

## NSF PROPOSAL INSTRUCTIONS

**If you plan on submitting a research proposal this fall, please let me know as soon as possible.**

You will be submitting your NSF proposal electronically using NSF FastLane at: <https://www.fastlane.nsf.gov/>, this site includes a FastLane demonstration link. If you haven't used FastLane in the past or you need a refresher, you can go here to get familiar with FastLane functions.

If you need to register for a **FastLane password or have misplaced your password** go to: <http://www.osp.cornell.edu/FastLane/>

Please assign a PIN to your proposal so that I can assist you with your proposal. Please let me know what the temporary proposal number is and the PIN you assign. *See instructions on assigning a PIN.*

Please review the Information on the format of the proposal as this has changed and NSF cautions proposers that proposals not in conformance with this guidance may be returned without review.

If your proposal has anything out of the ordinary (i.e. a proposal which changes your contractual obligations - like teaching load; which requires matching funds from a departmental, college or university source) it requires negotiations with the chair.

It has been brought to my attention that some of the PI's personal information in FastLane is incorrect. Please check your information and edit if necessary.

**Please plan on completing your proposal two weeks prior to the NSF deadline/target date for your program.**

Thank you in advance for your cooperation.