VCU
Office of Sponsored Programs
Office of Research

NSF Fastlane Introduction

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March 2012
NSF Fastlane

Topics:
• Proposal Life Cycle and Context
• Fastlane
• Preparation of NSF Applications
• VCU Office of Sponsored Programs review process including internal forms
• Signature authority
• Examples
Basic Terms and Definitions: Pre Award

Pre-Award:
- Pre-award administration includes all aspects of proposal development, proposal submission and negotiations before award is made.

The Office of Sponsor Programs will:
1. Review budgets
2. Ensure appropriate approvals have been obtained
3. Check the proposal to make sure that all necessary forms and information have been included
4. Conduct all necessary award negotiations and assist in the preparation of any additional documents requested by the sponsor during the course of those negotiations.

Pre-Award:
- PI prepares proposal with line item budget, IAF, COI and cost share form, if applicable
- Complete close out procedures at end of project:
  - scientific report
  - financial report
  - invention report
  - property report (if needed)
- G&C Accounting Office in conjunction with PI, Department set up Banner indexes for award administration and award costs
- Award
  - OSP receives award notification from Sponsor and negotiates changes if needed. Team Asst. notifies PI & FA of award (authorizes award in VCUeRA database)
- Sponsor reviews proposal and makes award

PI Submits Proposal to OSP
- OSP receives award notification from Sponsor and negotiates changes if needed. Team Asst. notifies PI & FA of award (authorizes award in VCUeRA database)

PI Prepares Proposal to OSP
- OSP reviews proposal and returns approved documents to PI for submission to sponsor or OSP submits electronically to sponsor

Award
- Complete close out procedures at end of project:
  - scientific report
  - financial report
  - invention report
  - property report (if needed)

G&C Accounting Office in conjunction with PI, Department set up Banner indexes for award administration and award costs

Pre-Award
- PI prepares proposal with line item budget, IAF, COI and cost share form, if applicable

START
Basic Terms and Definitions: Post Award

Post-Award:

- All activities after the award is issued by the sponsor and accepted by the University are considered post-award administration. Once OSP has received and examined the award to make sure all the conditions for acceptance have been met, it is processed in VCUeRA database and award authorization is sent to G&C for account set-up.

Grants and Contracts Accounting will:
1. Set up index account in Banner
2. Invoice or draw-down funds as outlined in the agreement
3. Assist PI in developing and submitting financial reports
4. Assist in fiscal management and close out of accounts (in conjunction with PI and department)

Office of Sponsored Program will:
1. Act as liaison between a sponsor and University
2. Review and approve requests for modification of grants/agreements
3. Assist in interpretation of rules, regulations, requirements, etc.
4. Issue any subawards authorized for the project
5. Assist in project closeout procedures

Post-Award:

OSP receives award notification from Sponsor and negotiates changes if needed. Team Asst. notifies PI % FA of award (authorizes award in VCUeRA database).

G&C Accounting Office in conjunction with PI, Department set up Banner indexes for award administration and award costs.

Complete close out procedures at end of project:
- scientific report
- financial report
- invention report
- property report (if needed)

OSP reviews proposal and returns approved documents to PI for submission to sponsor or OSP submits electronically to sponsor.

PI prepares proposal, IAF, COI and cost share form, if applicable.

PI submits proposal and internal communication to OSP.

Sponsor reviews proposal and makes award.

Award

START

PI Submits proposal and internal communication to OSP.
Summary of Electronic Proposal Submission Process at VCU (VCUeRA and non-VCUeRA)

1. **Proposal Central**
   - Proposal prepared in Proposal Central website

2. **American Heart Association**
   - Proposal prepared in AHA website

3. **Fastlane**
   - Proposal prepared in NSF’s Fastlane website

4. **Adobe**
   - Proposal prepared in Adobe package

5. **VCUeRA**
   - Proposal prepared in VCUeRA database

**Routing and approval (incl. IAF, COI) sent via paper or emailed (scanned) to dirospa@vcu.edu**

6. **OSP Receives and Reviews Proposal**

7. **PI grants edit/submit access to OSP**

8. **Adobe Package uploaded and sent via VCU FileDrop by PI**

9. **Electronic routing and approval in VCUeRA (incl. IAF, COI)**

10. **Optional for Proposal Central**

11. **PI Submits proposal**

12. **OSP Submits Proposal**

**Electronic Receipt and Confirmation**
Proposal Preparation: Key Point

• If NIH application at VCU = use VCUeRA

• If non-NIH federal application* = use Grants.gov

• **NSF opportunity** may state option to use Grants.gov or Fastlane, currently at VCU

  **NSF = use Fastlane**

(*Note: may be exceptions depending on sponsor or agency, so follow available guidelines)
Proposal Preparation: Fastlane

- Important = Need a PI user account to NSF
  Link to request account at VCU:
  http://www.research.vcu.edu/osp/nsf_fastlane_account_form.htm

Log in at:
https://www.fastlane.nsf.gov/index.jsp
Proposal Preparation: Fastlane

- **Fastlane** “is the National Science Foundation (NSF) online website through which we conduct our relationship to researchers and potential researchers, reviewers, and research administrators and their organizations.”

- Work done in modules, i.e., ‘Proposals..,’ ‘Research Administration,’ etc.

- Fastlane transition to [Research.gov](https://www.research.gov)
# Proposal Preparation: Fastlane

- Proposals, Awards and Status, functions

## Table 1  Proposal, Awards, and Status Applications

<table>
<thead>
<tr>
<th>FastLane Application</th>
<th>Who</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change PI Information</td>
<td>PI, Co-PI</td>
<td>Change your profile information that NSF has on file.</td>
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### Proposal Functions

| Letters of Intent             | PI, Co-PI            | • Prepare a Letter of Intent in response to an NSF solicitation.          |
|                               |                      | • Forward a Letter of Intent to the SPO for submission.                   |
| Proposal Preparation          | PI, Co-PI, OAU       | • Prepare and edit a proposal.                                           |
|                               |                      | • Delete a proposal.                                                      |
|                               |                      | • Forward a proposal to the SPO for submission.                          |
|                               |                      | • Withdraw a submitted proposal.                                         |
| Proposal Status               | PI, Co-PI            | • Check the status of a submitted proposal.                               |
|                               |                      | • View any existing reviews of a submitted proposal.                     |
| Revise Submitted Proposal Budget | PI, Co-PI, OAU     | Revise the budget of a submitted proposal at the request of the NSF Program Officer. |
| Proposal File Update          |                      | Revise a proposal after it has been submitted (permitted for all unsolicited proposals and for solicited proposals before the solicitation proposal deadline). |
Proposal Preparation: Fastlane

• Proposals, Awards and Status Guide
• Forms (Can view Demo Site)
Proposal Preparation: Fastlane

- After proposal is complete, give edit/submit access to OSP
Log in and create application in Fastlane

PI gives access to OSP for review; OSP submits application after review.
Path #3: Non-VCUeRA Electronic Proposal Submission

PI prepares proposal in manner requested by sponsor’s announcement. IAF and COI are completed in hard copy, a copy provided to department chair(s), IAF routed to school dean(s) for signature.*

Signed IAF and COI are **EITHER** dropped off to OSP **OR** scanned and emailed to OSP’s dirospa@vcu.edu along with finalized adobe package (if Grants.gov) via [VCU’s FileDrop service](http://www.research.vcu.edu/forms/osp.htm). All due to OSP at least five (5) days prior to sponsor-published deadline.

OSP receives and reviews proposal; resolves all concerns. PI must finalize research plan three (3) business days prior to deadline.

*Note: If proposal is a “clinical trial,” approval from CRSO office is required. CRSO Approval signature is included on the IAF Form.

OSP typically submits electronic proposals (unless sponsor allows for PI submission.)

Visit [http://www.research.vcu.edu/forms/osp.htm](http://www.research.vcu.edu/forms/osp.htm) for required forms.

http://www.research.vcu.edu/osp/submissions.htm
Required forms:

- Every proposal forwarded to OSP must have 3 internal documents
  - Internal approval form (IAF)
  - Conflict of interest (COI) form
  - Internal Budget
- All proposals are forwarded (copied) to dept. chair and approved school dean before coming to OSP for University level review and approval prior to submission to the potential sponsor

Routing process requires different levels:

PI → Dept → Dean → OSP

(Informal)
VCU Internal Forms: Internal Approval Form (IAF)

Purpose of IAF:

- IAF identifies and records all relevant data about the project: who, what, where, when and how much?
- Identifies areas of compliance that will be involved in the project
- Documents PI’s acceptance of responsibility for project
VCU Internal Forms: IAF

Purpose of IAF:

- Documents department and school’s review of science and commitment of human, lab space, or other resources
- VCU’s authorized official signs for University based on PI, dept. chair & school dean commitments
Basic Forms and Certifications at VCU

Purpose of COI form, definition of term:

- To report any actual or potential conflict of interest
- Refer to COI Policy

Related VCU Policies:

- Implementation of federal law
- Implementation of state law

COI form to be included in routing:
http://www.research.vcu.edu/forms/ConflictOfInterestDisclosureForm.doc
Budgets for Project Activities

Budget development:

- Review the sponsor’s guidelines
  - Indicates allowable costs
  - Also indicates cost share requirements, if any

- Can utilize OSP Excel budget worksheets to develop budget to enter in Grants.gov forms

Excel budget sheets available on OSP website:
http://www.research.vcu.edu/forms/osp.htm
Signature Authority

Authorized official:

- All Applications for Funding Need University Approval Before Submission
- Susan E. Robb, Asst. Vice-President for Research Administration is VCU’s authorized signing official
- VCU Board of Visitors resolution gives Asst. VP for Research Administration signature authority on the application for, and awards of, grants and other monies
- Signature implies acceptance of federal assurances and certifications as described in federal grants policy guidelines

Signature Authority

Policies and procedures:

- OSP is office authorized to review and submit sponsored project proposals and receive awards
- OSP is official contact for the University on administrative award-related matters
- Only VCU OSP reviewers are authorized (by signing official) to submit to sponsor on behalf of institution
- If a sponsor’s electronic system requires the PI to submit the proposal, the PI is only authorized to do so after the IAF, COI & proposal have been reviewed and approved by OSP

NSF Opportunity Search

Log in and create application in Fastlane

PI gives access/submits to OSP for review; OSP submits application to NSF after review
Examples

Contact Office of Research

Home page: http://www.research.vcu.edu/index.htm

Office of Sponsored Programs (OSP)

Office of Technology Transfer (OTT)

Office of Research Subjects Protection (ORSP)

Office of Education and Compliance (OECO)

Division of Animal Resources (DAR)
End of Presentation

Questions/Comments?

Thank you.