

Imperial College London

INTERNAL USER GUIDE


How to Apply for Funding to the National Science Foundation (using *FastLane*) with a Letter of Intent (LOI)

A Quick Guide to Funding with the NSF using a Letter of Intent (LOI)

<http://www.nsf.gov/>

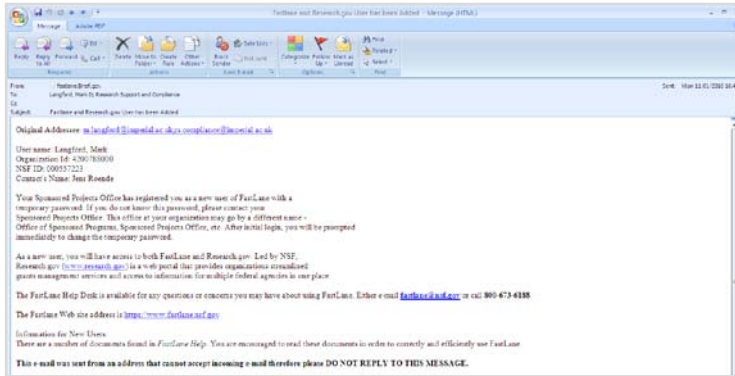


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<p>A</p>	<p>INTRODUCTION</p>
<p>1.</p>	<p>The National Science Foundation (NSF) is an independent US federal agency created by Congress in 1950 "to promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense".</p>  <p>The National Science Foundation fulfils their mission chiefly by issuing limited-term grants -- currently about 10,000 new awards per year, with an average duration of three years. The grants fund specific research proposals that have been judged the most promising by a rigorous and objective merit-review system. Most of these awards go to individuals or small groups of investigators. Others provide funding for research centres and facilities that allow scientists, engineers and students to work at the outermost frontiers of knowledge.</p> <p>NSF funds research and education in most fields of science and engineering. They do this through grants and cooperative agreements to more than 2,000 colleges, universities, businesses, informal science organizations and other research organizations throughout the U.S and the Rest of the World.</p>
<p>B</p>	<p>ACTIVATING YOUR 'NEW' USER ACCOUNT</p>
<p>NB</p>	<p><i>You will not be able to submit your NSF Application without a User Account.</i></p> <ul style="list-style-type: none"> • If you do not have a <i>FastLane</i> User account, contact the Research Office (rs.compliance@imperial.ac.uk). • If you have used your <i>FastLane</i> User account before to apply for funding go to Section C. • If you are using your <i>FastLane</i> account for the first time, continue using Section B.
<p>1.</p>	<p>When you have been registered by the Research Office, you will receive a system generated email which contains your account details.</p>

Click on the link within the body of the email to activate your account.

- An example is shown below:

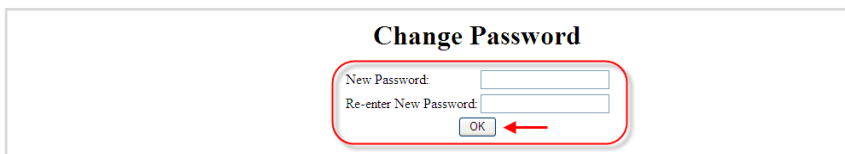


2. To continue, you must read the ‘**Rules of Behavior**’ as shown in the dialog box.

You must tick the box and click the ‘**Accept**’ button in order to proceed with the registration process. If you do not agree click the Decline button to exit from the system.




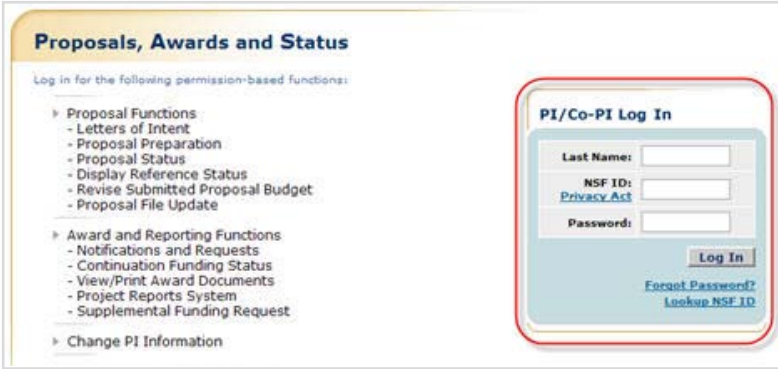
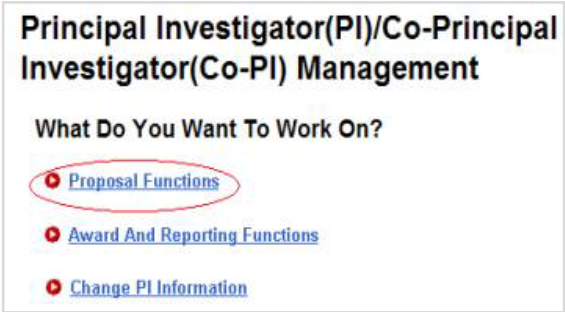
3. You must now change your password. **Enter/Re-enter your New Password.**



Click the **OK** button and the following screen will be displayed:



YOUR ‘NEW USER’ ACCOUNT WILL BE ACTIVATED

<p>C</p>	<p>COMPLETING YOUR PROPOSAL</p>
<p>1.</p>	<p>Open the NSF FastLane website at: https://www.fastlane.nsf.gov/index.jsp</p> <p>The FastLane Home Page screen will be displayed. Click Proposals, Awards, and Status.</p>  <p>The following screen will appear:</p>  <p>In the PI/Co-PI Login section type in the boxes the following information:</p> <ul style="list-style-type: none"> • Your Last Name. • NSF ID - Your NSF Identification number (in registration email) • Your Password <p>Click the Login Button.</p>
<p>2.</p>	<p>The Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen will be displayed.</p>  <p>Click Proposal Functions.</p>

The following screen will be displayed:

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Click **Letters of Intent**.

The **Letters of Intent** screen will now be displayed. The options for the Letters of Intent are on the **Create New LOI from Program Solicitation** tab.

Letters of Intent | MAIN Organization: National Science Foundation

Create New LOI from Program Solicitation Edit/View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy) From: To: Search View All

Program Solicitation Title:

NSF Organization:

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g., NSF-04-002) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

6 Program Solicitations found, displaying 1 to 6

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSF-04-610	Research in Disabilities Education (RDE)	03/07/2005	Directorate for Education & Human Resources	Create
NSF-04-576	Engineering Research Centers (ERC) Partnerships in Transforming Research, Education and Technology	09/30/2004	Division of Engineering Education and Centers	Create
NSF-04-507	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/22/2004	Division of Biotechnology & Environmental Systems	Create
NSF-04-603	Historically Black Colleges and Universities Undergraduate Program (HBCU-UP)	09/30/2004	Division of Human Resource Development	Create
NSF-04-503	Centers for Ocean Science Education Excellence (COSEE)	11/04/2004	Division of Ocean Sciences	Create
NSF-04-573	Informal Science Education (ISE)	11/05/2004	Directorate for Education & Human Resources	Create

This option will list all the available calls for proposals.

3. Click the **View All** button.

Letters of Intent | MAIN Organization: NSF

Create New LOI from Program Solicitation Edit/View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy) From: To: Search **View All**

Program Solicitation Title:

NSF Organization:

The **Letters of Intent** screen will be displayed on the **Create New LOI from Program Solicitation** tab, with all programs listed in the **Available Program** section.

Letters of Intent | MAIN Organization: National Science Foundation

Create New LOI from Program Solicitation Edit/View LOI

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Program Solicitation Title:

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NSF-04-503	Centers for Ocean Science Education Excellence (COSEE)	11/04/2004	Division of Ocean Sciences	Create
NSF-04-573	Informal Science Education (ISE)	11/05/2004	Directorate for Education & Human Resources	Create

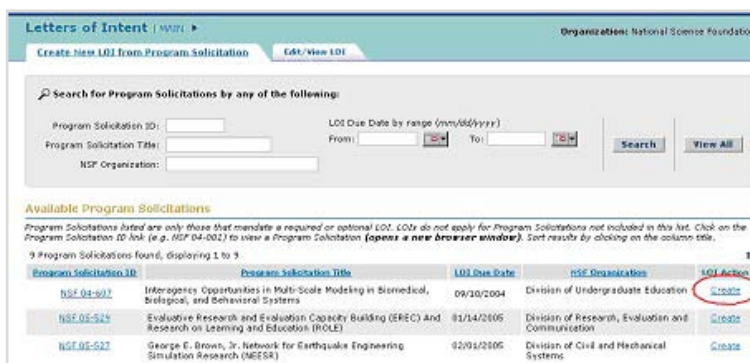
4. Determine which proposal you want to create a Letter of Intent for. Click **Create**.

NB: *Proposals (or solicitations) vary in their requirements for a Letter of Intent. FastLane displays only those information fields that are required for the proposals you are creating the Letter of Intent for.*

All Letters of Intent request the following information:

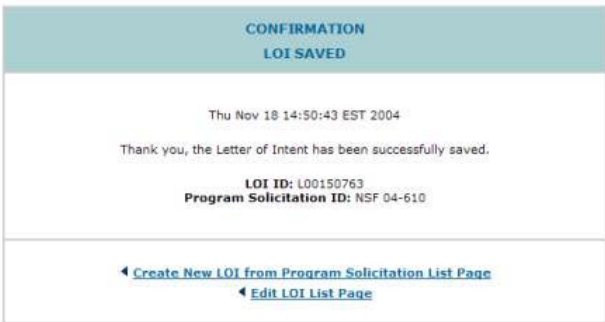
- Title of the project
- Synopsis of the project
- Confirmation of the point of contact for NSF inquiries
- The name and relevant information of the project PI

Open the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab.



5. The Create New LOI screen will now be displayed:

Complete all sections as described on the following page.

	<ul style="list-style-type: none"> • In the Project Information, Project Title box type the Project Title of the Letter of Intent. • In the Synopsis box type or copy and paste a synopsis of the proposed project. • From the Organisational Attribute drop-down list select organizational attribute. (optional) • In the Point of Contact for NSF Inquiries section, click the radio button for either of the following: <ul style="list-style-type: none"> ○ Use this user as point of contact (individual’s information is displayed already) ○ Use (alternate) name as point of contact. <ul style="list-style-type: none"> ▪ If you use the alternate point of contact, enter the First, Middle Initial, Last Name, Telephone Number and Email Address • In the Project PI section enter the First, Middle Initial, Last Name of the PI • In the Organisation box, type the name of your organisation (Full Name of Imperial College London). • In the Other Senior Project Personnel section you can edit, change, add or delete the name of personnel by clicking on the Add/Edit Personnel button. • In the Participating Organisations section you can edit, change, add or delete the name of the organisation by clicking on the Add/Edit Organizations button. • After you have completed the Letter of Intent, you have these options: <ul style="list-style-type: none"> ○ Save the Letter of Intent. ○ Forward the Letter of Intent to the SPO (PI only). ○ Submit the Letter of Intent (SPO for all Letters of Intent and PI for some types of Letters of Intent).
<p>6.</p>	<p>Save a New Letter of Intent:</p> <ul style="list-style-type: none"> • Check all fields of the LOI before saving. Click the Save button. <p>The Confirmation LOI Saved screen will be displayed.</p> 

The Letter of Intent is now saved and shown in the LOI Work in Progress section.



7. Submit a New Letter of Intent

A research Grants or Research Services Manager may submit any Letter of Intent.

A PI may directly submit Letters of Intent for certain types of solicitations. If a PI can submit a Letter of Intent, the Submit to NSF button displays, rather than the Forward to SPO button, on the Create New LOI screen.

Access the Create New LOI screen (Figure 1) and complete the Letter of Intent form.

Click the Submit button.



The Confirm LOI screen displays with a message for you to confirm that you want to submit the Letter of Intent to the NSF.



The Confirmation LOI Submitted to NSF screen will be displayed.



D	HELP
1.	<p>For further Help click on the link for National Science Foundation - FastLane Help Menu</p> <p>The National Science Foundation is based at:</p> <p>National Science Foundation 4201 Wilson Boulevard, Arlington, Virginia 22230, USA</p> <p>Tel: +00-1-703-292 5111 (or if your query is urgent you must call +00-1-703-673-6188) FastLane Helpdesk is available Monday to Friday 7am to 9pm EST (GMT -5 hours)</p> <ul style="list-style-type: none">• Email fastlane@nsf.gov.