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Create a New Proposal

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

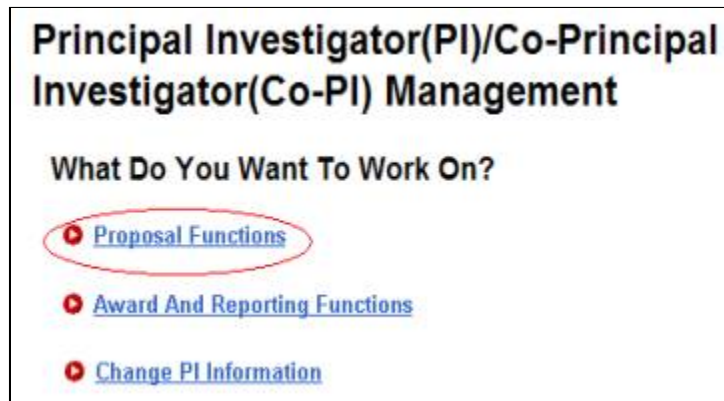


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

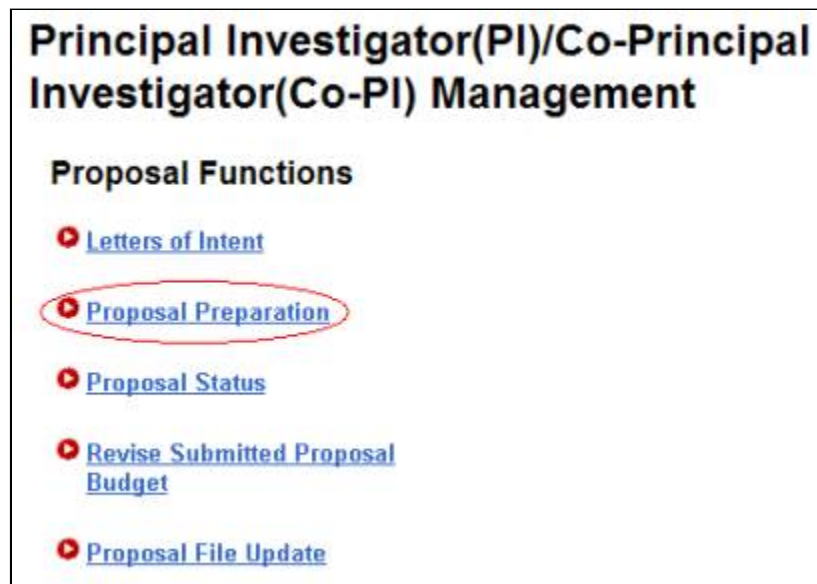


Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide (GPG)*, NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/2004/nsf041/becexamples.pdf \(opens new window\)](http://www.nsf.gov/pubs/2004/nsf041/becexamples.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

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Figure 3 Principal Investigator (PI) Information screen. The Prepare Proposal buttons are circled.

- Click either one of the **Prepare Proposal** buttons (Figure 3). The **Proposal Actions** screen displays (Figure 4).

Figure 4 Proposal Actions screen. The Create Blank Proposal button is circled.

- Click the **Create Blank Proposal** button (Figure 4). The **Form Preparation** screen displays (Figure 5). See [Prepare Proposal Forms](#) for instructions on how to work on all the proposal forms on the **Form Preparation** screen.

Forms for Temp. Proposal #7200400

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/27/04	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)		<input type="button" value="GO"/> Link Collaborative Proposals	N/A
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 5 Form Preparation screen.

See also:

- [Prepare proposal forms](#)

Create a New Proposal

- [Create a template for a proposal](#)
- [Create a new proposal from a template](#)
- [Edit a proposal](#)
- [Assign a PIN to a proposal](#)
- [Check a proposal for completeness](#)
- [Allow or Remove SPO access to a proposal](#)
- [Copy a submitted proposal](#)
- [Delete a proposal template](#)