

# Imperial College London

## INTERNAL USER GUIDE

### A Guide to the National Science Foundation (NSF) Account Registration

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A Quick Guide to FastLane On-line Registration

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



**It is recommended that the registration request be carried out at least 2-3 weeks prior to the submittal date of any National Science Foundation Proposal**

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<b>A.</b>	<b>REQUESTING AN ACCOUNT AS A PRINCIPAL INVESTIGATOR (PI)</b>
1.	<p>The Research Office carries out an administrative role for the system on behalf of Research Services Faculty Teams, Joint Research Office and Principal Investigators. All applicants or members of staff that will need access to the system must contact the Research Office (<a href="mailto:rs.compliance@imperial.ac.uk">rs.compliance@imperial.ac.uk</a>) if they wish to have an account set up.</p> <p>Imperial College is registered and FastLane is an Application/Proposal system used by the National Science Foundation, USA. The main purpose of <i>FastLane</i> is to prepare and submit electronic applications for funding. Imperial College is registered as an Institution on the system.</p>
2.	<p>To request a 'New User Account', the following details must be sent to the email address listed below:</p> <ul style="list-style-type: none"> <li>• First and Middle Initial and Surname</li> <li>• Role (see section B) <ul style="list-style-type: none"> <li>○ Research Services (Sponsored Projects Office)</li> <li>○ Principle Investigator (PI)</li> </ul> </li> <li>• Email Address:</li> </ul> <p>Email: <a href="mailto:rs.compliance@imperial.ac.uk">rs.compliance@imperial.ac.uk</a></p>
<b>B</b>	<b>ROLES AVAILABLE IN FASTLANE FOR AUTHORISED STAFF</b>
1.	<p><b><i>Research Services or SPO (Sponsored Projects Office)</i></b> An SPO is designated as a Research Grants or Research Services Manager within Imperial College. The SPO has institutional authority to legally bind Imperial College in grant administration by providing signature approval of submissions.</p> <p>The SPO can performing the following actions:</p> <ul style="list-style-type: none"> <li>• Serve as an authority responsible for submission of grant applications to the National Science Foundation.</li> <li>• View all grants within the institution, including status and award information.</li> </ul> <p><b><i>Principal Investigator (PI)</i></b></p> <p>A Principal Investigator will direct a research project or program supported by the NSF. The role of the PI within the NSF is to complete the grant process, either by completing the required forms through the NSF or by delegating this responsibility to another individual.</p> <p>The PI performs the following actions:</p> <ul style="list-style-type: none"> <li>• Access information for any grant and only those grants for which they are the designated PI.</li> </ul>