



Graduate Research Fellowship Program
Applicant User Guide

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1 CONVENTIONS USED IN THIS GUIDE

- The first time they are introduced, names of on-screen features appear in **bold**.

EXAMPLE: Click on the **Search** tab.

- Uniform Resource Locators (URLs) are in bold characters and are underlined.

EXAMPLE: Type the following address in your browser's address bar:

http://fastlane.nsf.gov.

- Keyboard shortcuts are written in bold and are surrounded by square brackets.

EXAMPLES: Press [**Enter**] or

Press [**Shift**] + [**Tab**].

- Many software features and some business processes are explained in a reference table format. An on-screen term appears in the left column and a description of the term appears in the right column.

EXAMPLE:

Feature	Description
Applicant ID	The Applicant ID is the number assigned to you when you become an applicant.

- The following three conventions serve as both examples and descriptions:

WARNING: Warnings provide information designed to prevent critical errors from occurring. If you see a warning, stop and read it before continuing.

NOTE: While Notes do not describe critical information, we suggest that you stop and read them, too. The information in a note can prevent minor errors from occurring. Other notes simply provide information designed to deepen your understanding of a software feature.

TIP: Tips provide information designed to increase your productivity.

2 GETTING ACCESS

2.1 Registration (First-time users only)

1. Access the GRFP application by typing the following address into your browser address bar: <http://www.fastlane.nsf.gov>. Click on the **Graduate Research Fellowship Program** link at the top of the page. This will take you to the GRFP application within FastLane. Once on the GRFP site, click on the **Register Here** link (pictured below) to begin the Fellowship Application.



Figure 1: Registration Link

2. The Applicant Information page will be displayed. This page will be used to create your user profile. All required information (indicated by an asterisk) must be completed in order to save the data and submit the registration form.

Applicant Information

*First Name:

*Last Name:

Middle Initial:

Suffix(Jr, Sr, etc):

*Email Address:

Your Username and Password will be used to identify you for future access to your Applicant Package and to protect it from unauthorized access. Your username must be between 6 and 12 characters. It is recommended that you use your first name and initial and last name.

*Username:
(ex. John Brown - jbrown)

*Password:
(Password must be between 6 and 20 characters and must contain at least one digit and one character.)

*Confirm Password:

Please read carefully the [Applicant User Guide](#) before completing the application forms.

Figure 2: Applicant Information

3. Type your first name in the **First Name** field.
4. Type your last name in the **Last Name** field.
5. Type your middle initial in the **Middle Initial** field (optional).
6. Type your suffix in the **Suffix** field (optional).

7. Type your email address in the **Email Address** field.
8. Select a username and type it in the **Username** field.

NOTE: Username must be between 6 and 12 characters (e.g., jbrown).

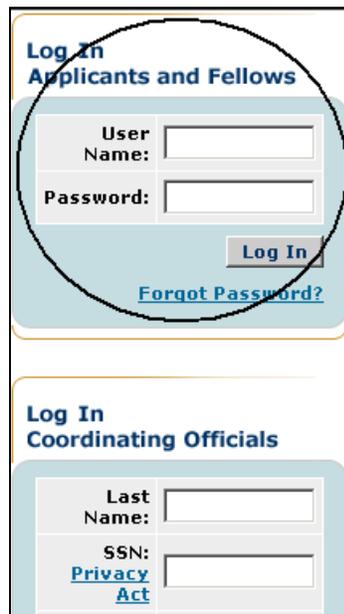
9. Choose a password and type it in the **Password** field.

NOTE: Password must be between 6 and 20 characters and must contain at least 1 digit and 1 character (e.g., 123456a).

10. Re-type your password in the **Confirm Password** field.
11. Click **Submit** to save the information and proceed to the next step.

2.2 Logging In (only after Registration)

Access the GRFP application by typing the following address into your browser address bar: <http://www.fastlane.nsf.gov>. Click on the **Graduate Research Fellowship Program** link at the top of the page. This will take you to the GRFP application within FastLane. Once on the GRFP site, enter your login information in the log in box on the top right side of the screen.



The image shows a screenshot of the GRFP login interface. It features two distinct login sections. The top section, titled "Log In Applicants and Fellows", contains a "User Name:" field, a "Password:" field, a "Log In" button, and a "Forgot Password?" link. A black circle is drawn around the "User Name" and "Password" fields. The bottom section, titled "Log In Coordinating Officials", contains a "Last Name:" field, an "SSN:" field, a "Privacy Act" link, and a "Log In" button.

Figure 3: Log In

1. Type your user name in the **User Name** field.
2. Type your password in the **Password** field.
3. Click the **Log In** button.

The GRFP Application home page appears with your **Application Task List** and current **Applicant Data**.

2.2.1 Retrieving a Forgotten Password

1. Click on the **Forgot Password?** link found under the Login button.

The retrieve password screen is displayed.



Figure 4: Forgot Password Screen

2. Type your User Name in the **User Name** field.
3. Type your email address in the **Email Address** field.
4. Click on the **Submit** button.

A confirmation screen will be displayed and the system will email you a temporary password to the email address you provided.

2.2.2 Changing Your Password

1. Select the **Change Password** link from the upper-right navigation bar.



Figure 5: Change Password Link

The Change Password screen is displayed.



Figure 6: Change Password Screen

2. Enter your **Old Password**, your **New Password**, and **Confirm your New Password**.

3. Click the **Submit** button.

A confirmation screen is displayed indicating you have successfully changed your password. You may select the Manage My Application Home Page link to return to your Application task list.

NOTE: If you are changing your password after receiving a temporary password, you must enter your temporary password as your *Old Password*.

2.3 Logging Out

Once you have logged into the GRFP application, a **Logout** link is available in the upper-right navigation bar.



Figure 7: Logout Link

To exit the application at any time, select the Logout link. The web browser returns to the GRFP login page.

2.4 Understanding Your Application Task List

Your application task list provides links to resources that allow you to prepare and manage your application. The task list is divided into two parts: Application Task List and Application Optional Task List. The application package and the required forms are located under the Application Task List. Additional resources that you may need to manage your application are located under the Application Optional Task List.

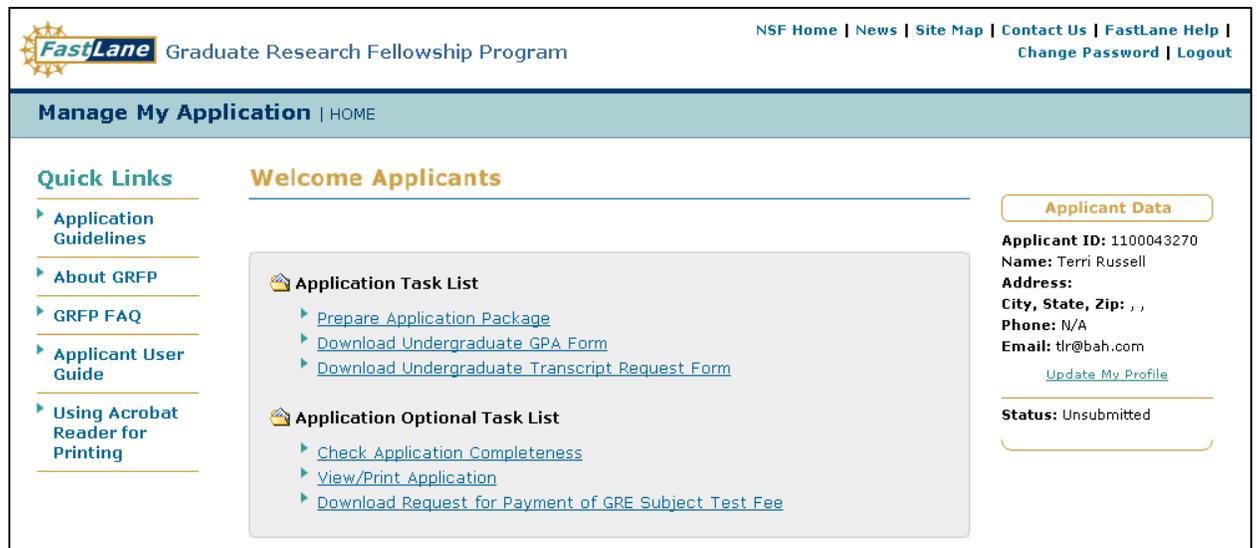


Figure 8: Application Task List

The list below describes the various tasks to prepare and manage your application.

Feature	Description
Prepare Application Package	The Prepare Application Package task is a required task that needs to be completed and submitted for award consideration. It is available once the user has registered and logs in with a valid username and password. The link will be removed either when the application has been submitted or when the submission deadline has passed, whichever comes first.
Download Undergraduate GPA Form	The Download Undergraduate GPA Form task is a required task that allows you to download the form for requesting a GPA Form. You must complete the applicant's portion of the Undergraduate GPA (Grade Point Average) Form and submit the Undergraduate GPA Form to the Registrar of only the institution from which you received, or expect to receive, your bachelor's that was listed in the Education and Work Experience Step of the Online Application. If you have received, or expect to receive multiple bachelor's degrees and have indicated so on the Education and Work Experience Step, you may submit this form to the Registrar of each of those institutions. You should not submit an Undergraduate GPA Form if your baccalaureate organization is not an U.S. organization.
Download Undergraduate Transcript Request Form	The Download Undergraduate Transcript Request Form task is a required task that allows you to download the form for requesting a transcript. You must submit a single complete copy of each official transcript from all academic organizations attended, undergraduate and graduate, excluding Fall, by the preferred submission date. Submit a Fall transcript or grade report as soon as it is available. Duplicate the Transcript Request Form as required and submit to all appropriate organizations.
Check Application Completeness	The Check Application Completeness task is an optional task that can be performed at any time while preparing your application package to display the readiness of your application for submission. When you perform this task to check your application, the system returns a list of both required and optional fields that have not been completed and the section of the application that the field is contained.
View/ Print Application	The View/Print Application task is an optional task that will display a printable Adobe PDF version of the application for you to view and/or print your application. This feature is available both prior to and after application submission.

Feature	Description
Download Request for Payment of GRE Subject Test Fee	The Download Request for Payment of GRE Subject Test Fee task is an optional task that allows you to download the form for requesting payment by NSF of your GRE Subject Test registration fee. Send the form with your GRE Subject Test registration form for the December GRE Subject Test to ETS by November. Refer to the passage on “Graduate Record Examinations” in the Guidelines.
Manage References	The Manage References task is an optional task that allows you to manage your references. You may add references for your application package even after you have submitted your application using this task link. When you add a reference name to the system and click “send email”, an email is sent to the reference person with the reference request. The email will contain a link that the reference person can use to access and submit their reference letter.
Withdraw Application Package	The Withdraw Application Package task is an optional task that only appears after you have submitted your application package. This task allows you to withdraw your application package before the submission deadline if you decide you do not want your application package reviewed for award consideration. If you wish to withdraw your application after the submission deadline, you must contact ASEE for that request.

2.5 Understanding Your Applicant Data and Application Status

Your applicant data area details your current user profile information and your current application status. The applicant data area also contains a link to allow you to update your profile information. The list below describes each feature in your applicant data area.

Feature	Description
Applicant ID	The Applicant ID is the number assigned to you when you become an applicant.
User Profile (Name, Address, Phone, and Email)	The User Profile area contains your current name, primary mailing address, primary phone number, and primary email address. This primary contact information is used for all correspondence that is sent to you through the GRFP system and by the NSF GRFP office. It is very important that you keep this information up-to-date.

Feature	Description
Update My Profile	The Update My Profile link allows you to update your personal profile information including, name, primary contact information, and secondary contact information.
Status	Indicates the current status of your application: Submitted, Unsubmitted, or Withdrawn.

3 PREPARE APPLICATION PACKAGE

Once you have registered and chosen a username and password, the **Prepare Application Package** link will be available in your Application Task List. Click on this link to begin a new application or continue with an existing application that has not yet been submitted. The task link will remain until you have either submitted the application or the deadline for application submission has passed, whichever comes first.

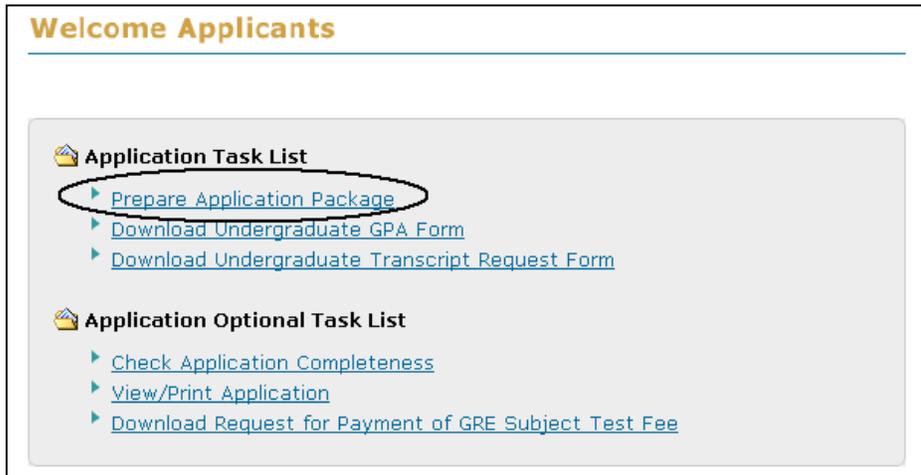


Figure 9: Prepare Application Package Link

The GRFP application is separated out into steps. The steps for completing the GRFP application are listed as the title of each step. The required fields are indicated with an asterisk (*).

You may complete the application steps in any order you choose. Navigate through the application steps using the navigation links in the title of each step. You may save your application as you go and return at a later time to complete it. Click on "Save and Continue" to save your data and advance to the next step. Any work saved will be available when you return.

Once you have completed all steps, click "Submit Application" to submit the application. Before the system will submit the application, it will run a check for application completeness. If all required fields are complete, then you will be able to submit your application. Otherwise, you will need to go back and complete the required fields before you can submit your application. Additionally, you can check your application completeness at any time while preparing your application package by clicking the "Check Application Completeness" link on the right of the page.

3.1 Personal Profile

The Personal Profile section of the application package contains fields for applicants to enter general profile information such as name, contact information, and demographic information.

To Submit Personal Profile Information:

1. Click the **Personal Profile** link on the Prepare Application Package screen.

The **Personal Profile** screen is displayed.

Prepare Application Package

INSTRUCTIONS

PERSONAL PROFILE

* Required Field

Personal Information

*First Name: MI: Suffix:

*Last Name: Maiden Name:

In the event we need to contact you regarding your application, please provide an email address and phone number you can be reached.

*Email:

*Phone Number: Ext.: (Hyphens and spaces are not allowed)

Primary Address (mailing)

*Street Address:

*City: State: Zip:

*Country:

(If Country selected is United States, then State and Zip are required.)

Secondary Address (permanent)

Same as primary address

Street Address:

Figure 10: Personal Profile Section

2. Enter your personal profile information. The table below describes all the fields in the Personal Profile Section.

Feature	Description
First Name	Type your first name (required).
Last Name	Type your last name (required).
MI	Type your middle initial.
Suffix	Type your suffix, if applicable.
Maiden Name	Type your maiden name, if applicable.
Email	Type your email address (required).
Phone Number	Type your primary phone number (required).
Ext	Type your phone number extension.
Primary Address (Mailing)	Type your primary mailing address (required). You are responsible for updating FastLane immediately in the event of an address change.

Feature	Description
Same as Primary Address	Check this box if your secondary (permanent) address is the same as your primary (mailing) address.
Secondary Address (permanent)	Type your secondary (permanent) address if it is different from your primary (mailing) address.
Date of Birth	Type the month, day, and year of your birth.
Date of Birth State	Type the state in which you were born.
Date of Birth Country	Select the country where you were born.
Native Language	Type your native language.
Citizenship	Select your citizenship status. All applicants must be citizens or nationals of the United States, or permanent resident aliens of the United States at the time of application (required).
Permanent Resident Alien Date	If you are a permanent resident alien, type the date your permanent resident status was granted. (Required if "Permanent resident alien of the United States" is selected.)
High School City	Type the city where you attended high school.
High School State	Type the state where you attended high school.
High School Country	Type the country where you attended high school.
Gender	Select your gender or select "I choose not to reply to this question".
Race	Select your race, you may select multiple fields, or select "I choose not to reply to this question".
Ethnicity	Select your ethnicity or select "I choose not to reply to this question".
Disability	Select if you have a disability, you may select multiple fields, or select "I choose not to reply to this question".
Disability Description	If you selected you have a disability, type a description of your disability.

WARNING: You must provide data for all required fields (indicated by an asterisk on the screen) before your personal profile information is saved. If you exit the Application Module before you have completed and submitted the personal profile, you will need to re-enter the data you previously entered.

Note: You may select one or more fields when selecting race and disability.

3. Click the **Save and Continue** button.

Your **Personal Profile** information is saved and the **GRE Test Scores** screen is displayed.

3.2 GRE Test Scores

The GRE Test Scores section of the application package allows applicants to enter information for GRE General and Subject tests that they want reported to NSF. All applicants are recommended to have scores from the GRE General Test to support the review of their applications. Applicants are also encouraged to submit scores from the GRE Subject Test in their proposed field of graduate study, if a test is offered.

To Submit GRE Test Scores Information:

1. Click the GRE Test Scores link on the Prepare Application Package screen.

The **GRE Test Scores** screen is displayed.

Prepare Application Package

INSTRUCTIONS

PERSONAL PROFILE

GRE TEST SCORES

* Required Field

GRE General Test Scores

*Do you want the Educational Testing Service (ETS) to report all of your GRE General Test scores in the GRE Database (for tests taken between October 1, 1999 and December 31, 2004) for inclusion in the application?

Yes No No Scores Available

If yes, please provide each test date and registration number for the General Tests that you have taken or will take before December 31, 2004.

No items found. 1

Test Date (mm/yyyy)	Registration Number	Last Name	First Name	MI	Action
Nothing found to display					

[Add New General Test Score](#)

Figure 11: GRE Test Score Header

3.2.1 GRE General Test Scores

2. Select one of the following choices about the reporting of your GRE General Test Scores (required).

- a. Indicate “Yes” to have all GRE General Test scores, as allowed by ETS policy, included in your application; or
- b. Indicate “No” to prohibit any GRE General Test scores to be reported by ETS in your application; or

c. Indicate “No Scores Available” if you have not and do not plan to take the GRE General Test.

3. When ‘Yes’ is selected above, you must enter your GRE General Test information for each test that was taken to assist ETS in reporting your scores.

To Add a GRE General Test Score:

- a. Click the **Add New General Test Score** button.
- b. Enter your GRE General Test information. The table below describes all the fields.

Feature	Description
Test Date	Type the date the GRE test was taken (required).
Registration Number	Type the registration number provided on the score report for the computer-based General Test (required). Please enter '0' (zero) for Registration Number if you plan to take the GRE test after you submit your application.
First Name	Type the first name you provided to ETS when taking the GRE test (required).
Last Name	Type the last name you provided to ETS when taking the GRE test (required).
MI (optional)	Type the middle initial you provided to ETS when taking the GRE test.

- c. Click the **Save** button.

The **GRE Test Scores** screen is displayed and the GRE General Test information entered is displayed is on the list.

3.2.2 GRE Subject Test Scores

GRE Subject Test Scores

*Do you want the Educational Testing Service (ETS) to report all of your GRE Subject Test scores in the GRE Database (for tests taken between October 1, 1999 and December 31, 2004) for inclusion in the application?

Yes No No Scores Available

If yes, please provide each test date and registration number for the Subject Tests that you have taken or will take before December 31, 2004.

No items found. 1

Subject Code	Test Date (mm/yyyy)	Registration Number	Last Name	First Name	MI	Action
Nothing found to display						

[Add New Subject Test Score](#)

Please note, by answering yes to either of the above questions, I authorize ASEE to request and ETS to report all of my Graduate Record Examinations (GRE) General or Subject tests scores from the GRE test database from tests administered since October 1, 1999, including the results of tests which I intend to take between now and December 31, 2004.

[Save and Continue](#)
 [Cancel](#)

Figure 12: GRE Subject Test Scores Section

4. Select one of the following choices about the reporting of your GRE Subject Test Scores (required).
 - a. Indicate “Yes” to have all GRE Subject Test scores, as allowed by ETS policy, included in your application; or
 - b. Indicate “No” to prohibit any GRE Subject Test scores to be reported by ETS in your application; or
 - c. Indicate “No Scores Available” if you have not and do not plan to take the GRE Subject Test.
5. When ‘Yes’ is selected above, you must enter your GRE Subject Test information for each test that was taken to assist ETS in reporting your scores.

To Add a GRE Subject Test Score:

- a. Click the **Add New Subject Test Score** button.
- b. Enter your GRE Subject Test information. The table below describes all the fields.

Feature	Description
Subject Code	Type the subject code of the test: Biochemistry, Cell and Molecular Biology - B22; Biology - B24; Chemistry - C27; Computer Science - C29; Mathematics (Rescaled) - M68; Physics - P77; Psychology - P81 (required).
Test Date	Type the date the GRE test was taken (required).
Registration Number	Type the registration number is provided on the admission ticket and the score report for the Subject Test (required). Please enter '0' (zero) for Registration Number if you plan to take the GRE test after you submit your application.
First Name	Type the first name you provided to ETS when taking the GRE test (required).
Last Name	Type the last name you provided to ETS when taking the GRE test (required).
MI (optional)	Type the middle initial you provided to ETS when taking the GRE test.

- c. Click the **Save** button.

The **GRE Test Scores** screen is displayed and the GRE Subject Test information entered is displayed is on the list.

6. Click the **Save and Continue** button.

Your **GRE Test Scores** information is saved and the **Education and Work Experience** screen is displayed.

3.3 Education and Work Experience

The Education and Work Experience section allows the applicant to enter the following information: Current Organization, Previous Education, Other Experience, and Additional Graduate School Information.

To Submit Education and Work Experience Information:

1. Click the Education and Work Experience link on the Prepare Application Package screen.

The **Education and Work Experience** screen is displayed.

EDUCATION AND WORK EXPERIENCE

* Required Field

Current Organization
If currently enrolled in a college or university, provide details.

No items found. 1

College/University	Location	From	To	Degree	Award Date	Major Field	Grad. Sem. Hrs.	Grad. Qtr. Hrs.	Grad. Dept.	Action
Nothing found to display										

[Add Current College or University](#)

Previous Education
List previous colleges or universities attended and their details. List most recent enrollment first. List each degree separately.

No items found. 1

College/University	Location	From	To	Degree	Award Date	Major Field	Grad. Sem. Hrs.	Grad. Qtr. Hrs.	Grad. Dept.	Action
Nothing found to display										

[Add New](#)

Figure 13: Education and Work Experience Section

3.3.1 Current Organization

2. If currently enrolled in a college or university, enter the details of the organization.

To Add your Current Organization:

- a. Click the **Add Current College or University** button.
- b. Enter your current organization information. The table below describes all the fields.

Feature	Description
College/University	Select your current organization using the <i>Find Organization</i> link. If you do not see your organization once you have performed the search, you can now click the link to <i>enter it manually</i> . Once you have selected this link, you will be permitted to type in the name and location of the organization.
From	Type the date (month and year) of when you began your current studies (required).
To	Type the date (month and year) of when you plan to end your current studies.
Award date	Type the date you have or will receive a degree.
Degree Expected	Select the degree type you are expected to receive.
Major Field	Select your major field of study. If you cannot find your current major field of study from the list, type your current major field of study in the input box (required).
Enrollment Information – a & b	Select your enrollment status (required).
Graduate Course Information	Select whether you have completed any graduate courses at this institution (required).
Department	Type the name of the graduate department. (Required if you selected “Yes” for the Graduate Course Information question)
Semester Hours	Type the semester hours earned, enter zero if you do not have any to report. (Required if you selected “Yes” for the Graduate Course Information question)
Quarter Hours	Type the semester hours earned, enter zero if you do not have any to report. (Required if you selected “Yes” for the Graduate Course Information question)

c. Click the **Save** button.

The **Education and Work Experience** screen is displayed and the current organization information entered is displayed.

3.3.2 Previous Education

3. If you were previously enrolled in a college or university, enter the details of all previous education. Previous colleges or universities can include baccalaureate organizations (where you received your bachelor’s degree) and any completed graduate courses in any field since receipt of your bachelor’s degree.

To Add a Previous Organization:

a. Click the **Add New** button.

b. Enter your previous organization information. The table below describes all the fields.

Feature	Description
College/University	Select your previous organization using the <i>Find Organization</i> link. If you do not see your organization once you have performed the search, you can now click the link to <i>enter it manually</i> . Once you have selected this link, you will be permitted to type in the name and location of the organization.
From	Type the date (month and year) of when you began your previous studies (required).
To	Type the date (month and year) of when you plan to end your previous studies (required).
Award date	Type the date you received a degree (required).
Degree Expected	Select the degree type you received (required).
Major Field	Select your previous major field of study. If you cannot find your major field of study from the list, type your major field of study in the input box (required).
Graduate Course Information	Select whether you have completed any graduate courses at this institution (required).
Department	Type the name of the graduate department. (Required if you selected "Yes" for the Graduate Course Information question)
Semester Hours	Type the semester hours earned, enter zero if you do not have any to report. (Required if you selected "Yes" for the Graduate Course Information question)
Quarter Hours	Type the semester hours earned, enter zero if you do not have any to report. (Required if you selected "Yes" for the Graduate Course Information question)

c. Click the **Save** button.

The **Education and Work Experience** screen is displayed and the previous organization information entered is displayed in the list.

3.3.3 Other Experience

4. Enter fellowships, scholarships, teaching, and work experiences relevant to your field held since entering college/university. (Up to, but no more than five are recommended.) Begin with the most recent.

To Add a Fellowship, Scholarship, Teaching, or Work Experience:

- a. Click the **Add New** button.
- b. Enter the details of the position. The table below describes all of the fields.

Feature	Description
Title	Type your position held at time of experience.
Institution/Organization	Type the name of the institution/organization (required).
Start Date	Type the date you began the fellowship, scholarship, teaching, or work experience (required).

- c. Click the **Save** button.

The **Education and Work Experience** screen is displayed and the Fellowship, Scholarship, Teaching, or Work Experience information entered is displayed in the list.

5. Enter significant academic honors you have received relevant to your major field of study.

3.3.4 Additional Graduate School Information

6. Enter the additional graduate school information questions. Select “Yes” or “No” for each question to indicate if you are or have been enrolled in a five-year or four-year joint baccalaureate-master’s degree program (required).
7. Click the **Save and Continue** button.

Your **Education and Work Experience** information is saved and the **Planned Graduate Program** screen is displayed.

3.4 Planned Graduate Program

The Planned Graduate Program section allows the applicant to enter information about the proposed organization and field of study for graduate work.

To Submit Planned Graduate Program Information:

1. Click the Planned Graduate Program link on the Prepare Application Package screen.

The **Planned Graduate Program** screen is displayed.

PLANNED GRADUATE PROGRAM

** Required Field*

Proposed Organization

Please click the Find Organization link to add or edit your proposed graduate program organization.

[Find Organization](#)

*Name:
*City:
State:
*Country:

Provide the following details about your proposed graduate program organization.

*Primary Field:

Department:

Multi Disciplinary Information

*Is your proposed graduate program multi disciplinary?
 Yes No

If Yes:

% of program for Primary Field.

Other Field:
 % of program.

Other Field:
 % of program.

Figure 14: Planned Graduate Program Section

2. Enter your planned graduate program information. The table below describes all the fields in the Planned Graduate Program Section.

Feature	Description
Proposed Graduate Program Organization	Select your proposed graduate program organization using the <i>Find Organization</i> link (required). If you do not see your organization once you have performed the search, you can now click the link to <i>enter it manually</i> . Once you have selected this link, you will be permitted to type in the name and location of the organization.
Primary Field	Select your proposed primary field of study (required).
Department	Type the department of your proposed primary field of study.
Multi Disciplinary Information	Select “Yes” or “No” to indicate whether your planned graduate program is multi disciplinary (required).
Primary Field	Type the percent of your multi disciplinary program that is toward your primary field. (Required if you selected “Yes” for the Multi Disciplinary Information question)
Other Field	For each other field, select your field of study and type the percent of your multi disciplinary program that is toward that field. (Percentages must add to 100%)

Feature	Description
Degree	Select your highest-level degree toward which you expect to work while on your fellowship tenure. If you cannot find your degree from the list, type your degree in the input box.
Field	Select your field of study while pursuing your highest-level degree toward which you expect to work while on your fellowship tenure.

3. Click the **Save and Continue** button.

Your **Planned Graduate Program** information is saved and the **References** screen is displayed.

3.5 References

The References section allows the applicant to enter information for individuals that they would like to submit reference letters for their Fellowship application.

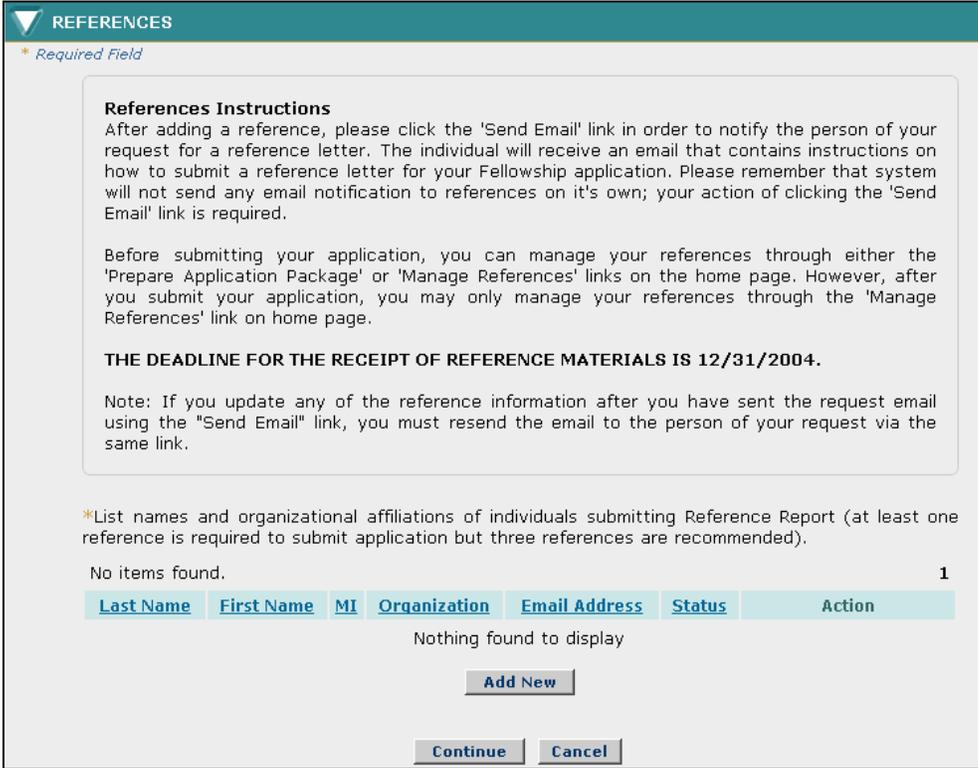
You are required to submit at least one reference to submit the application, but three references are recommended. Scientists or faculty members who have current knowledge of your academic and/or professional experience and ability should be selected as references, since they will be able to give meaningful answers to the questions asked. NSF suggests that at least two of the three should be persons with whom you have worked in your present (or most recent) department, including the thesis adviser, if applicable.

After adding a reference, please click the 'Send Email' link in order to notify the person of your request for a reference letter. The individual will receive an email that contains instructions on how to submit a reference letter for your Fellowship application. Please remember that system will not send any email notification to references on it's own; your action of clicking the 'Send Email' link is required.

NOTE: Only the **NSF Reference Report** will be accepted. The student reference statements on file at colleges and universities will not be accepted in lieu of the NSF Reference Report.

To Submit Reference Information:

1. Click the References link on the Prepare Application Package screen.



The **References** screen is displayed.

Figure 15: References Section

2. Enter your reference information.

To Add your Reference Information:

- a. Click the **Add New** button.
- b. Enter your reference information. The table below describes all the fields.

Feature	Description
Last Name	Type the last name of the Reference person (required).
First Name	Type the first name of the Reference person (required).
MI	Type the middle initial of the Reference person.
Organization	Type the name of the affiliated organization for the Reference person (required).
Email Address	Type the Reference person's email address (required).

c. Click the **Save** button.

The **Reference** screen is displayed and the reference information entered is displayed in the list. The **Status** field indicates that the reference writer has been sent the reference email.

NOTE: Make sure you click on the “Send Email” button for each Reference you identify to actually send the email request to the person. If you update any of the reference information after you have sent the request email using the "Send Email" link, you must resend the email to the person of your request via the same link.

3.6 Personal Statements

The Personal Statements section allows the applicant to upload two essays that describe personal, professional, and educational experiences.

To Submit Personal Statements Information:

1. Click the Personal Statements link on the Prepare Application Package screen.

The **Personal Statements** screen is displayed.

PERSONAL STATEMENTS

* Required Field

Essay Upload and Format Instructions
 For all essay questions, you must upload the essay into your Fastlane application following the instructions provided. New, corrected, or revised essays will not be accepted after the deadline. Check to ensure that you have uploaded the correct essay before submitting. Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of the essays uploaded into the Fastlane application.

Type single-spaced using 10-point font size or larger. **There is a 1-page limit for each of these essays.** Prepare your response using a word-processor. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. (For additional instructions, please see the [File Uploading Instructions](#) (a new browser window will open). If you continue to experience problems, please contact the [NSF Help Desk](#) (a new browser window will open))

Supporting Essay - 1
 Describe any personal, professional, or educational experiences or situations that have contributed to your desire to pursue advanced study in science, mathematics, or engineering.
 Document Uploaded: No
 *Essay File:

Supporting Essay - 2
 Describe your experiences in the following or describe how you would address the following in your professional career: integrating research and education, advancing diversity in science, enhancing scientific and technical understanding, and otherwise benefiting society.
 Document Uploaded: No
 *Essay File:

Figure 16: Personal Statements Section

3.6.1 Supporting Essay - 1

2. Upload your supporting essay – 1 that describes any personal, professional, or educational experiences or situations that have contributed to your desire to pursue advanced study in science, mathematics, or engineering (required).

To Upload your Supporting Essay - 1:

- a. Either type the file location of your essay in the input box or click the Browse button to find the location.
- b. Click the Upload button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please be patient, this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, your file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

- c. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

- d. Click the Accept button to accept the converted PDF file (However, if you detected any problems in the PDF file, you can cancel the upload by clicking on the Cancel button. You may then correct the errors and resubmit the corrected version of your document.)

The **Personal Statements** screen is displayed and a View PDF link is now displayed on the screen for your uploaded essay- (if the Accept button was clicked in step d).

NOTE: Essay files can be updated at any time prior to application submission. New, corrected, or revised essays will not be accepted after the application is submitted.

NOTE: Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of essays uploaded into the FastLane application.

3.6.2 Supporting Essay - 2

3. Upload your supporting essay – 2 that describes your experiences in the following or describe how you would address the following in your professional career: integrating research and education, advancing diversity in science, enhancing scientific and technical understanding, and otherwise benefiting society.

(Required.)

To Upload your Supporting Essay - 2:

- a. Either type the file location of your essay in the input box or click the Browse button to find the location.
- b. Click the Upload button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please be patient, this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, your file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

- c. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

- d. Click the Accept button to accept the converted PDF file (However, if you detected any problems in the PDF file, you can cancel the upload by clicking on the Cancel button. You may then correct the errors and resubmit the corrected version of your document.)

The **Personal Statements** screen is displayed and a View PDF link is now displayed on the screen for your uploaded essay (if the Accept button was clicked in step d).

NOTE: Essay files can be updated at any time prior to application submission. New, corrected, or revised essays will not be accepted after the application is submitted.

NOTE: Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of essays uploaded into the FastLane application.

3.7 Proposed Plan of Research

The Proposed Plan of Research section allows the applicant to upload an essay that describes in detail their research plans.

To Submit Proposed Plan of Research Information:

1. Click the Proposed Plan of Research link on the Prepare Application Package screen.

The **Proposed Plan of Research** screen is displayed.

PROPOSED PLAN OF RESEARCH

* Required Field

Essay Upload and Format Instructions
For all essay questions, you must upload the essay into your Fastlane application following the instructions provided. New, corrected, or revised essays will not be accepted after the deadline. Check to ensure that you have uploaded the correct essay before submitting. Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of the essays uploaded into the Fastlane application.

Type single-spaced using 10-point font size or larger. **There is a 2-page limit for this essay.** Prepare your response using a word-processor. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. (For additional instructions, please see the [File Uploading Instructions](#) (a new browser window will open). If you continue to experience problems, please contact the [NSF Help Desk](#) (a new browser window will open))

Proposed Research Essay
In a clear, concise, and original statement, describe research topics you may pursue while on fellowship tenure, and include how you became interested in these topics. Your statement should reflect your own thinking and work, demonstrate your understanding of research principles necessary to pursue these interests, and explain the relationship to your previous research, if any. Present your plan with a clear hypothesis or questions to be asked by the research. If you have not yet formulated a plan of research, your statement should include a description of one question that interests you and an analysis of how you think the question may best be answered. A listing of courses alone is not sufficient. Research topics discussed in your proposed plan may be used in determining eligibility.

Document Uploaded: No

*Essay File:

Figure 17: Proposed Plan of Research Section

2. Upload your proposed plan of research essay that in a clear, concise, and original statement, describes research topics you may pursue while on fellowship tenure, and include how you became interested in these topics. Your statement should reflect your own thinking and work, demonstrate your understanding of research principles necessary to pursue these interests, and explain the relationship to your previous research, if any. Present your plan with a clear hypothesis or questions to be asked by the research. If you have not yet formulated a plan of research, your statement should include a description of one question that interests you and an analysis of how you think the question may best be answered. A listing of courses alone is not sufficient. Research topics discussed in your proposed plan may be used in determining eligibility (required).

To Upload your Proposed Plan of Research essay:

a. Either type the file location of your essay in the input box or click the Browse button to find the location.

b. Click the Upload button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please be patient, this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, your file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

c. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

d. Click the Accept button to accept the converted PDF file (However, if you detected any problems in the PDF file, you can cancel the upload by clicking on the Cancel button. You may then correct the errors and resubmit the corrected version of your document.)

The **Proposed Plan of Research** screen is displayed and a View PDF link is now displayed on the screen for your uploaded essay (if the Accept button was clicked in step d).

NOTE: Essay files can be updated at any time prior to application submission. New, corrected, or revised essays will not be accepted after the application is submitted.

NOTE: Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of essays uploaded into the FastLane application.

3.8 Previous Research Experience

The Previous Research Experience section allows the applicant to upload an essay that describes experience they have in research activities.

To Submit Previous Research Experience Information:

1. Click the Previous Research Experience link on the Prepare Application Package screen.

The **Previous Research Experience** screen is displayed.

PREVIOUS RESEARCH EXPERIENCE

* Required Field

Essay Upload and Format Instructions

For all essay questions, you must upload the essay into your Fastlane application following the instructions provided. New, corrected, or revised essays will not be accepted after the deadline. Check to ensure that you have uploaded the correct essay before submitting. Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of the essays uploaded into the Fastlane application.

Type single-spaced using 10-point font size or larger. **There is a 2-page limit for this essay.** Prepare your response using a word-processor. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. (For additional instructions, please see the [File Uploading Instructions](#) (a new browser window will open). If you continue to experience problems, please contact the [NSF Help Desk](#) (a new browser window will open))

Previous Research Essay

Describe any scientific research activities in which you have participated, such as experience in undergraduate research programs, or research experience gained through summer or part-time employment or in work-study programs, or other research activities, either academic or job-related. Explain the purpose of the research and your specific role in the research, including the extent to which you worked independently and/or as part of a team, and what you learned from your research. In your statement, distinguish between undergraduate and graduate research experience. If you have no direct research experience, describe any activities that you believe have prepared you to undertake research. At the end of your statement, list any publications and/or presentations made at national and/or regional professional meetings.

Document Uploaded: No

*Essay File:

Figure 18: Previous Research Experience Section

2. Upload your previous research experience essay that describes any scientific research activities in which you have participated, such as experience in undergraduate research programs, or research experience gained through summer or part-time employment or in work-study programs, or other research activities, either academic or job-related. Explain the purpose of the research and your specific role in the research, including the extent to which you worked independently and/or as part of a team, and what you learned from your research. In your statement, distinguish between undergraduate and graduate research experience. If you have no direct research experience, describe any activities that you believe have prepared you to undertake research. At the end of your statement, list any publications and/or presentations made at national and/or regional professional meetings (required).

To Upload your Previous Research Experience Essay:

- a. Either type the file location of your essay in the input box or click the Browse button to find the location.
- b. Click the Upload button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please be patient, this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, your file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

c. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

d. Click the Accept button to accept the converted PDF file (However, if you detected any problems in the PDF file, you can cancel the upload by clicking on the Cancel button. You may then correct the errors and resubmit the corrected version of your document.)

The **Previous Research Experience** screen is displayed and a View PDF link is now displayed on the screen for your uploaded essay (if the Accept button was clicked in step d).

NOTE: Essay files can be updated at any time prior to application submission. New, corrected, or revised essays will not be accepted after the application is submitted.

NOTE: Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of essays uploaded into the FastLane application.

3.9 NSF GRFP Program Information

The NSF GRFP Program Information section allows the applicant to select their status description and upload an essay that describes their graduate study information. This section also allows the applicant to select whether or not they want their name and address published if chosen for an award or honorable mention. In addition, the applicant can enter how they learned about the NSF Graduate Research Fellowship.

To Submit NSF GRFP Program Information:

1. Click the NSF GRFP Program Information link on the Prepare Application Package screen.

The **NSF GRFP Program Information** screen is displayed.

NSF GRFP PROGRAM INFORMATION

** Required Field*

Status Description

*Mark the choice that most appropriately describes your status.

I have not yet completed a baccalaureate degree. (You may skip the next question)

I have completed a baccalaureate degree but since then have not completed and am not currently enrolled in any graduate level courses or course for graduate level credit. (You may skip the next question)

I am currently enrolled in the first semester/quarter of graduate school and have not yet completed any graduate level courses or courses for graduate credit since receipt of a baccalaureate degree. (You may skip the next question)

I have completed more than one year of full-time graduate study or the equivalent since receipt of a baccalaureate degree, but not more than one year full-time or the equivalent. (You may skip the next question)

I have completed more than one year of full-time graduate study or the equivalent since receipt of a baccalaureate degree but am still eligible for the program. (If you select this option, please answer the question below)

If you selected that you have completed more than one year of graduate study, please explain the circumstances that you believe demonstrate that you are in the early stages of your proposed graduate program. Be sure to read the passage on "Earned Graduate Study" in the Guidelines.

Document Uploaded: No

To submit an essay for this question [Click Here](#)

Additional Program Information

Do you wish your name to be published on the Honorable Mention List, posted at <http://www.nsf.gov/grfp?>

Yes No

Figure 19: NSF GRFP Program Information Section

2. Select your status description from the list of choices (required).
3. When “you have completed more than one year of graduate study” is selected above, you must upload an essay that explains the circumstances that you believe demonstrate that you are in the early stages of your proposed graduate program.

To Upload your NSF GRFP Program Supporting Essay:

- a. Click the Click Here link.

The **NSF GRFP Program Information Essay Upload** screen is displayed.

- b. Either type the file location of your essay in the input box or click the Browse button to find the location.

- c. Click the Upload button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please be patient, this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, your file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

d. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

e. Click the Accept button to accept the converted PDF file (However, if you detected any problems in the PDF file, you can cancel the upload by clicking on the Cancel button. You may then correct the errors and resubmit the corrected version of your document.)

The **NSF GRFP Program Information Essay** screen is displayed and a View PDF link is now displayed on the screen for your uploaded essay (if the Accept button was clicked in step d).

NOTE: Essay files can be updated at any time prior to application submission. New, corrected, or revised essays will not be accepted after the application is submitted.

NOTE: Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of essays uploaded into the FastLane application.

4. Select whether you wish your name to be published on the Honorable Mention List.
5. Select whether you wish your mailing address and e-mail address to be published on the Awards List or Honorable Mention List.
6. Select how you learned about the NSF Graduate Research Fellowships. (Check all that apply.)
7. Click the **Save and Continue** button.

Your **NSF GRFP Program Information** is saved and the **Submit Application** screen is displayed.

4 DOWNLOAD UNDERGRADUATE GPA FORM

The **Download Undergraduate GPA Form** link will be available in your Application Task List. Click on this link to download the form for requesting a GPA Form. You must complete the applicant’s portion of the Undergraduate GPA (Grade Point Average) Form and submit the Undergraduate GPA Form to the Registrar of only the institution from which you received, or expect to receive, your bachelor's that was listed in the Education and Work Experience Step of the Online Application. If you have received, or expect to receive multiple bachelor's degrees and have indicated so on the Education and Work Experience Step, you may submit this form to the Registrar of each of those institutions. You should not submit an Undergraduate GPA Form if your baccalaureate organization is not an U.S. organization.

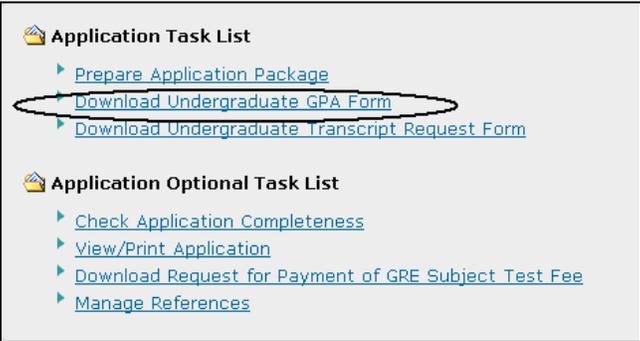


Figure 20: Download Undergraduate GPA Form Link

NOTE: You must include your Applicant ID on the GPA and Transcript Request forms in order for them to be processed.

5 DOWNLOAD UNDERGRADUATE TRANSCRIPT REQUEST FORM

The **Download Undergraduate Transcript Request Form** link will be available in your Application Task List. Click on this link to you to download the form for requesting a transcript. You must submit a single complete copy of each official transcript from all academic organizations attended, undergraduate and graduate, excluding Fall, by the preferred submission date. Submit a Fall transcript or grade report as soon as it is available. Duplicate the Transcript Request Form as required and submit to all appropriate organizations.

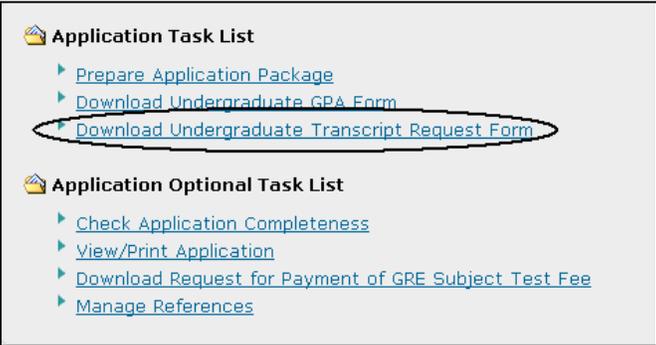


Figure 21: Download Undergraduate Transcript Request Form Link

NOTE: You must include your Applicant ID on the GPA and Transcript Request forms in order for them to be processed.

6 CHECK APPLICATION COMPLETENESS

The **Check Application Completeness** link will be available in your Application Optional Task List. Click on this link at any time while preparing your application package to display the readiness of your application for submission. When you perform this task to check your application, the system returns a list of both required and optional fields that have not been completed and the section of the application that the field is contained. The task link will remain until you have submitted the application.

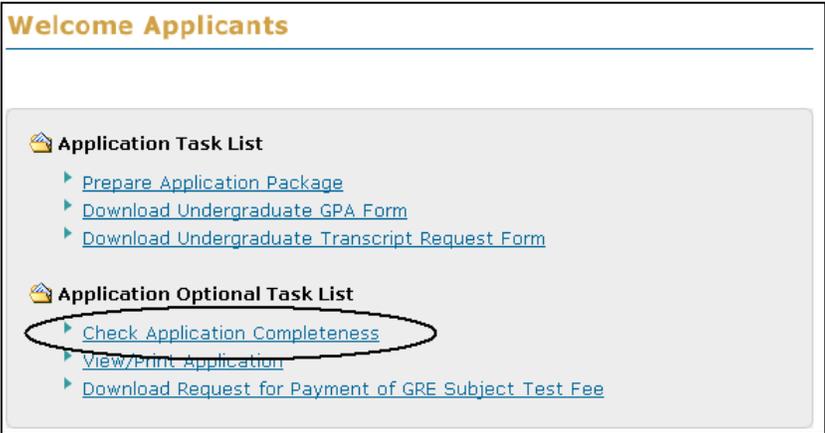


Figure 22: Check Application Completeness Link From Optional Task List

You also have the option to access this feature from within the Prepare Application Package Link.

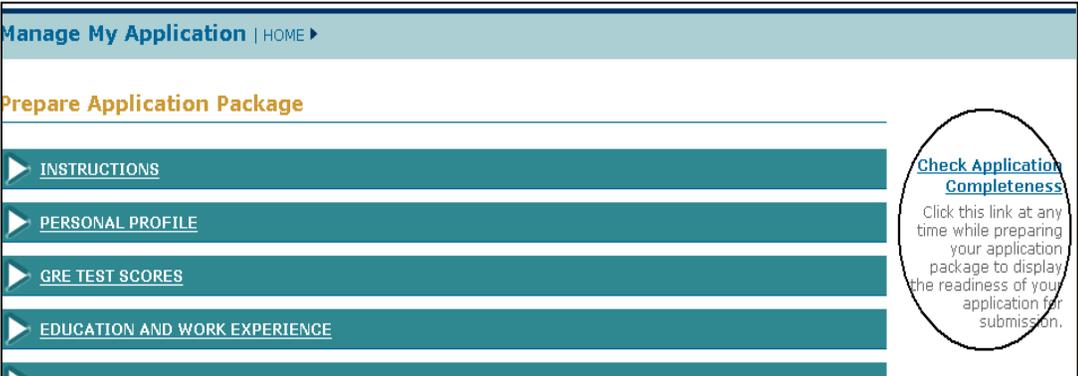


Figure 23: Check Application Completeness Link Within the Application Package

7 VIEW/ PRINT APPLICATION

The **View/Print Application** link will be available in your Application Optional Task List. Click on this link to display a printable Adobe PDF version of the application for you to view and/or print your application. This feature is available both prior to and after application submission.

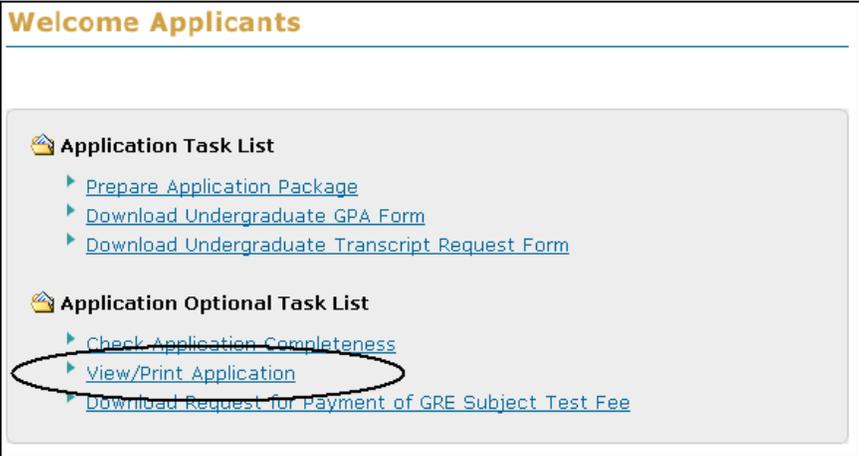


Figure 24: View/Print Application Link

8 DOWNLOAD REQUEST FOR PAYMENT OF GRE SUBJECT TEST FEE

The **Download Request For Payment of GRE Subject Test Fee** link will be available in your Application Optional Task List. Click on this link to download the form for requesting payment by NSF of your GRE Subject Test registration fee. Send the form with your GRE Subject Test registration form for the December GRE Subject Test to ETS by November.

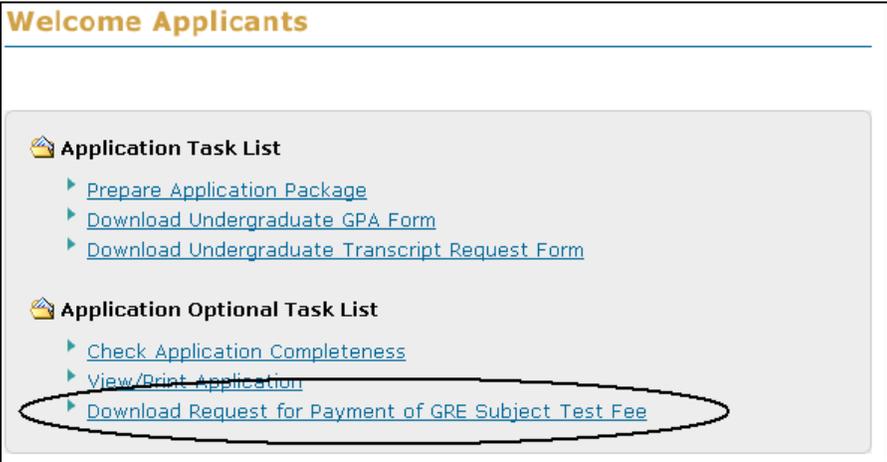


Figure 25: Download Request for Payment of GRE Subject Test Fee Link

9 MANAGE REFERENCES

The **Manage References** link will be available in your Application Optional Task List. Click on this link to manage your references. You may add references for your application package even after you have submitted your application using this task link. When you add a reference name to the system and click “send email”, an email is sent to the reference person with the reference request. The email will contain a link that the reference person can use to access and submit their reference letter.

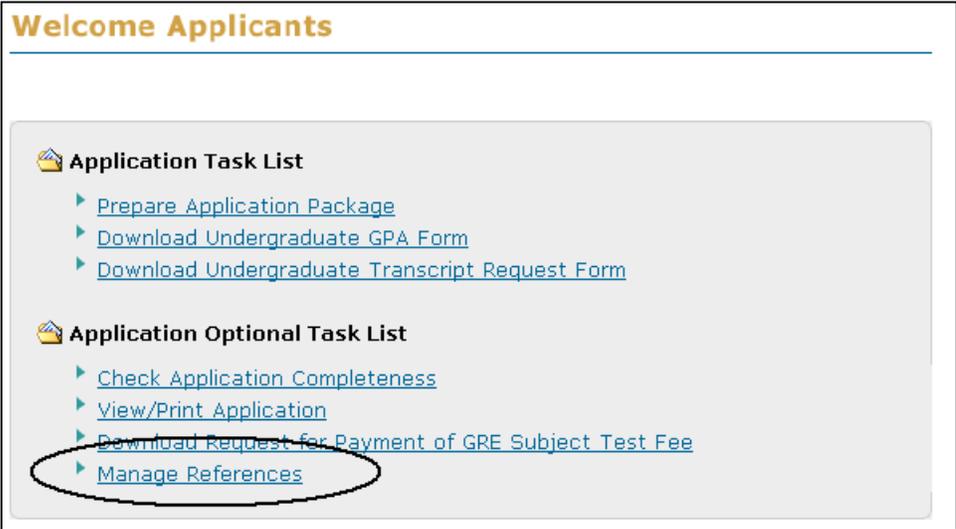


Figure 26: Manage References Link

10 WITHDRAW APPLICATION PACKAGE

The **Withdraw Application Package** link will be available in your Application Optional Task List. Click on this link to withdraw your application package before the submission deadline if you decide you do not want your application package reviewed for award consideration. If you wish to withdraw your application after the submission deadline, you must contact ASEE for that request.

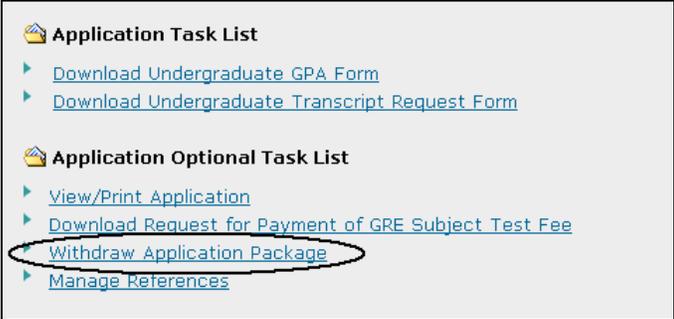


Figure 27: Withdraw Application Package Link

11 MANAGING YOUR USER PROFILE

Your user profile includes your name, demographic information, primary contact information, and secondary contact information. Your name and primary contact information are displayed in the Applicant Data area on the right side of your home page. You may view or update your profile at any time using the **Update My Profile** link found in the Applicant Data area.

When updating your profile information, you may make changes to your name, primary contact information, or secondary contact information. The required fields in your profile are marked with an asterisk.

TIP: All correspondence related to your application will be sent to your primary contact information. Your primary email address will also be the email address that all system-generated emails and reminders will be sent to. Please be sure that you keep this information up-to-date.

To Update Your Profile:

1. Click the Update My Profile link from your home page Applicant Data area.

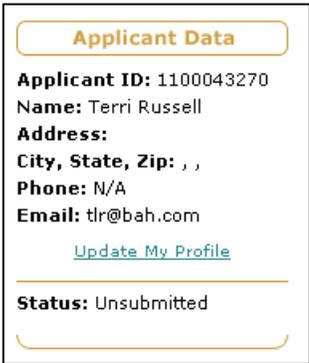


Figure 28: Update My Profile Link

Your current profile information is displayed with the ability to edit each field (see below.)

The screenshot shows a web form titled "Update My Profile" with three main sections:

- User Name:** Fields for *First Name (Fellow), MI (empty), Suffix (Jr), *Last Name (Name), and Maiden Name (empty). A "Privacy Act" link is present.
- Primary Contact Information:** Fields for *Street Address (222 Fellow Road, Unit F), *City (Alexandria), *State (Virginia), *Zip (22312), *Email (ctest40@nsf.gov), *Phone Number (5555555555), Ext. (empty), *Country (United States), and Postal Code (empty). A "Read Me" link is present.
- Secondary Contact Information:** Empty fields for Street Address, City, State, Zip, Email, Phone Number, Ext., Country, and Postal Code.

At the bottom of the form are "Save" and "Cancel" buttons.

Figure 29: Update My Profile Screen

2. Enter the changes to your profile information.
3. Click the Save button.

Once you have submitted the changes to your profile, a confirmation screen is displayed. You may select the GRFP Home Page link to return to your home page and task list. Any changes to your primary contact information will be reflected in the profile area of your applicant data.