

Allow or Remove Sponsored Project Office (SPO)/Authorized Organizational Representative (AOR) Access to a Proposal

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#) or of [Edit a Proposal](#)).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress
Temporary Proposal # - Title of the Proposal - Deadline Date

7577434 - SE ProdValid Jenkins Test	03/08/2016
7577433 - SE ProdValid Jenkins Test	03/08/2016
7577430 -	
7577428 - ACPT Validation - pradeep DNT	
7577427 - SBIR Phase I:	

[Edit] [Delete] [Check] [Allow SPO Access] [Proposal PIN] [Print] [Submit SBIR] [Submit STTR]

Create New Proposal

[Create Blank Proposal]

[SBIR Phase I] [SBIR Phase II] [STTR Phase I] [STTR Phase II]

[Go Back]

Figure 1 Proposal Actions screen. The Allow SPO Access button is circled.

2. Highlight the proposal you want to give the SPO access to in the **Temporary Proposals in Progress** list (Figure 1).
3. Click the **Allow SPO Access** button (Figure 1).
4. The **Proposal Errors/Warnings Screen** is displayed (Figure 2).
5. Click the **Proceed** button (Figure 2).

Proposal Errors/Warnings For Temporary Proposal Id 7303964

Proposal Errors
Items listed here will prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- No Title - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- Project Summary - You must enter information in all three text boxes on the Project Summary Page.
- No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the Supplementary Documents: Data Management Plan section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
- The Budget Justification for the Proposing Organization has not been provided. The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Biographical Sketch(es) - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- No Budget - The Budget has not been completed or uploaded. A Budget must be included for each year of support requested.
- No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- No Project Description - The Project Description has not been provided and is required. A Project Description must be uploaded.
- No References Cited - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Current and Pending Support - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

Proposal Warnings
Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- No Program Announcement/GRG Selected - A Program Announcement or Grant Proposal Guide (GRG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- No NSF Unit Selection - An NSF Unit has not been selected on the Cover Sheet form.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposed Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 2 Proposal Errors/Warnings screen.

6. The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 3) with these control options:
- [Allow SPO to view proposal](#)
 - [Allow SPO to view and edit the proposal](#)
 - [Allow AOR to view, edit, and submit proposal](#)

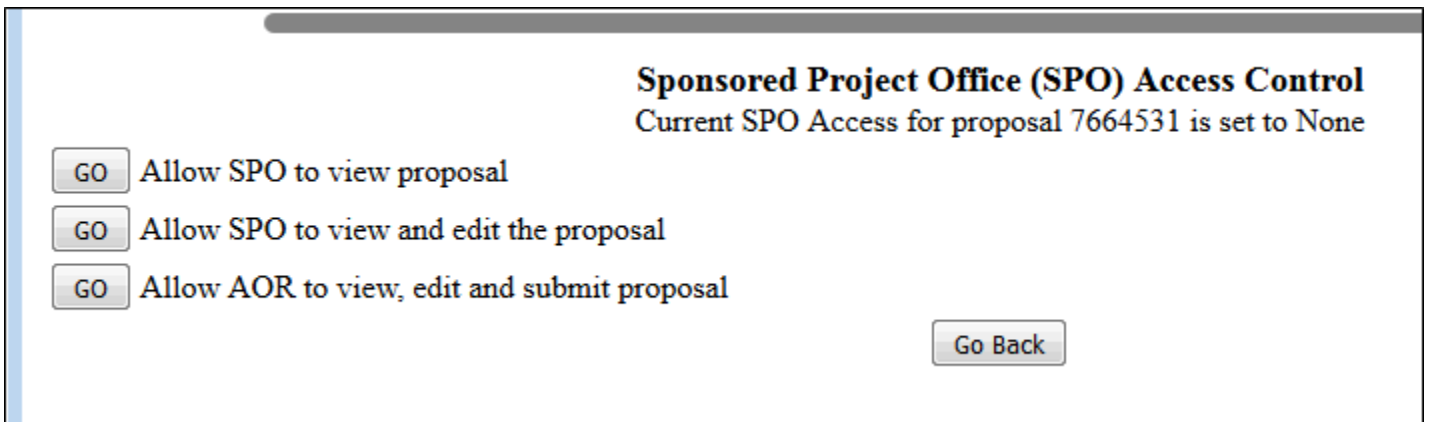


Figure 3 Sponsored Project Office (SPO) Access Control screen.

If the SPO already has access to a proposal, the **Sponsored Project Office (SPO) Access Control** screen displays as in Figure 4 with these options:

- [Allow SPO to view the proposal](#)
- [Allow AOR to view, edit, and submit proposal](#)
- [Remove all SPO access to this proposal](#)



Figure 4 Sponsored Projects Office (SPO) Access Control screen if the SPO already has access to the proposal.

Allow Authorized Organizational Representative (AOR) to View, Edit, and Submit a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Proposal](#)).

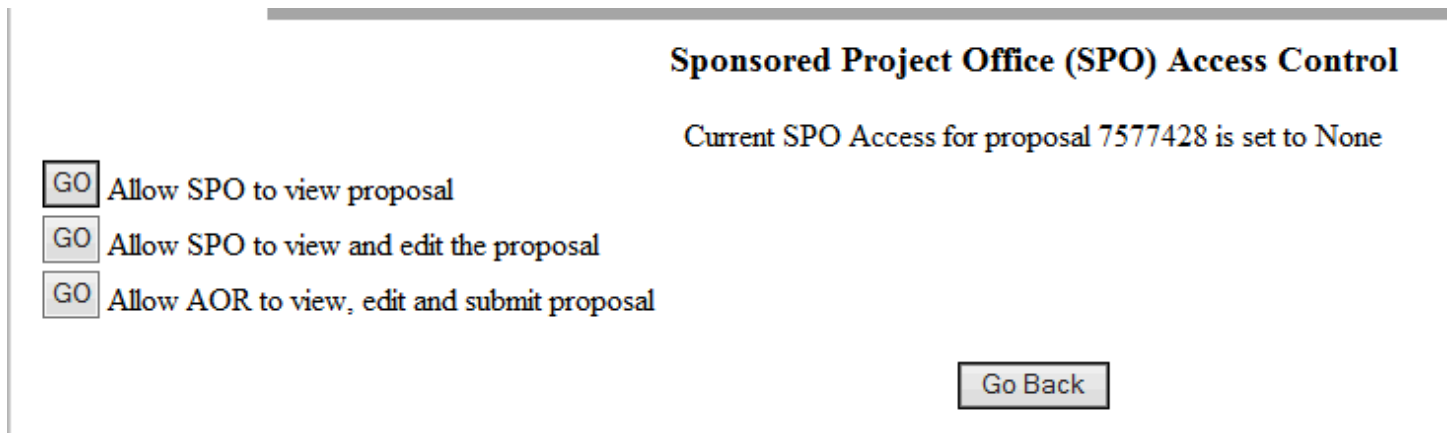


Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to View, Edit, and Submit Proposal is circled.

2. Click the **Go** button for Allow AOR to View, Edit, and Submit Proposal (Figure 1). A screen displays (Figure 2) with a message that the AOR now has full access to the proposal and with a list of the individuals who will receive emails from FastLane on the proposal's new access status.

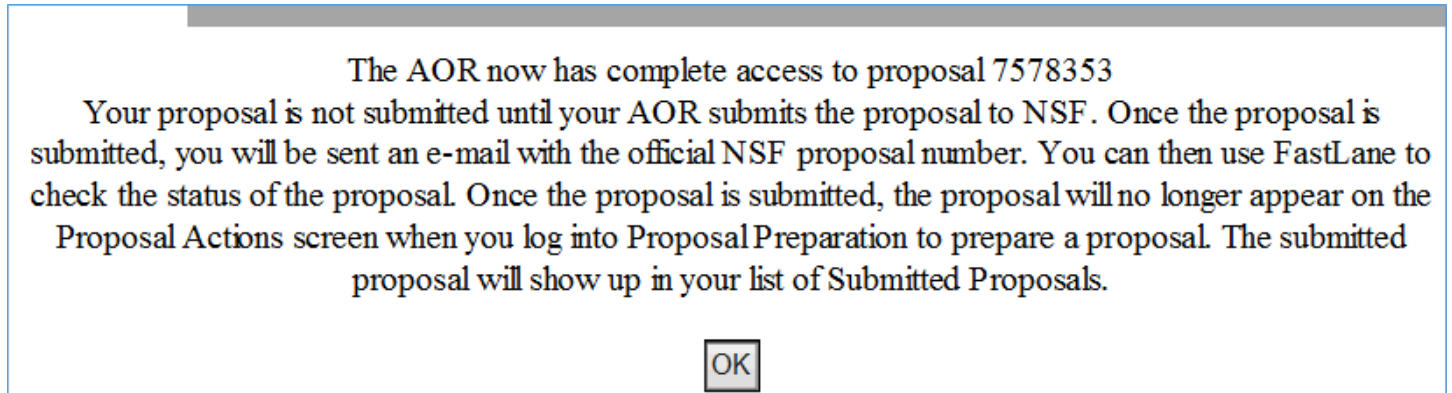


Figure 2 Screen with the message that the SPO now has full access to the proposal and with the list of people the NSF will notify of the SPO's access.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.