National Science Foundation (NSF)
Starting a Proposal in FastLane

Proposals to the NSF are submitted electronically by Office of Research and Sponsored Programs (ORSP) via the NSF Fastlane System. The PI must log on at https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp to start the application.

- Please make sure your profile is up-to-date. If you are new to Fastlane and need an account established, please contact ORSP to set one up
- Click on "Proposal Functions" and then click on "Proposal Preparation"
- Under "Create New Proposal," click on "Create Blank Proposal"
- Go to the Cover Sheet and select the appropriate Program Announcement/Solicitation and the appropriate NSF Unit (Directorate). Use the "Go Back" button at bottom of the page to navigate through the system and not the "Back" arrow in the top left corner.
- Your actions are automatically saved when you close out the application.
- Once the application is started, the PI must then give ORSP access to the application. On Proposal Actions screen, highlight the appropriate application from the Temporary Proposals in Progress list and then click on "Allow SRO Access." A Proposal Errors/Warning Screen will appear; click on "Proceed" and then select "Allow SRO to view, edit and submit proposal." This will allow ORSP to work on the application, but it will NOT be submitted until it is completed.
- ORSP will complete the remainder of the cover sheet.

A full copy of NSF's Proposal & Award Policies & Procedures Guide (PAPPG) can be found at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf20001&org=NSF