



## NSF/ Fastlane

Refer to the opportunity for specific requirements, which take precedence

Getting Started: Preparing Your Application Using [NSF FastLane](#)

## Basic Requirements:

|                                      |   |                    |
|--------------------------------------|---|--------------------|
| ePAWS # _____<br>or<br>Coeus # _____ | PI Name:<br>_____   | Due Date:<br>_____ |
| Allowable fonts                      | Arial, Courier New, Or Palatino Linotype at size 10 point or larger; Times New Roman, Computer Modern family of fonts at size 11 point or larger; Macintosh users also may use Helvetica and Palatino fonts.<br>Black in color, smaller fonts may be used in equations, tables and figure legends |                    |
| Type Density                         | No more than 6 lines of text per vertical inch  |                    |
| Pagination                           | FastLane does not automatically paginate a proposal. Each section of the proposal that is uploaded as a file should be individually paginated prior to being uploaded to the electronic system.   |                    |
| Margins                              | One inches all around   |                    |
| Page Formatting                      | Use only single columns   |                    |
| PDF Attachments                      | Convert to PDF prior to upload.   |                    |

## Standard Elements:

|                     |   |
|---------------------|---|
| Cover Sheet         | <p><b>Interdisciplinary proposals:</b> ensure all relevant programs are identified.</p> <p><b>Renewal proposals:</b> previous award numbers have been entered.</p> <p><b>Related preliminary proposal:</b> Enter related number (if applicable).</p> <p>For each proposal that describes an <b>international activity and/or conference</b>, PIs should list the primary countries involved (see "2 Digit Country Codes" on NU-RES site).</p> |
| Project Summary     | <p>Three text boxes: <b>Overview; Intellectual Merit; Broader Impacts.</b></p> <p>Total length: <b>4,600 characters</b></p> <p><b>Special Characters:</b> Upload as pdf in the Supplementary Doc section with the three separate headings.</p>  |
| Table of Contents   | Automatically generated by Fastlane.  |
| Project Description | <p>Must contain:</p> <ul style="list-style-type: none"> <li>as a separate section within the narrative, a section labeled "Broader Impacts".</li> <li>Results for Prior NSF Support which includes two, distinct headings: Intellectual Merit; Broader Impacts.</li> </ul> <p>Do not use URLs</p> <p><b>Page Limit:</b> 15 Pages (unless otherwise noted)</p>   |

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|  |   |
| References Cited   | Must include all authors, not “et al.”.   |
| Biographical Sketch(es)  | Required for each individual identified as senior personnel.<br>Must be uploaded as a <b>single pdf</b> for each individual.<br><b>Page Limit:</b> 2 pages  |
| Budget & Budget Justification                                  | <b>Salary</b> for senior personnel may not exceed two months. If anticipated, any compensation for such personnel in excess of two months must be disclosed in the proposal budget, justified in the budget justification, and must be specifically approved by NSF in the award notice budget.<br><b>Form</b> must include names of senior personnel and person months of effort. If no person months of effort requested, do not include in Section A of budget. Rather, describe their role in the Facilities, Equipment, and Other Resources Section.<br><b>Do not</b> include Cost Sharing (Line M) unless required by instructions.<br><b>Justification Page Limit:</b> 3 pages |
| Current & Pending Support                                      | Required for each individual identified as senior personnel. Include all ongoing projects and pending proposals, <b>including this proposal</b> , even if no salary support is provided.<br>Must include total award amount for entire period and number of person months devoted, regardless of source of salary support.<br>Must be uploaded as a <b>single pdf</b> for each individual.  |
| Facilities, Equipment & Other Resources                        | Describe only those resources that are directly applicable to the proposal. Include one description of the internal and external resources (both physical and personnel) that the organization <b>and</b> its collaborators will provide to the project.<br>Although <b>voluntary cost sharing is prohibited</b> , information may be included on this form that describes resources not paid for by the proposal budget.<br><b>Do not</b> include quantifiable financial information.<br>If there are no facilities, equipment, or other resources, include a statement to that effect and upload to this section of FastLane.   |
| Supplementary Doc:<br>Data Management Plan                     | Describe how the proposal will conform to NSF policy (see AAG Chapter VI.D.4 of NSF PAPPG) on the dissemination and sharing of research results.<br><b>Collaborative Proposals</b> and proposals that include <b>subawards</b> : only one mentoring plan may be submitted for the entire project.<br><b>Page Limit:</b> 2 Pages   |
| Supplementary Doc:<br>Post -Doctoral Researcher Mentoring Plan | Each proposal that requests funding to support <b>postdoctoral researchers</b> must include a description of the mentoring activities that will be provided for such individuals.<br><b>Collaborative Proposals</b> and proposals that include <b>subawards</b> : only one mentoring plan may be submitted for the entire project.<br>Where PostDoc researcher is listed in Section A of the FastLane Budget and is functioning in a Senior Personnel capacity (i.e., responsible for the scientific or technical direction of the project), a <b>mentoring plan is not required</b> .<br><b>Page Limit:</b> 1 page   |
| Single Copy Doc:<br>Collaborators & Other Affiliates           | Must be separately provided for <b>each</b> individual identified as senior project personnel.<br><b>Include:</b> Collaborators and co-Editors; Graduate Advisors and Postdoctoral Sponsors; and Thesis Advisor and Postgraduate-Scholar Sponsors.  |

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| <p>Single Copy Doc:<br/>Deviation Authorization</p>     | <p><b>Optional:</b> Conformance is required and will be strictly enforced by NSF, unless authorization to deviate from standard requirements has been approved by NSF <b>prior to</b> proposal submission.<br/>Must include an authorization to deviate from standard NSF proposal preparation instructions for individual deviations, by identifying the name, date and title of the NSF official authorizing the deviation.</p> |
| <p>Single Copy Doc:<br/>List of Suggested Reviewers</p> | <p><b>Optional:</b> may include a list of suggested reviewers (including email address and institutional affiliation) who they believe are especially well qualified to review the proposal. Proposers also may designate persons they would prefer not review the proposal, indicating why.</p>  |

### Collaborative Proposals:

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| <p>Format</p>                                      | <p>Project title must begin with the words "<b>Collaborative Research:</b>"</p>   |
| <p>Link Collaborative Proposals</p>                | <p>Each non-lead organization must assign their proposal a proposal PIN. Proposal PIN and the temporary proposal ID generated by FastLane when the non-lead proposal is created and must be provided to the lead organization <b>before</b> the lead organization submits its proposal.<br/>The lead organization must then enter each non-lead organization(s) proposal PIN and temporary proposal ID into the FastLane lead proposal by using the "<b>Link Collaborative Proposals</b>" option found on the FastLane "Form Preparation" screen.</p> |
| <p>Required Sections for Lead Organization</p>     | <p>Cover Sheet<br/>Project Summary<br/>Table of Contents (auto generated)<br/>Project Description<br/>References Cited<br/>Biographical Sketch(es)<br/>Budget &amp; Budget Justification<br/>Current &amp; Pending Support<br/>Facilities, Equipment &amp; Other Resources<br/>Data Management Plan<br/>Postdoctoral Mentoring Plan (if applicable)</p>   |
| <p>Required Sections for Non-Lead Organization</p> | <p>Cover Sheet<br/>Table of Contents (auto generated)<br/>Biographical Sketch(es)<br/>Budget &amp; Budget Justification<br/>Current &amp; Pending Support<br/>Facilities, Equipment &amp; Other Resources</p>   |

### Getting Help

**Support:** [NU-RESHC@northeastern.edu](mailto:NU-RESHC@northeastern.edu)

**Grant Officer:** <https://research.northeastern.edu/nu-res/contact/>

**Northeastern University Research Enterprise Services**

**e-Submissions Site:** <https://research.northeastern.edu/nu-res/e-submissions/>