

FASTLANE AT UW

What is FastLane?

Developed by the National Science Foundation (NSF), FastLane is an experimental program that uses the World Wide Web technology to facilitate the exchange of information and transactions between NSF and the research community. UW is one of the 16 primary institutions participating in the design and evaluation of FastLane.

Why use FastLane?

The goal of FastLane is to streamline and re-design the way NSF does business with the individual researcher and the higher education research community. Doing business with NSF will be simpler, faster, more accurate and less expensive. Customers to FastLane will have more choices in how to do business with NSF and will be provided greater and quicker access to information.

Access to FastLane

FastLane uses the capability of a world wide web browser such as NCSA Mosaic or Netscape Navigator. Access to FastLane is provided by pointing the web browser to URL <http://www.fastlane.nsf.gov>

Getting Started

A Personal Identification Number (PIN) must be obtained from Grant & Contract Services (GCS) prior to using FastLane. Principal Investigator (PI) can request a PIN by phone or email from GCS, attention Sinh Simmons at: ssimmons@u.washington.edu or Doug Mounce at: mounce@u.washington.edu. Once a PIN is assigned, in most cases it will be activated immediately, the Investigator may share it with departmental staff or his/her designees to access FastLane.

Transactions available under FastLane

1/ Electronic Proposal Preparation and Submission:

A PI can prepare his/her own proposal or assign a separate PIN for a designee to complete a proposal on-line. However, the GC-1 electronic routing system is not yet available at the UW. For that reason, PI is requested to print a hard copy of the NSF Application Form for the routine routing to Department and College for signature prior to submission to GCS for final review, approval and submission of the electronic proposal via FastLane.

2/ Proposal Status Inquiry: To check the status of a pending proposal, the following must be entered: 7 digits of the NSF proposal number, PI last name and PIN. FastLane provides daily up-to-date information about a pending proposal in NSF such as whereabouts of a particular proposal and provides a link to NSF staff who currently is handling the proposal for responses.

3/ Continuation Funding Status: This function provides a daily updated status of the next incremental funding of an active grant.

4/ Notifications and Requests (N/R): A PI can prepare a request such as a no-cost extension and submit it to GCS via FastLane. An email from FastLane will prompt GCS staff to review the pending request. Upon review GCS staff can review, approve the request and notify NSF or return the request to the PI for modification and re-submit it to GCS via FastLane. The PI will be notified by FastLane of the current update of the request.

5/ Final Project Report: The Final Project Report (NSF Form 98A) can now be prepared, saved, completed on-line and submitted directly to NSF. An email confirmation will be sent to GCS from

FastLane upon their receipt of the final project report by FastLane.

6/ Institutional Management of FastLane: This function is available to UW Grant and Contract Services only as it provides access to institutional proposal submission, active awards, pending proposals, overdue reports and PIN administration.

7/ NSF Award Search: Users can submit requests for NSF database searches by topic areas such as NSF awards by State, Institution, NSF Program and by fiscal year within each category. A PIN is not required to access this function as it is available to the public.

8/ Proposal Review: This function allows Investigator who serves as an NSF Reviewer to enter and submit reviewer ratings and comments. After the user enters a valid NSF proposal number, Reviewer last name, and PIN, FastLane provides a template that can be used to "copy and paste" reviewer comments and to record other required information to the NSF database.

Implementation

UW faculty and staff are strongly recommended to take advantage of the University's participation in the FastLane experimental project to streamline research administration through the use of the advanced technology. For detailed instructions or training about using any of the NSF FastLane functions, please consult our web site at <http://depts.washington.edu/gcs/> or contact our Grant and Contract Coordinators Sinh Simmons or Doug Mounce at ext. 3-4043.

Revised 12/03/96