

Create a Proposal File Update

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

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

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

3. Click **Proposal File Update** (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).

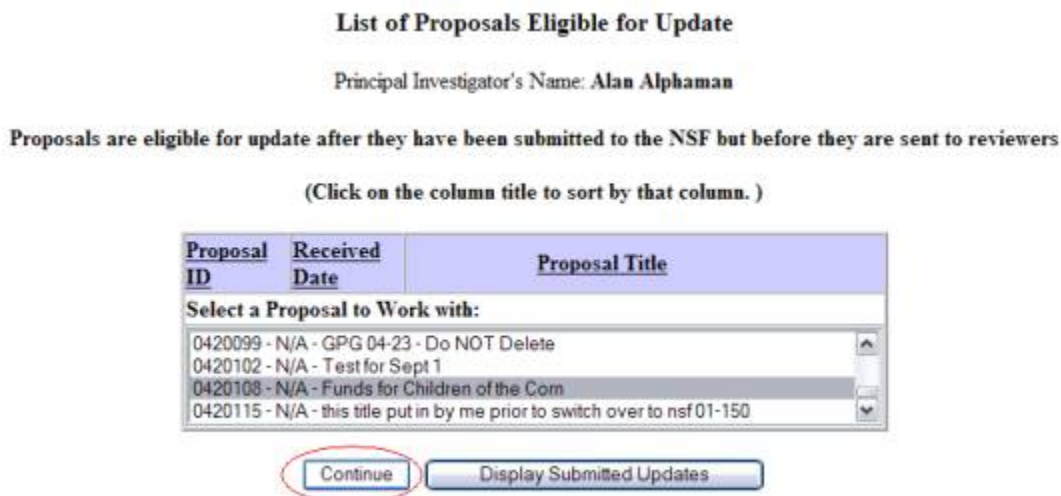


Figure 3 List of Proposals Eligible for Update screen. The Continue button is circled.

4. Highlight the proposal you want to work on in the **List of Proposals Eligible for Update** (Figure 3).
5. Click the **Continue** button (Figure 3). The **Proposal Update Control** screen for that proposal displays (Figure 4).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

There are no updates in progress for this Proposal.
Please click on the "Create Update" button to proceed.

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

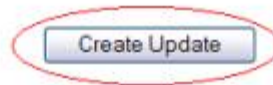


Figure 4 Proposal Update Control screen for the selected proposal. The Create Update button is circled.

6. Click the **Create Update** button (Figure 4). The **Proposal Update Control** screen for the proposal displays (Figure 5).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Initially Created on Sep 23 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

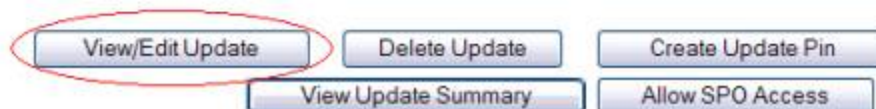


Figure 5 Proposal Update Control screen. The View/Edit Update button is circled.

7. Click the **View/Edit Update** button (Figure 5). The **Proposal Update Form Preparation** screen displays (Figure 6). This screen lists all the sections of the proposal; you can update any section except the Postdoctoral Mentoring Plan. .



Figure 6 Proposal Update Form Preparation screen. The Go button for Project Summary is circled.

8. Click the **Go** button for the section that you want to update (Figure 6). See [Prepare Proposal Forms](#) for the instructions for any section.
9. Type or copy and paste text in the text box for the section. Or, for a Project Summary with Special Characters, upload a new file to replace the old file in the Supplementary Documents section. See [Acceptable Formats for FastLane](#) and [Upload a File](#) for

instructions. After you have accepted the uploaded section or saved the text in the text box, the **Proposal Update Form Preparation** screen displays (Figure 7). The updated section (the Project Summary in Figure 7 as an example) now displays in red and is marked as Changed with the date of the change.

Proposal Update

Proposal Number: 0707552
Original Title: PRS 11/18/06 Release Functional Verification 16
Created Date: Jun 10 2010

Form Preparation

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

New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.

Form	Saved		Form	Saved
<input type="button" value="GO"/> Cover Sheet (Changed)	10/24/12	<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 (Changed)		04/22/12
<input type="button" value="GO"/> Budgets (Including Justification) <small>Budgetary updates are available through Revise Submitted Proposal Budget module. Please click here for more information.</small>		<input type="button" value="GO"/> Current and Pending Support		
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources				
Single Copy Documents		Supplementary Documents		
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Data Management Plan (Changed)		02/13/11
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Project Summary with Special Characters		
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Other Supplementary Docs		
<input type="button" value="GO"/> Additional Single Copy Documents (Changed)	11/18/10	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel <small>Contact your Program Office for Pre-Award Personnel changes. Please click here for more information.</small>		
		<input type="button" value="GO"/> Change PI		

Figure 7 Proposal Update Form Preparation screen. The updated section (circled) is in red and marked as Changed with the date of the change. The Proposal Update Justification Note button is circled.

10. Repeat Step 9 for any sections you want to replace.
11. Click the **Proposal Update Justification Note** button (Figure 7). The **Justification Note** screen displays (Figure 8) with a text box for entering the justification for the Proposal File Update.

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Please provide a justification for the requested form updates in the space provided below. Please note why you are requesting file replacement(s) and describe any changes between the original and proposed replacement forms.

Type your justification here.



Figure 8 Justification Note screen. The OK button is circled.

12. Type or copy and paste the Justification in the text box (Figure 8).
13. Click the **OK** button (Figure 8). A screen displays (Figure 9) with the message that the Justification Note has been saved.

Justification Note for the update has been saved.



Figure 9 Screen with the message that the Justification Note has been saved.

14. Click the **OK** button (Figure 9). The **Proposal Update Form Preparation** screen displays (Figure 7).

Create an Update PIN

1. Access the **Proposal Update Control** screen (Figure 1) (see [View and Edit a Proposal File Update](#), Step 1 through Step 5).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Initially Created on Sep 23 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

Figure 1 Proposal Update Control screen. The Create Update PIN button is circled.

2. Click the **Create Update PIN** button (Figure 1). The **Proposal File Update PIN Control** screen displays (Figure 2).

Proposal File Update PIN Control for Proposal No. 0420108

Type the PIN number you want to assign to the Proposal File Update:

Please type the PIN again:

Figure 2 Proposal File Update PIN Control screen. The OK button is circled.

3. Type the PIN number in the boxes (Figure 2).

4. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the PIN number has been changed.
5. Click the **OK** button (Figure 3). The **Proposal Update Control** screen displays (Figure 1).

Allow SPO Access to a Proposal File Update

1. Access the **Proposal Update Control** screen (Figure 1) (see [View and Edit a Proposal File Update](#), Step 1 through Step 5).

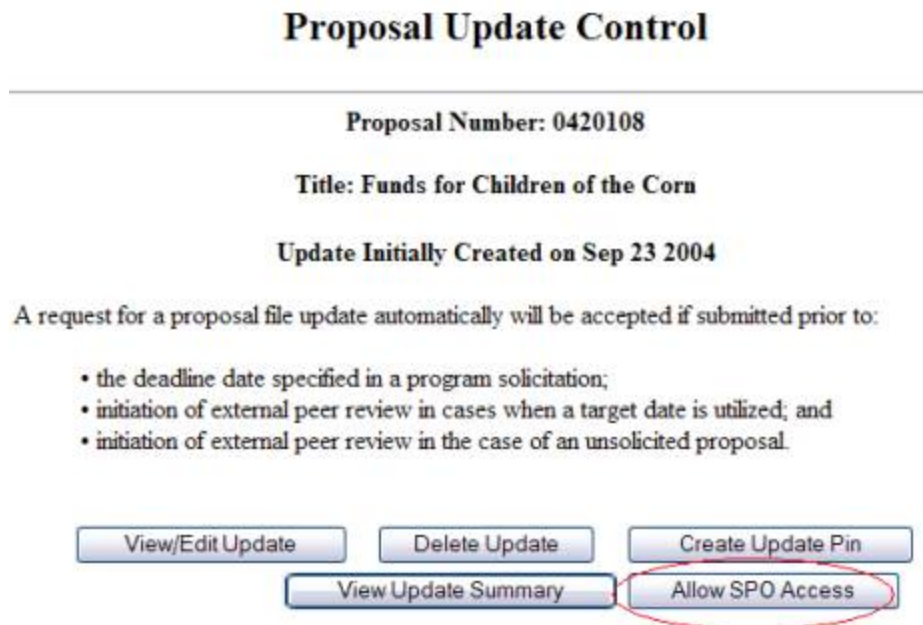


Figure 1 Proposal Update Control screen. The Allow SPO Access button is circled.

2. Click the **Allow SPO Access** button (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to allow SPO access to the Proposal File Update.



Figure 2 Screen with message for you to confirm that you want to grant the SPO access to the update. The OK button is circled.

3. Click the **OK** button (Figure 2). The **Access to Proposal File Update Has Been Given to Your SPO** screen displays (Figure 3) with the message that the SPO has access to the Proposal File Update. The screen also lists the names of people to whom FastLane has sent emails to notify them of the SPO's access.

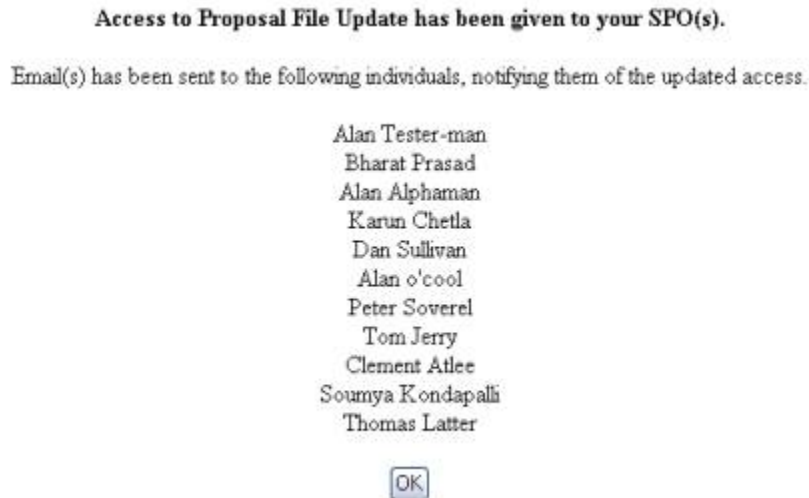


Figure 3 Access to Proposal File Update Has Been Given to Your SPO screen.

4. Click the **OK** button (Figure 3). The **Proposal Update Control** screen displays (Figure 4) with the update now listed as a Forwarded Update.

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

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- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

Forwarded Updates

1 - Allow SPO Submit

View Update SummaryRemove SPO Access

Figure 4 Proposal Update Control screen after you have given the SPO access to the Proposal File Update.