects, or biohazards. The **Animals, Human Subjects, Biohazards—Changes** screen displays (Figure 2).

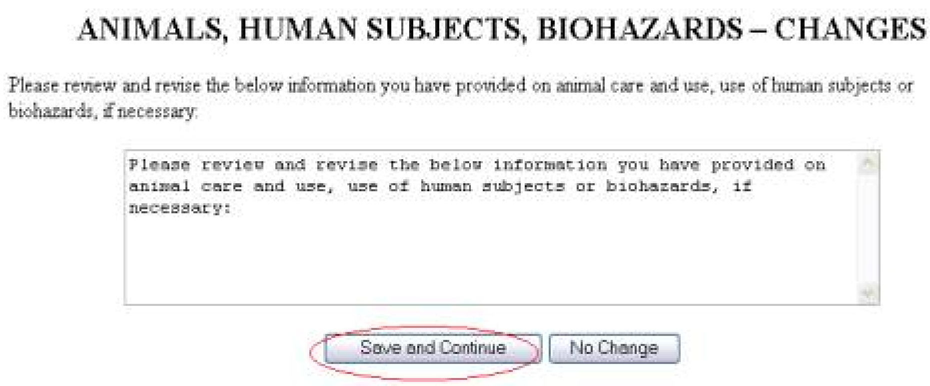


Figure 2 Animals, Human Subjects, Biohazards—Changes screen. The Save and Continue button is circled.

3. In the text box (Figure 2), type or copy and paste a description of the changes.
4. Click the **Save and Continue** button (Figure 2). You have completed the **Special Requirements** section of the report. The **Project Reports System Control** screen displays (Figure 3).

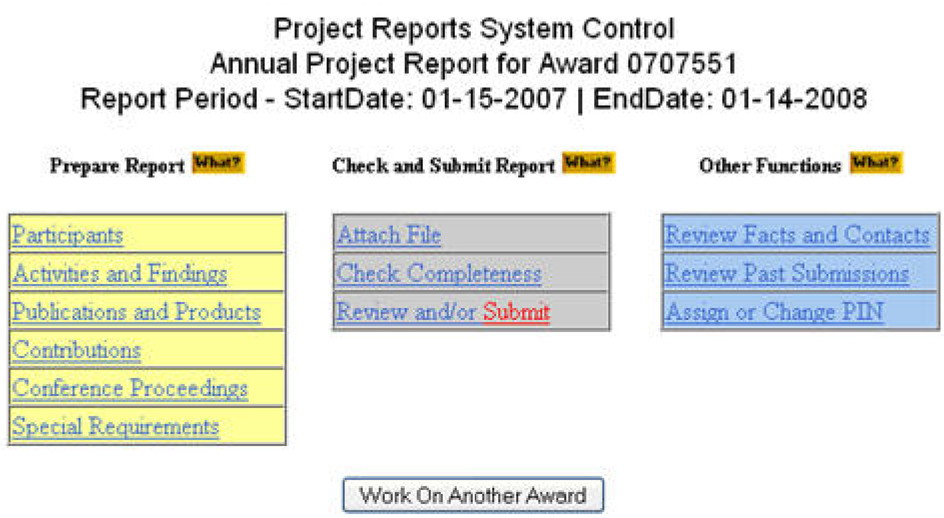


Figure 3 Project Reports System Control screen.

Check and Submit a Report

Check and Submit a Report Introduction

Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report). On the **Project Reports System Control** screen, you have these options for checking and submitting a report:

- Attach a file
- Check the completeness of the report
- Review and/or submit the report

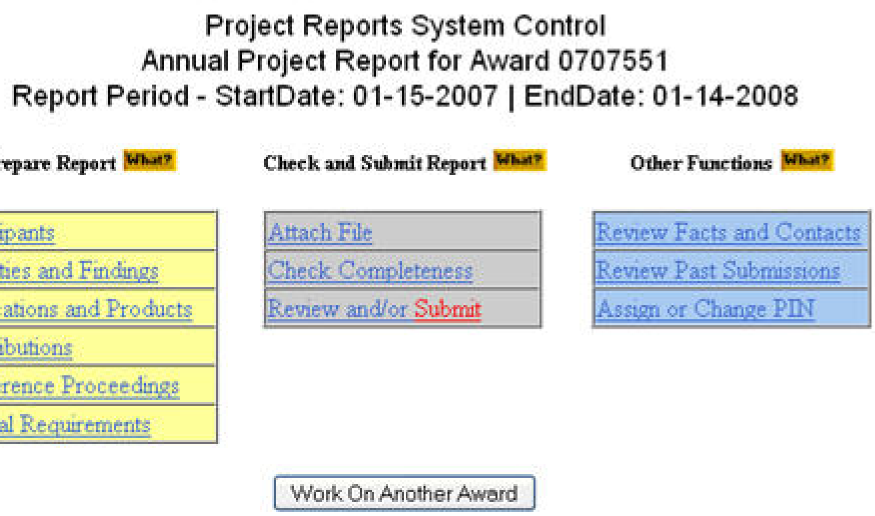


Figure 1 Project Reports System Control screen.

Attach a File

If you want to add graphics and other features to the report, you can upload a file.

Note: You do not have to create a PDF file first. FastLane now accepts many formats for documents. See Acceptable Formats for FastLane for a listing.

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual or Final Report or Create/Edit an Interim Report).

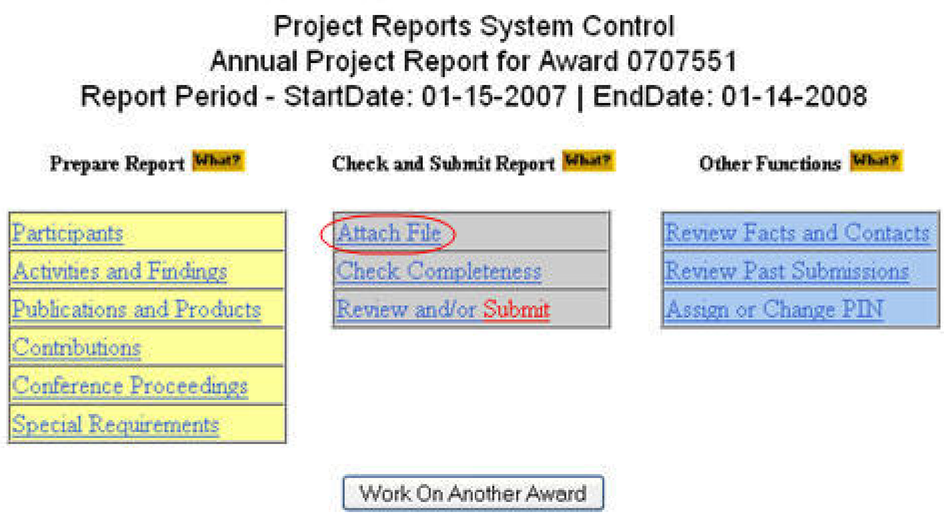


Figure 1 Project Reports System Control screen. The Attach File link is circled.

2. On **the Project Reports System Control** screen (Figure 1), click **Attach File**. The **File Attachment** screen displays (Figure 2). See Upload a File for instructions to attach the file.

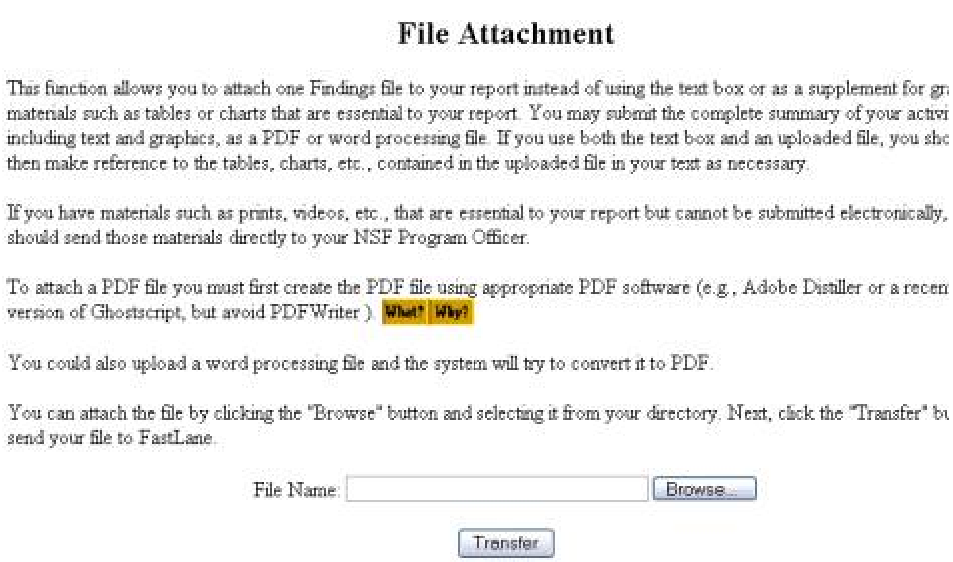


Figure 2 File Attachment screen.

Check the Completeness of a Report

You may check the report for completeness to see if it is ready to submit.

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report).

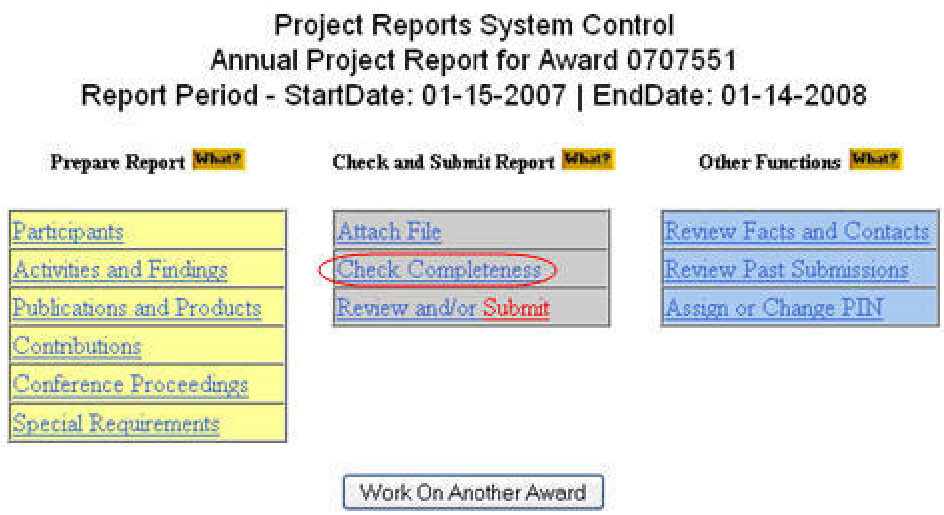


Figure 1 Project Reports System Control screen. The Check Completeness button is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Check Completeness.**

If the report is not complete, the **Your Award Report Is Not Complete** screen displays (Figure 2) and tells you which portions of the report must be completed before you can submit it. Click the **Return** button (Figure 2). The **Project System Control** screen displays (Figure 1).

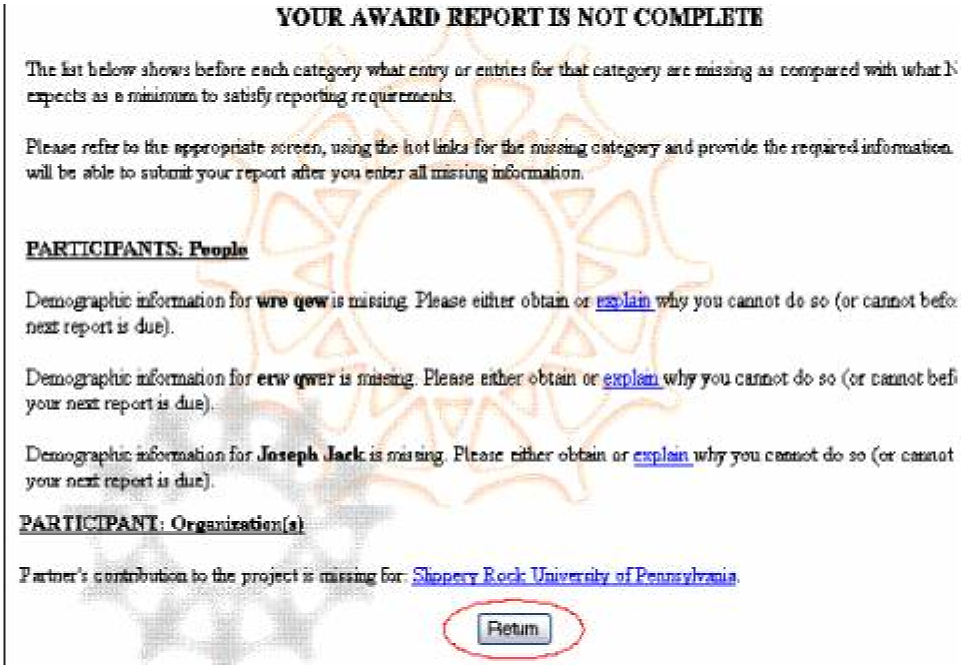


Figure 2 Your Award Report Is Not Complete screen. The Return button is circled.

If the report is complete and ready for submission, the **Annual Project Report** screen displays (Figure 3).

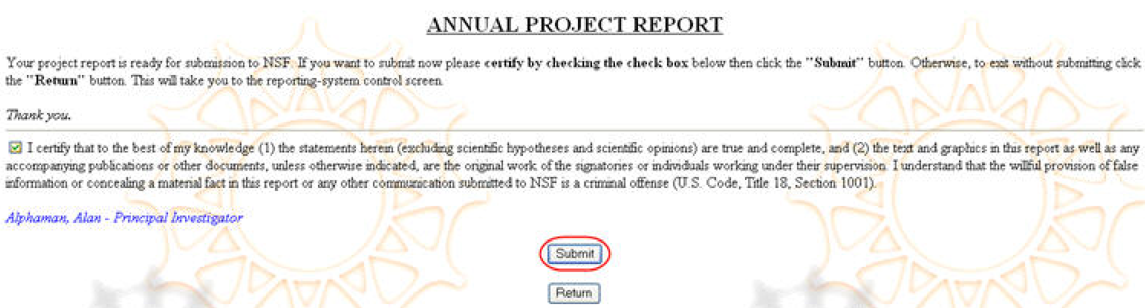


Figure 3 Annual Project Report screen. The Submit button is circled.

1. *If you are ready to submit the report*, on the **Annual Project Report** screen (Figure 3), click the radio button to certify the report.
2. Click the **Submit** button (Figure 3). The **Annual Report** screen displays (Figure 4) with the contents of the report for your review.

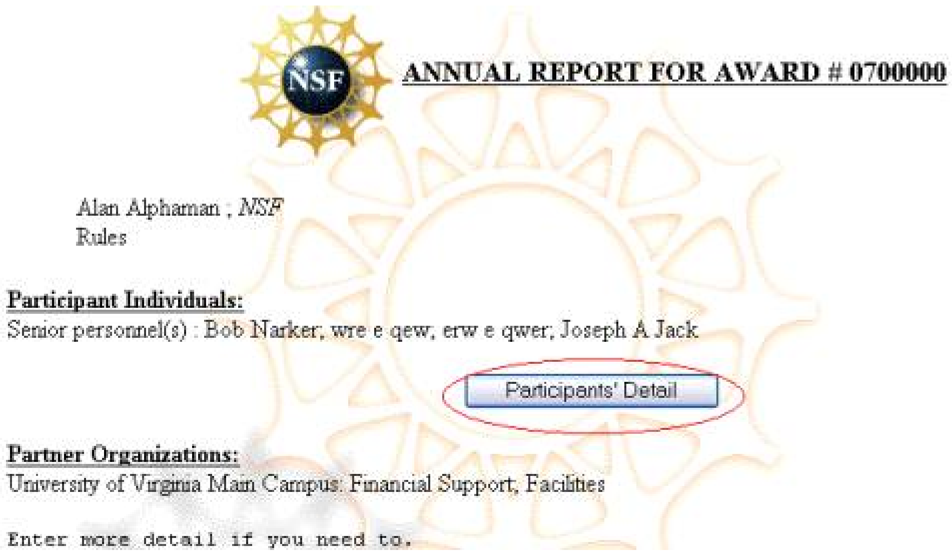


Figure 4 Annual Report screen. The Participants' Detail button is circled.

3. On the **Annual Report** screen (Figure 4), click the **Participants' Detail** button to see the information on each individual. The **Project Participants** screen displays (Figure 5) with the information for each individual.

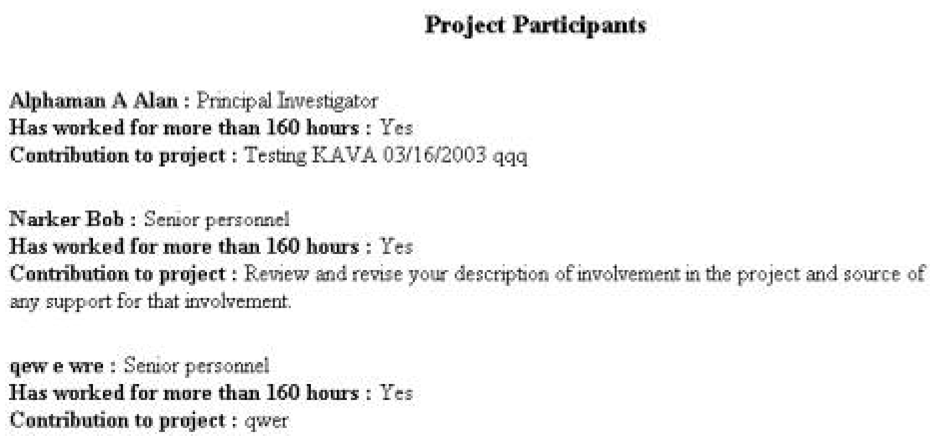


Figure 5 Project Participants screen.

4. On the lower portion of the **Project Participants** screen (Figure 5), click the **Return** button. The **Annual Report** screen displays (Figure 4) where you have options to do the following:
   - Submit the report
   - View an Activities file or a Findings file *if you previously uploaded a file for either of these reporting categories*

Review and Submit a Report

1. Access the **Project Reports System Control** screen (Figure 1) (see <u>Create/Edit an Annual or Final Report</u> or <u>Check/Edit an Interim Report</u>).

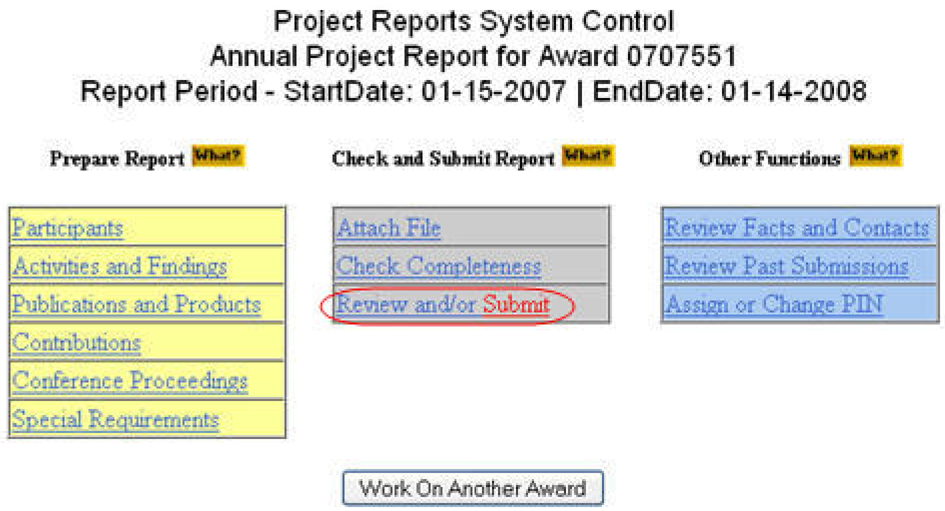


Figure 1 Project Reports System Control screen. The Review and/or Submit link is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Review and/or Submit**. The **Annual Report** screen displays (Figure 2) with the contents of the report.

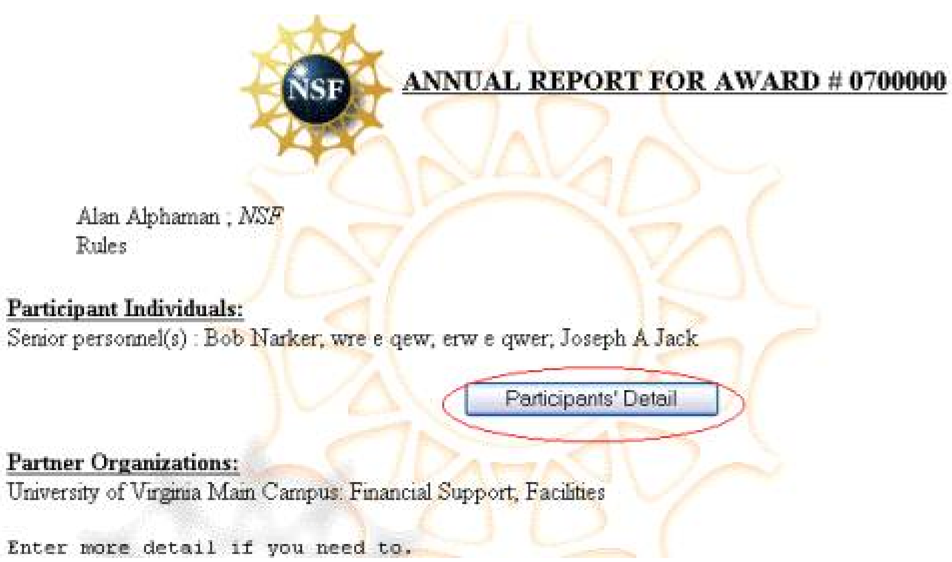


Figure 2 Annual Report screen. The Participants' Detail link is circled.

3. On the **Annual Report** screen (Figure 2), click the **Participants' Detail** button to see the information on each individual. The **Project Participants** screen displays (Figure 3) with the information for each individual.

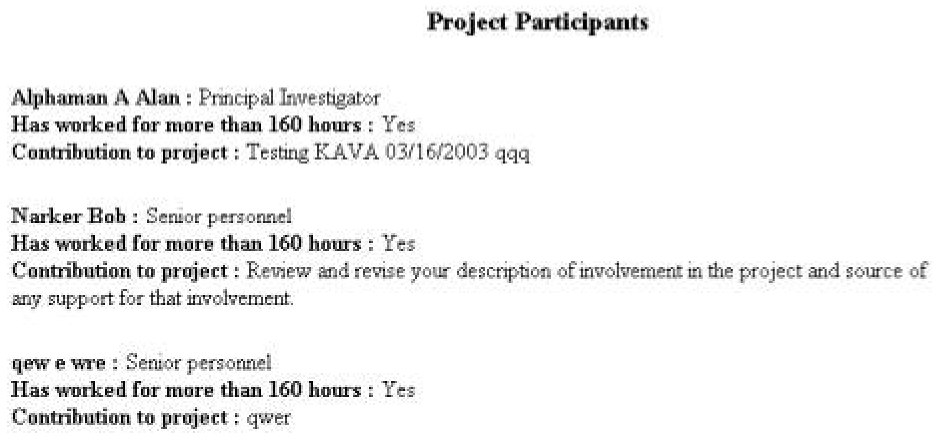


Figure 3 Project Participants screen.

4. On the lower portion of the **Project Participants** screen (Figure 3), click the **Return** button. The **Annual Report** screen displays (Figure 2) where you have options to do the following:
   - Submit the report
   - View an Activities file or a Findings file *if you previously uploaded a file for either of these reporting categories*

Submit the Report

1. On the lower portion of the **Annual Report** screen (Figure 4), select the **Submit** button. The **Annual Project Report** screen displays (Figure 5). For Annual/Final reports, the **Submit** button is available only after the report is due. For Interim reports, the **Submit** button is available at all times.

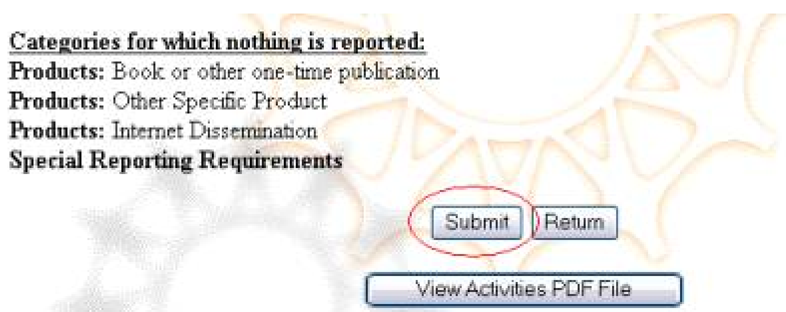


Figure 4 Lower portion of the Annual Report screen. The Submit button is circled.

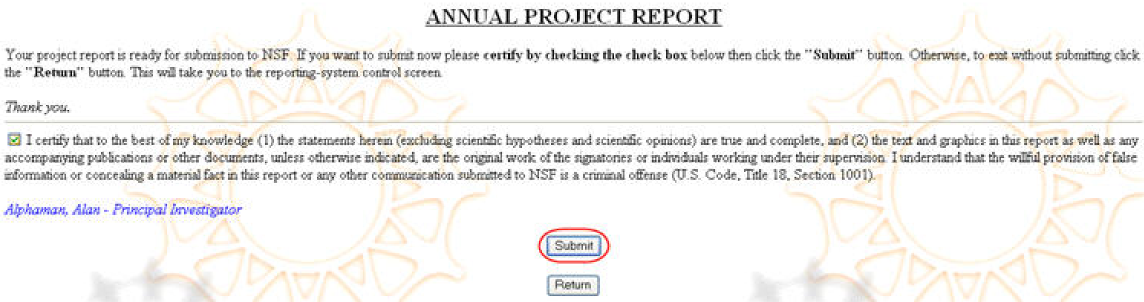


Figure 5 Annual Project Report screen. The Submit button is circled.

2. Click the radio button for your certification of the report (Figure 5).
3. Click the **Submit** button (Figure 5). The report is now submitted to NSF.

View an Activities or a Findings File

1. *If you previously uploaded an Activities file and want to view it now*, on the lower portion of the **Annual Report** screen (Figure 6), click the **View Activities PDF File** button. A screen displays with the file in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

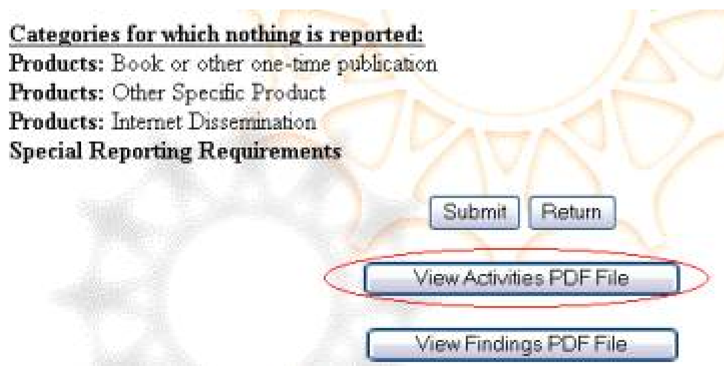


Figure 6 Lower portion of the Annual Report screen. The View Activities PDF File button is circled.

2. Click the browser back button to return to the **Annual Report** screen (Figure 2).
3. *If you uploaded a Findings file and want to view it now*, on the lower portion of the **Annual Report** screen (Figure 6), click the **View Findings PDF File** button. A screen displays with the file in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.
4. Click the browser back button to return to the **Annual Report** screen (Figure 2).

Other Functions

Other Functions Introduction

You can perform these other functions related to Project Reports:

- Review facts and contacts
- Review past submissions
- Assign or change the Award PIN

Review Facts and Contacts

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report).

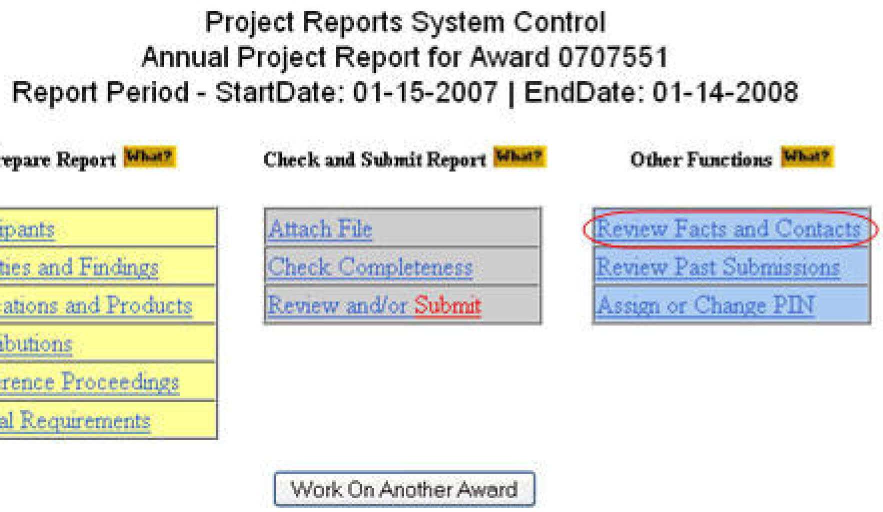


Figure 1 Project System Control screen. The Review Facts and Contacts link is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Review Facts and Contacts**. The **Basic Facts and Contacts** screen displays (Figure 2) with the information on the award for your review. The **Basic Facts and Contacts** screen is a view-only screen.

Figure 2 Basic Facts and Contacts screen. The Continue button circled.

3. Click the **Continue** button (Figure 2). The **Project Reports System Control** screen displays (Figure 1).

Review Past Submissions

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report).

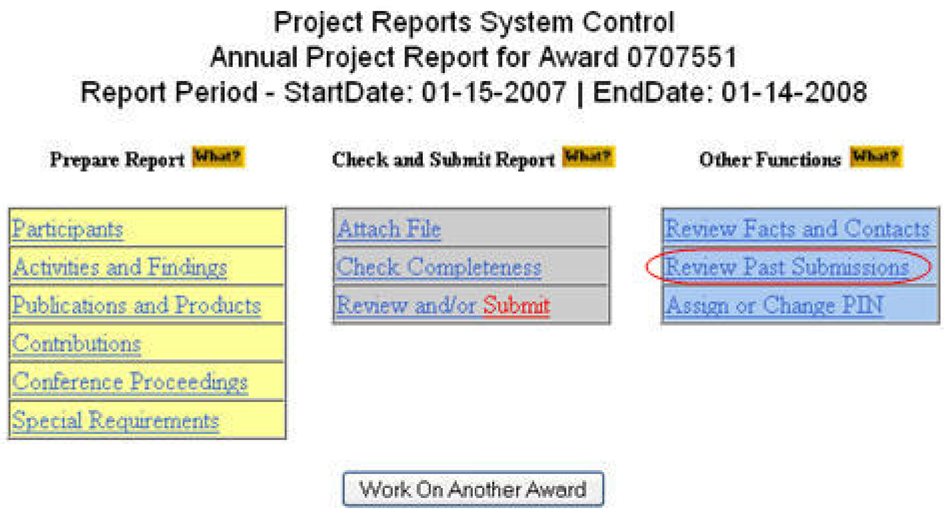


Figure 1 Project Reports System Control screen. The Review Past Submissions button is circled.

2. On the **Project Reports System Control** screen (Figure 1), select **Review Past Submissions.** The **Review Past Submissions** screen displays (Figure 2) with a listing of all previous reports for this award.

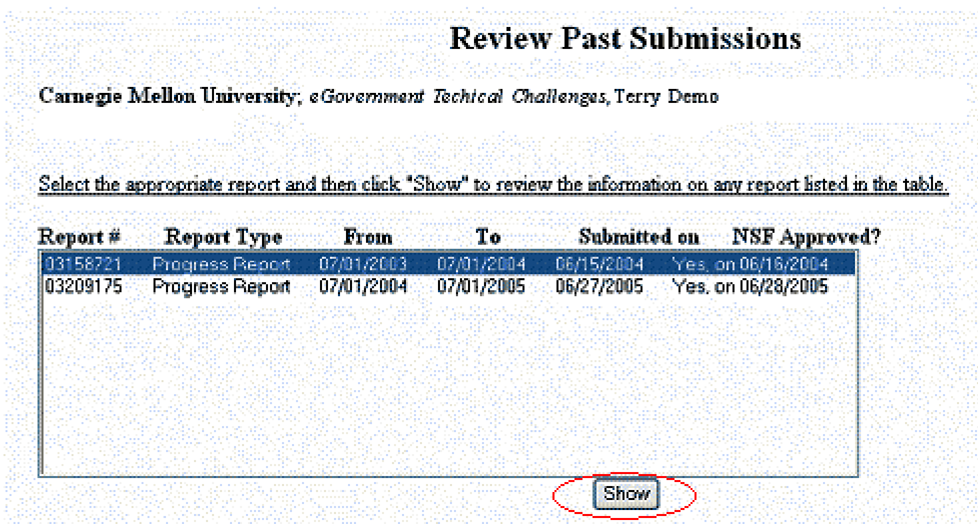


Figure 2 Review Past Submissions screen. The Show button is circled.

3. Highlight the report you want to review (Figure 2).
4. Select the **Show** button (Figure 2). The report displays in PDF format on a new screen. If you need Adobe Reader, see Adobe Reader for FastLane.

5. Select the **Return** button to return to the **Project Reports System Control** screen (Figure 1).

Assign or Change the Award PIN

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report).

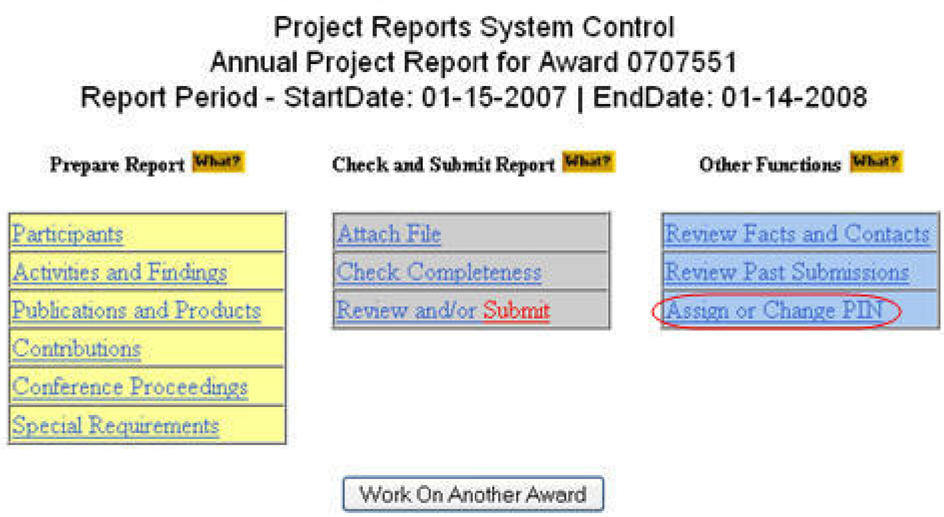


Figure 1 Project Reports System Control screen. The Assign or Change PIN link is circled.

2. On the **Project Reports System Control** screen (Figure 1), click **Assign or Change PIN** (Figure 1). The **Assign or Change Award PIN** screen displays (Figure 2).

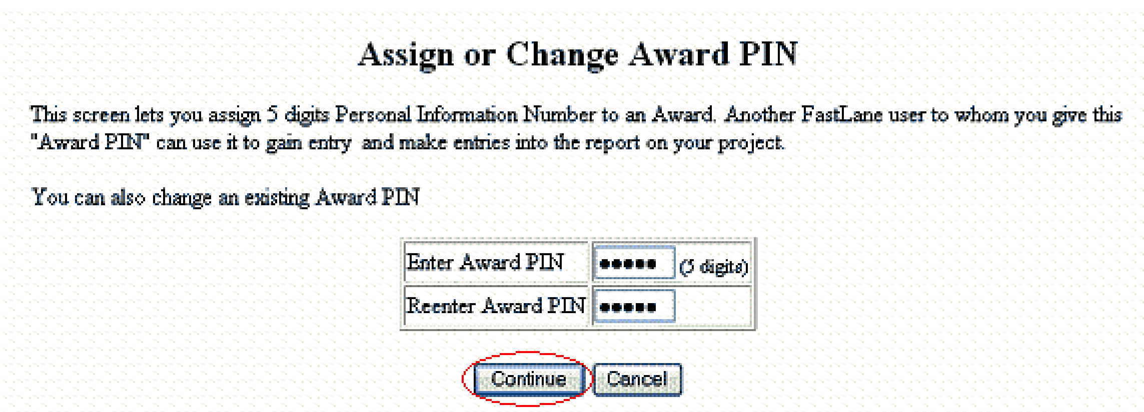


Figure 2 Assign or Change Award PIN screen. The Continue button is circled.

3. In the **Enter Award PIN** box (Figure 2), type the new award PIN (five digits).
4. In the **Reenter Award PIN** box (Figure 2), type the new award PIN again.
5. Click the **Continue** button (Figure 2). The **Assign or Change Award PIN** screen displays (Figure 3) with a message that the PIN has either been assigned or changed.

Figure 3 Assign or Change Award PIN screen with the message that the award PIN has been changed or assigned. The Continue button is circled.

6. Click the **Continue** button (Figure 3). The **Project Reports System Control** screen displays (Figure 1).

Work on Another Award

1. Access the **Project Reports System Control** screen (Figure 1) (see Create/Edit an Annual/Final Report or Create/Edit an Interim Report).

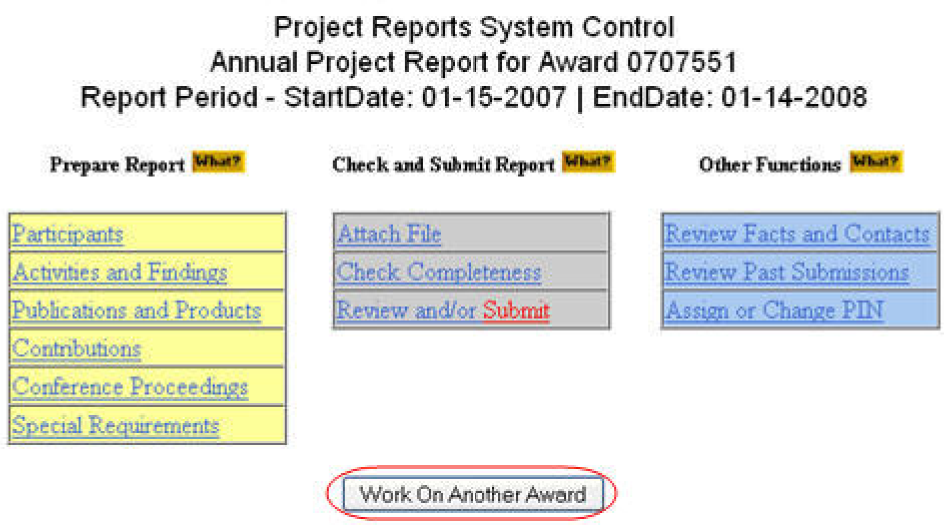


Figure 1 Project Reports System Control screen. The Work on Another Award button is circled.

2. On the **Project Reports System Control** screen (Figure 1), click the **Work on Another Award** button. The **Project Reports System** screen displays on the **Annual/Final Project Reports** tab (Figure 2) with the listing of awards for which you are PI.

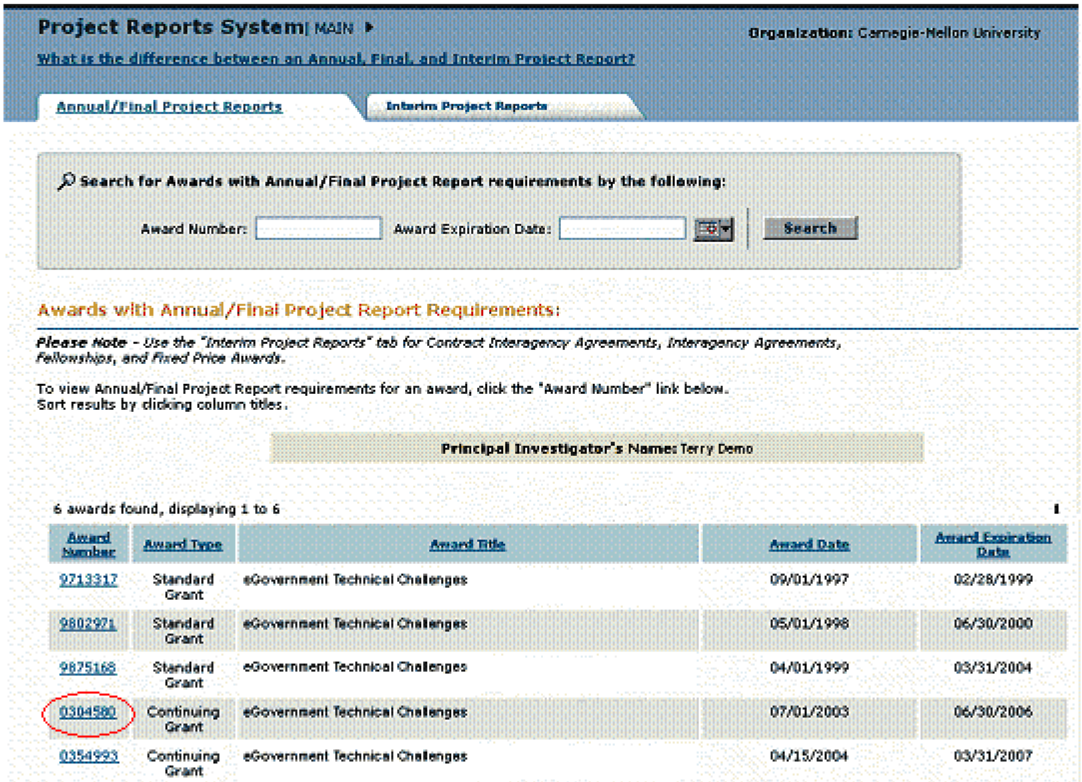


Figure 2 Project Reports System screen on the Annual/Final Project Reports tab. An award number is circled.

3. Select the award you want to work on (Figure 2). The **Annual/Final Project Report Requirements** screen displays (Figure 3).

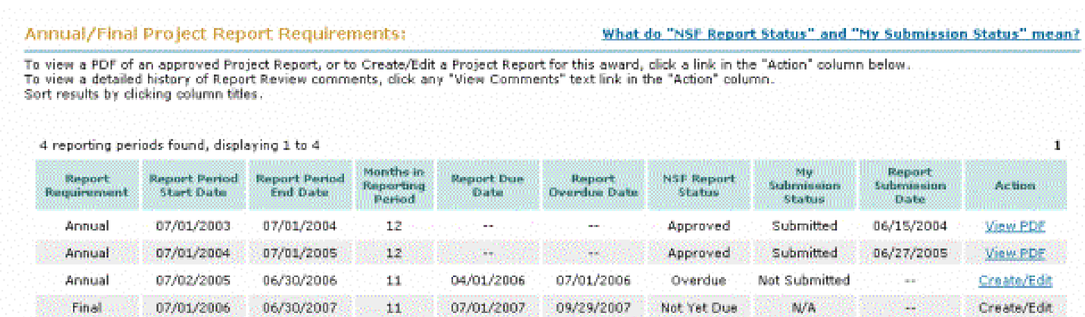


Figure 3 Annual/Final Project Report Requirements screen.

On the **Annual/Final Project Report Requirements** screen (Figure 3) you have these options:

- Work on an Annual or Final Project Report including:
  - Create or Edit an Annual/Final Report
  - View PDF of an Approved Annual/Final Report
  - View Definitions of NSF Report Status and My Submission Status
  - View Comments on an Annual/Final Report Returned to PI
  - Unsubmit a Pending Annual/Final Report

- Work on an Interim Project Report

View Project Reports as an SPO

As an SPO you may view all Annual, Final, and Interim reports that a PI has submitted to NSF via FastLane. The reports are displayed in PDF format.

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Project Reports button is circled.

2. Click **Project Reports** (Figure 1). The **Search for an Award's Project Report(s)** screen displays (Figure 2).

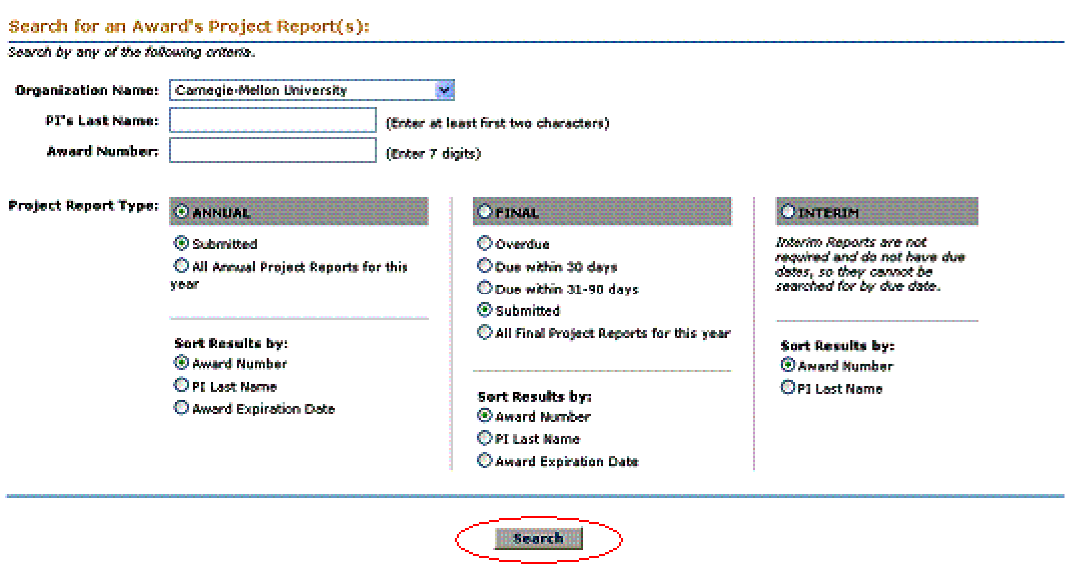


Figure 2 Search for an Award's Project Report(s) screen. The Search button is circled.

3. Select any or all of the following search criteria by selecting from the drop-down list or typing in the boxes for:
   - **Organization Name**
   - **PI's Last Name**
   - **Award Number**
4. Select radio button for one of the following project report types:
   - **Annual**
   - **Final**
   - **Interim**
5. For Annual report type, select one of the following radio buttons:
   - **Submitted**
   - **All Annual Project Reports for this year**

   For Final report type, select one of the following radio buttons:
   - **Overdue**
   - **Due in 30 days**
   - **Due in 31-90 days**
   - **Submitted**
   - **All Final Project Reports for this year**
6. Select how you want to sort the results by selecting on one of the following radio buttons under **Sort Results by**:
   - **Award number**
   - **PI last name**
   - **Award Expiration Date** (not available for Interim Report)
7. Select **Search** button (Figure 2). The search results screen displays according to the criteria of your search.

Annual Reports

If you searched for Submitted Annual Reports, the **Search Results for Awards by Submitted Annual Project Report(s)** screen displays (Figure 3).

Search Results for Awards by Submitted Annual Project Report(s):

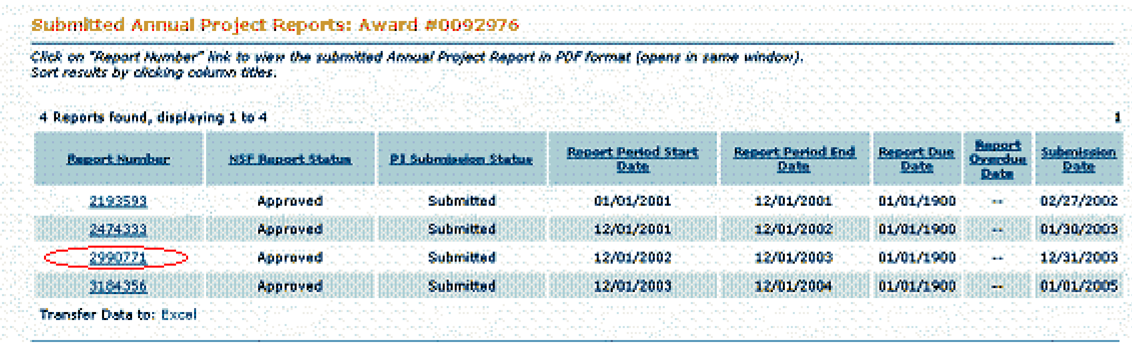
Click on "Award Number" link to view details for the Award's submitted Annual Project Report(s). Sort results by clicking column titles.

219 Awards found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next 10 >]

Award Number	Award Type	PI Name	Award Title	Award Expiration Date	Number of Submitted Reports
0085902	Continuing Grant	Demo, Terry	eGovernment Technical Challenges	08/31/2006	5
0092436	Continuing Grant	Demo, Terry	eGovernment Technical Challenges	01/31/2007	5
0092687	Standard Grant	Demo, Terry	eGovernment Technical Challenges	05/31/2007	2
0092976	Continuing Grant	Demo, Terry	eGovernment Technical Challenges	12/31/2005	4

Figure 3 Search Results for Awards by Submitted Annual Project Report(s) screen. An award number is circled.

Select the award number in the row for the award whose annual report you want to view (Figure 3). The **Submitted Annual Project Reports** screen displays (Figure 4).



Submitted Annual Project Reports: Award #0092976

Click on "Report Number" link to view the submitted Annual Project Report in PDF format (opens in same window).
Sort results by clicking column titles.

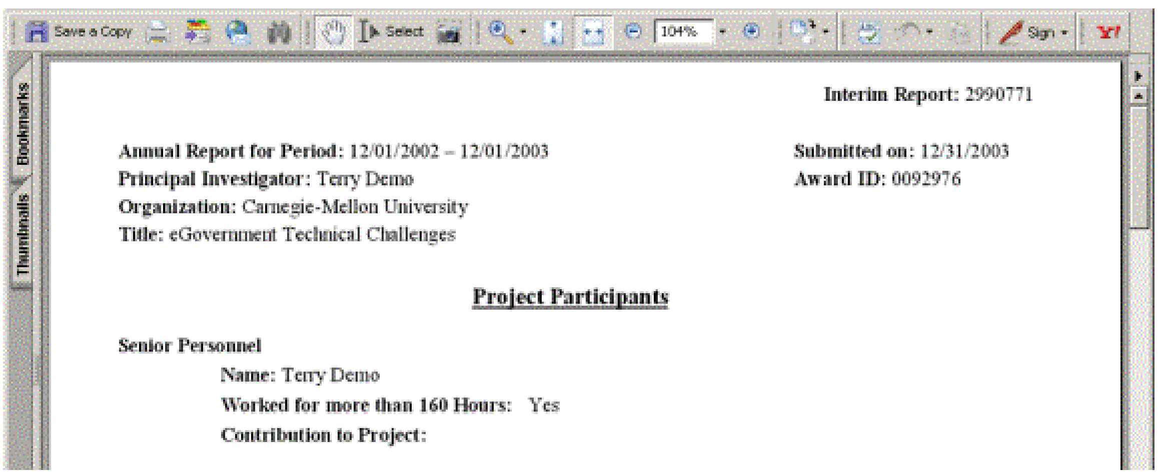
4 Reports found, displaying 1 to 4 — 1

Report Number	NSF Report Status	PI Submission Status	Report Period Start Date	Report Period End Date	Report Due Date	Report Overdue Date	Submission Date
2193593	Approved	Submitted	01/01/2001	12/01/2001	01/01/1900	--	02/27/2002
2474333	Approved	Submitted	12/01/2001	12/01/2002	01/01/1900	--	01/30/2003
2990771	Approved	Submitted	12/01/2002	12/01/2003	01/01/1900	--	12/31/2003
3184356	Approved	Submitted	12/01/2003	12/01/2004	01/01/1900	--	01/01/2005

Transfer Data to: Excel

Figure 4 Submitted Annual Project Reports screen. A report number is circle.

To view a report, select a report number (Figure 4). A screen displays (Figure 5) with the report contents in PDF format. If you need to download Adobe Reader, select the **Adobe Acrobat Reader** link.



Interim Report: 2990771

Annual Report for Period: 12/01/2002 – 12/01/2003
Submitted on: 12/31/2003
Principal Investigator: Terry Demo
Award ID: 0092976
Organization: Carnegie-Mellon University
Title: eGovernment Technical Challenges

Project Participants

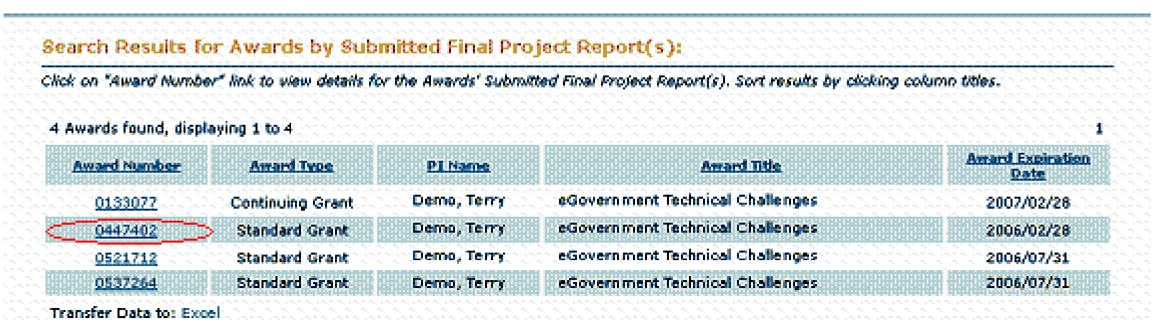
Senior Personnel

Name: Terry Demo
Worked for more than 160 Hours: Yes
Contribution to Project:

Figure 5 Screen with the selected Annual Report in PDF format.

Final Reports

If you searched for Submitted Final Reports, the **Search Results for Awards by Submitted Final Project Report(s)** screen displays (Figure 6).



Search Results for Awards by Submitted Final Project Report(s):

Click on "Award Number" link to view details for the Awards' Submitted Final Project Report(s). Sort results by clicking column titles.

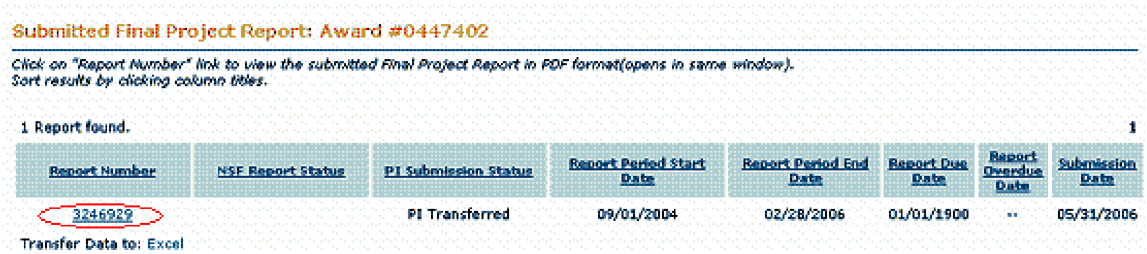
4 Awards found, displaying 1 to 4 — 1

Award Number	Award Type	PI Name	Award Title	Award Expiration Date
0133077	Continuing Grant	Demo, Terry	eGovernment Technical Challenges	2007/02/28
0447402	Standard Grant	Demo, Terry	eGovernment Technical Challenges	2006/02/28
0521712	Standard Grant	Demo, Terry	eGovernment Technical Challenges	2006/07/31
0537264	Standard Grant	Demo, Terry	eGovernment Technical Challenges	2006/07/31

Transfer Data to: Excel

Figure 6 Search Results for Awards by Submitted Final Project Report(s). An award number is circled.

Select the award number in the row for the award whose final report you want to view (Figure 6). The **Submitted Final Project Report** screen displays (Figure 7).


Submitted Final Project Report: Award #0447402

Click on "Report Number" link to view the submitted Final Project Report in PDF format(opens in same window).
Sort results by clicking column titles.

1 Report found. 1

Report Number	NSF Report Status	PI Submission Status	Report Period Start Date	Report Period End Date	Report Due Date	Report Overdue Date	Submission Date
3246929		PI Transferred	09/01/2004	02/28/2006	01/01/1900	--	05/31/2006

Transfer Data to: Excel

Figure 7 Submitted Final Project Report screen. A report number is circled.

To view a report, select a report number (Figure 7). A screen displays (like Figure 5) with the report contents in PDF format. If you need to download Adobe Reader, select the **Adobe Acrobat Reader** link.

Interim Reports

If you searched for Interim Reports, the **Search Results for Awards by Interim Project Report(s)** screen displays (Figure 8).


Search Results for Awards by Interim Project Report(s):

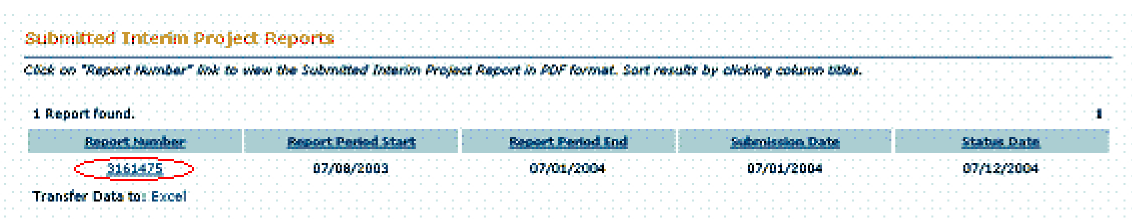
Click on "Award Number" link to view an Award's Interim Project Report(s). Awards without Award Number text links denote Awards for which no Interim Project Reports have been submitted. Sort results by clicking column titles.

37 Awards found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4 [Next 10 >]

Award Number	PI Name	Award Title
0079044	Demo, Terry	eGovernment Technical Challenges
0080359	Demo, Terry	eGovernment Technical Challenges
0087623	Demo, Terry	eGovernment Technical Challenges
0121237	Demo, Terry	eGovernment Technical Challenges

Figure 8 Search Results for Awards by Interim Project Report(s) screen. An award number is circled.

Select the award number in the row for the award whose interim report you want to view (Figure 8). The **Submitted Interim Project Reports** screen displays (Figure 9).


Submitted Interim Project Reports

Click on "Report Number" link to view the Submitted Interim Project Report in PDF format. Sort results by clicking column titles.

1 Report found. 1

Report Number	Report Period Start	Report Period End	Submission Date	Status Date
3161475	07/08/2003	07/01/2004	07/01/2004	07/12/2004

Transfer Data to: Excel

Figure 9 Submitted Interim Project Reports screen. A report number is circled.

To view a report, select a report number (Figure 9). A screen displays (like Figure 5) with the report contents in PDF format. If you need to download Adobe Reader, select the **Adobe Acrobat Reader** link.

SBIR/STTR Reporting

For instructions on reporting on grants on Small Business Innovation Research (SBIR) or Small Business Technology Transfer Program (STTR), see the NSF SBIR/STTR Program.

Publicity, Patent Rights, Privacy

Publicity, Patent Rights, and Privacy

Throughout the Project Reports System you will be given or offered (usually by clicking 

) detailed explanations about the purposes for which the information we ask of you will be used. Most of the information you supply will be made available (over the Web or otherwise) to your community and the general public. However, demographic data on individual participants in the project will be held very closely to protect privacy. Where this system requests such data, we offer particularly detailed explanations about how NSF's intended use of this information.

You should ensure that your project report contains no Invention Disclosures that might adversely affect patent rights in a subject invention under this award. For more information, consult the administrative office that handles patents and other intellectual property at your institution.

You may wish to review the Official Privacy Act and Public Burden Statements covering all information (except for demographic data on individuals) that NSF requests on proposal forms and project reports.

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We normally allow your institution to retain principal legal rights to intellectual property developed under our grants. However, you and your institution are legally responsible for disclosing each "subject invention" to NSF.

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> The grantee [your institution] will disclose each subject invention to NSF within two months after the inventor discloses it in writing to grantee personnel responsible for the administration of patent matters. The disclosure to NSF shall be in the form of a written report and shall identify the grant under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding of the nature, purpose, operation, and, to the extent known, the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to NSF, the grantee will promptly notify NSF of the acceptance of any manuscript describing the invention for publication or of any sale or public use planned by the grantee.

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