Applying Electronically via NSF FastLane

Some federal sponsors currently have their own electronic research administration systems. Following are step-by-step instructions for applying electronically via NSF FastLane, the eRA system for the National Science Foundation (NSF), which is available at fastlane.nsf.gov/fastlane.jsp.

NOTE: You must pre-register with FastLane before submitting a proposal to NSF. Contact the Pre-Award Administrator for assistance.

To become familiar with the system, attend OSP FastLane training workshops and/or visit the NSF FastLane demonstration site at fastlane.nsf.gov/jsp/homepage/demo_site.html.

Following are the steps for applying for NSF grant funding via FastLane.

Step 1: To register as a PI in NSF FastLane, contact the Pre-Award Administrator.

Step 2: Complete the Cover Page using information found on the <u>Standard Institutional Information</u> page.

Step 3: Upload documents into applicable forms. Contact the Pre-Award Administrator for assistance.

Step 4: When uploading is complete, press the submit button.

NOTE: At this point, the proposal is made available to the Director of Sponsored Programs and to the Pre-Award Administrator.

Step 5: Contact the Pre-Award Administrator, who will then submit the proposal to NSF. (NSF sends the electronic confirmation receipt to the Pre-Award Administrator.)

Step 6: Within three (3) days of submission, the Chancellor submits an electronic signature to NSF via FastLane. (NSF sends the electronic confirmation receipt to the Pre-Award Administrator.)