

1. On the **FastLane Home Page** screen (Figure 1), click **Research Administration**. The **Research Administration Login** screen displays (Figure 2).

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**FastLane**  
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

**FastLane User Support** (7 AM to 9 PM Eastern Time • M-F)  
**1-800-673-6188**  
FastLane Availability (recording):  
**1-800-437-7408**

Proposals, Awards and Status | Proposal Review | Panelist Functions | **Research Administration** | Financial Functions

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**Quick Link**

- ▶ **Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events**
- ▶ **Registration Information**
- ▶ **Award Search and Funding Trends**

**Advisories**

- 03/21/13 - Attention Research Organizations: On March 18, 2013, NSF's FastLane system began automated compliance checking and enforcement**
- 03/17/13 - Attention: Starting on March 18, 2013, NSF Project Reports were transitioned to Research.gov.**
- 09/14/12 - Special Budget Instructions for all Postdoctoral Fellowship and Doctoral Dissertation Research Improvement Grant (DDIG/DDPIC) Applicants**

Figure 1: FastLane Home Page screen. The Research Administration link is circled.

**Research Administration**

Login for the following permission based functions:

- ▶ Accounts Management
- ▶ Letters of Intent
- ▶ Proposals/Supplements/File Updates/Withdrawals
- ▶ Award Documents
- ▶ Forwarded/Submitted Revised Budgets
- ▶ Notifications & Requests
- ▶ Organizational Reports
- ▶ Project Reports
- ▶ Authorized Organizational Representative Functions

**Log In**

Last Name:

NSF ID:   
[Privacy Act](#)

Password:

Select one:

- Research Administration
- Submit EDI Proposals

**Log In**

[Forgot Password?](#)  
[Lookup NSF ID](#)

Figure 2: Research Administration Login screen.

The Login box, the radio button for Research Administration, and the Login button are circled.

2. In the **Login** section (Figure 2), enter the following in the boxes for:
  - **Last Name**
  - **NSF ID** (your National Science Foundation Identification number)
  - **Password**

3. Click the radio button for Research Administration (Figure 2).
4. Click the **Login** button (Figure 2). The **Research Administration** screen displays (Figure 3), with the listing of functions for which you have permissions.
5. Click on a function link Figure 3) to go to that function in Research Administration:
  - Notifications and Requests

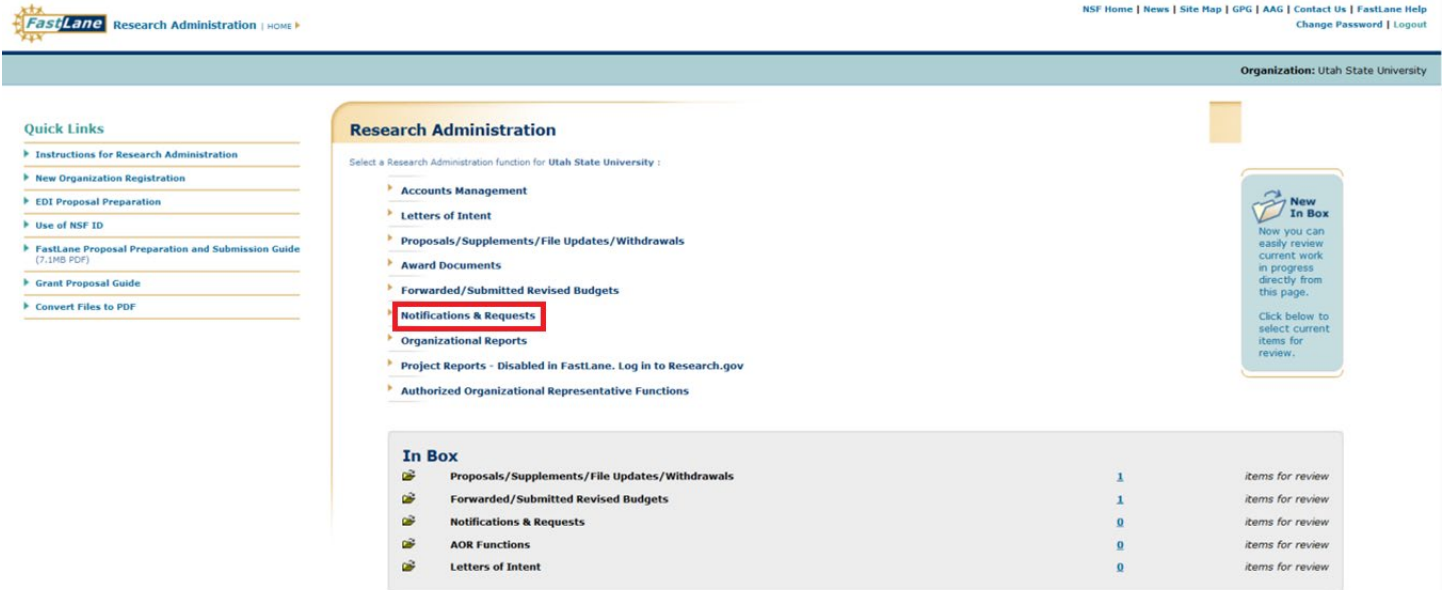


Figure 3: Research Administration screen.

6. Access the **Prepare a New Notification or Request** screen (Figure 4)

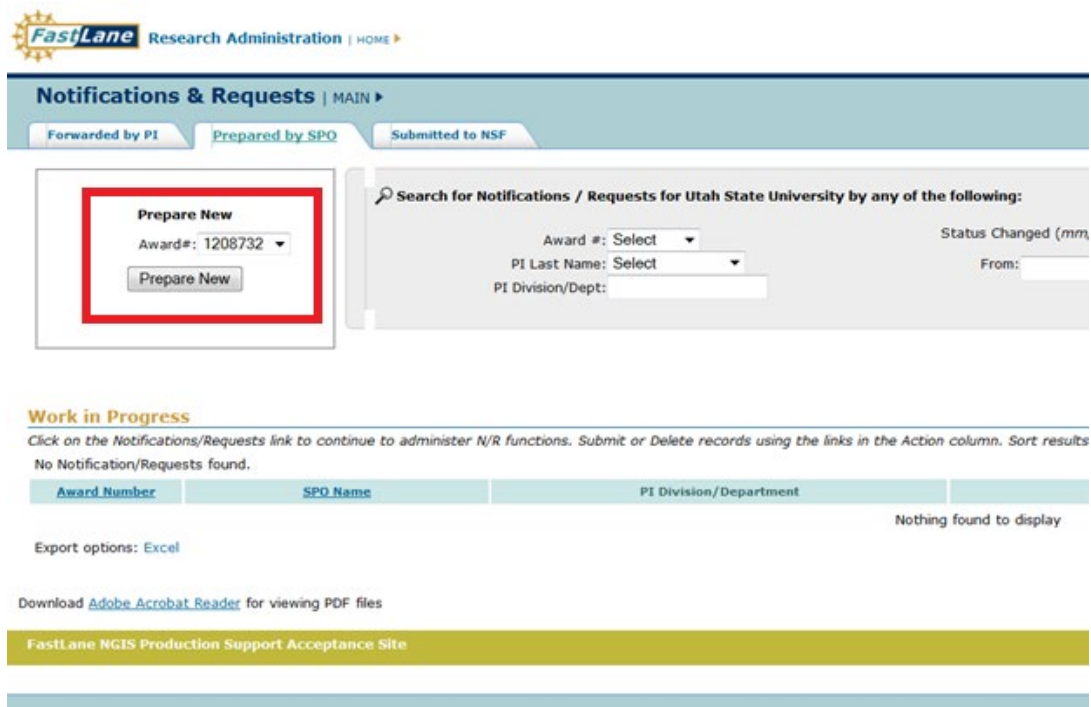


Figure 4: Prepare a New Notification or Request screen.

- On the **Prepare a New Notification or Request** screen (Figure 5), click the radio button for Cost Sharing.

FastLane Research Administration | HOME

NSF H

Notifications & Requests | MAIN

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Notifications & Requests is in the process of moving from FastLane to Research.gov. Some types of notifications and requests are only available in Research.gov. Please visit [Research.gov Notifications and Requests](#) for more information.

Prepare a New Notification or Request for Award #: 1208732

**Award Amount:** \$12,170,787.00  
**End Date:** 07/31/2017  
**Division:** Off of Intl & Integratv Activ  
**Award Title:** iUTAH-innovative Urban Transitions and Aridregion Hydro-sustainability  
**Awardee Organization:** Utah State University  
**PI/PD:** Baker, Michelle

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)
<input type="radio"/> Grantee Approved No Cost Extension	<a href="#">AAG</a>	<input type="radio"/> Withdrawal of PI/Co-PI
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	<a href="#">AAG</a>	<input type="radio"/> Pre-award Costs in Excess of 90 Days
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	<a href="#">AAG</a>	<input type="radio"/> Reallocation of Funds Budgeted for Participant Support Costs
<input type="radio"/> Significant Changes in Methods/Procedures	<a href="#">AAG</a>	<input type="radio"/> Rearrangement/Alteration \$25,000 or over
<input checked="" type="radio"/> Cost Sharing	<a href="#">AAG</a>	<input type="radio"/> NSF Approved No-Cost Extension
<input type="radio"/> Conflicts of Interest	<a href="#">AAG</a>	<input type="radio"/> Changes in Objective or Scope
		<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award
		<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)
		<input type="radio"/> Significant Change in Person-Months Devoted to Project
		<input type="radio"/> PI Transfer
		<input type="radio"/> Change PI and Add/Change Co-PI

\*Topic Guidance is provided through the Research.gov Administration Guide (AAG) reference.

Prepare Cancel

Figure 5: Prepare a New Notification or Request screen. The radio button for Cost Sharing and the Prepare button are circled.

- Click the **Prepare** button (Figure 5). The **Notification for Award Cost Sharing** screen displays (Figure 6).

Notifications & Requests | MAIN

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Notification for Award : 1208732  
**Cost Sharing**

Required Fields are preceded by an asterisk (\*)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.  
 Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

**Status:** New  
**End Date:** 07/31/2017  
**Award Title:** iUTAH-innovative Urban Transitions and Aridregion Hydro-sustainability  
**\*Start Date:** 06/03/2014 (mm/dd/yyyy)  
**\*End Date:** 6/30/2014 (mm/dd/yyyy)  
**\*Cost Sharing Amount for the reporting period:** 10000  
**\*Cumulative Cost Sharing Amount reported to date:** 1667840.13 (including the Cost Sharing Amount for this reporting period)  
**\*Cost Sharing Notification Type:**  Annual Cost Sharing Notification  Final Cost Sharing Notification  
 Reporting Cost Sharing for period 6/3/2014-6/30/2014  
**Explanation:**

Save Cancel

Annual Cost Sharing History:

Period	AOR Name	AOR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reg
1	Hortin, Clinton	05/08/2013	05/10/2013	2013	08/01/2012	05/07/2013	
2	Hedin, Kellie	06/03/2014	06/12/2014	2014	05/08/2013	06/02/2014	

Figure 6: Notifications for Cost Sharing. The Save button is circled.

9. In the **Start Date** box (Figure 6), type the start date for the reporting period (in mm/dd/yyyy format).
10. In the **End Date** box (Figure 6), type the start date for the reporting period (in mm/dd/yyyy format).
11. In the **Cost Sharing Amount for the Reporting Period** box (Figure 6), type the amount of cost sharing for this reporting period (no dollar sign, no commas).
12. In the **Cumulative Cost Sharing Amount Reported to Date** (Figure 6), type the cumulative amount of cost sharing for the award, including for this reporting period (no dollar sign, no commas). (Cumulative Cost Sharing Amount reported to date= 'Cost sharing Amount for the reporting period' + 'Cumulative Cost Sharing Amount Reported to Date'(Annual Cost Sharing History Table)
13. For **Cost Sharing Notification Type** (Figure 6), click the radio button for either of the following:
  - Annual Cost Sharing Notification
  - Final Cost Sharing Notification
14. In the **Explanation** box (Figure 6), type an explanation for the cost sharing.
15. Click the **Save** button (Figure 6). The **View Notification for Cost Sharing** screen displays (Figure 7). You have these options:
  - Modify the notification
  - Submit the notification to NSF
  - Delete the notification
  - Cancel

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**Notifications & Requests** | MAIN ▶

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**View Notification for Award : 1208732**  
**Cost Sharing**  
 Required Fields are preceded by an asterisk (\*)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.  
 Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

**Status:** Work in Progress

**End Date:** 07/31/2017

**Award Title:** iUTAH-innovative Urban Transitions and Aridregion Hydro-sustainability

**\*Start Date:** 06/03/2014

**\*End Date:** 06/30/2014

**\*Cost Sharing Amount for the reporting period:** \$10,000.00

**\*Cumulative Cost Sharing Amount reported to date:** \$1,667,840.13  
 (including the Cost Sharing Amount for this reporting period)

**\*Cost Sharing Notification Type:** Annual Cost Sharing Notification

**Explanation:** Reporting Cost Sharing for period 6/03/2014-6/30/2014

**Annual Cost Sharing History:**

Period	AOR Name	AOR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period t
1	Hortin, Clinton	05/08/2013	05/10/2013	2013	08/01/2012	05/07/2013	\$561
2	Hedin, Kellie	06/03/2014	06/12/2014	2014	05/08/2013	06/02/2014	\$1,09

Figure 7: View Notifications for Cost Sharing.

16. **Modify the Notification:**  
 On the **View Notification screen** (Figure 7), click the **Modify** button. The Modify Notification screen displays (Figure 8). After making the edits click the **Save** button

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**Notification for Award : 1208732**  
**Cost Sharing**  
 Required Fields are preceded by an asterisk (\*)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.  
 Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: New

End Date: 07/31/2017

Award Title: IUTAH-innovative Urban Transitions and Aridregion Hydro-sustainability

\*Start Date: 06/03/2014 (mm/dd/yyyy)

\*End Date: 6/30/2014 (mm/dd/yyyy)

\*Cost Sharing Amount for the reporting period: 10000

\*Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period): 1667840.13

\*Cost Sharing Notification Type:
   
 Annual Cost Sharing Notification
   
 Final Cost Sharing Notification

Reporting Cost Sharing for period 6/3/2014-6/30/2014

Explanation:

Save

Cancel

Annual Cost Sharing History:

Period	AOR Name	AOR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported
1	Hortin, Clinton	05/08/2013	05/10/2013	2013	08/01/2012	05/07/2013	
2	Hedin, Kellie	06/03/2014	06/12/2014	2014	05/08/2013	06/02/2014	

Figure 8: View Notifications for Cost Sharing.

17. **Submit the Notification to NSF**

On the **View Notification** screen (Figure 7), click the **Submit to NSF** button. The Submit Notification for Award screen displays (Figure 9).

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**Notifications & Requests** | MAIN ▶

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**Submit Notification for Award : 1208732**  
**Cost Sharing**  
 Required Fields are preceded by an asterisk (\*)

**ARE YOU SURE?**  
 Clicking "Submit to NSF" will submit this Notification to NSF. You cannot modify it once submitted to NSF.  
 Click "Cancel" to return to the previous screen.

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.  
 Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: Work in Progress

End Date: 07/31/2017

Award Title: IUTAH-innovative Urban Transitions and Aridregion Hydro-sustainability

\*Start Date: 06/03/2014

\*End Date: 06/30/2014

\*Cost Sharing Amount for the reporting period: \$10,000.00

\*Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period): \$1,667,840.13

\*Cost Sharing Notification Type: Annual Cost Sharing Notification

Explanation: Reporting Cost Sharing for period 6/03/2014-6/30/2014

Submit to NSF

Cancel

Annual Cost Sharing History:

Period	AOR Name	AOR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported F
1	Hortin, Clinton	05/08/2013	05/10/2013	2013	08/01/2012	05/07/2013	
2	Hedin, Kellie	06/03/2014	06/12/2014	2014	05/08/2013	06/02/2014	

Figure 9: Submit Notification for Award: Cost Sharing.



18. Click on the **Submit to NSF** button .The Verify Signature Information Screen is displayed (Figure 10)

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**Notifications & Requests** | MAIN ▶

Forwarded by PI | Prepared by SPO | Submitted to NSF

**Verify Signature Information:**

**Name:** Kevin Peterson  
**Phone Number:** 4357971223  
**Fax Number:** 4357973543  
**E-Mail:** kevin.peterson@usu.edu

Please verify that the preceding Authorized Organizations modified before signing the appropriate document electronically.

**Document Selected To Sign**

Document Type	Proposal Award Number
Notification	1208732

**CERTIFICATION INFORMATION**

**Certification for Authorized Organizational Representative:**

By electronically signing this Cost Sharing notification, the Authorized Organizational Representative is:

- certifying that statements made herein are true and complete to the best of his/her knowledge; and
- agreeing that false information in this notification is a criminal offense (U.S. Code, Title 18, Section 1001).

[This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered]

**Sign** **Cancel**

Figure 10: Verify Signature Information Screen.

After the Authorizes Organization Representative clicks the **Sign** button (Figure 10). The **Submitted screen** displays (Figure 11) the message that the notification has been submitted to NSF

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**Notifications & Requests** | MAIN ▶

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**SUBMITTED**  
Submit Cost Sharing to NSF for  
Award #:1208732

Tue May 19 13:56:56 EDT 2015

The Cost Sharing Notification for **1208732** has been  
successfully **Signed & Submitted** to NSF.

◀ Search Prepared by SPO List

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FastLane NGIS Production Support Acceptance Site

**National Science Foundation**  
4201 Wilson Boulevard, Arlington, Virginia 22230, USA  
Tel: 703-292-5111, FPKS: 800-877-8339 | TDD: 703-292-5090

Figure 11: Submitted Screen.

19. Click Search **Prepared by SPO List** (Figure 11). The Notification displays on the **Prepared by SPO** tab and **Submitted to NSF** tab Figure (12)

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**Notifications & Requests** | MAIN ▶

Forwarded by PI | Prepared by SPO | Submitted to NSF

Search for Notifications / Requests for Utah State University:  
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Status Changed Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button to search.

Award #: 1208732 | PI Last Name: | Status Changed (mm/dd/yyyy): | From: | To: |

PI Division / Dept: | Search | Search | Search

**Submitted to NSF**

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.

1 Notification/Requests found, displaying 1 to 8

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type
1208732	Hortin, Clinton	05/08/2013	Department of Biology	<a href="#">N - Cost Sharing</a>
1208732	N/A	04/16/2013	Department of Biology	<a href="#">R - Reallocation of Funds Budgeted for Participant Support Costs</a>
1208732	Hortin, Clinton	03/28/2014	Department of Biology	<a href="#">R - Change PI and Add/Change Co-PI</a>
1208732	Hedin, Kellie	06/03/2014	Department of Biology	<a href="#">N - Cost Sharing</a>
1208732	N/A	07/02/2014	Department of Biology	<a href="#">R - Reallocation of Funds Budgeted for Participant Support Costs</a>
1208732	Peterson, Kevin	07/02/2014	Department of Biology	<a href="#">R - Change PI and Add/Change Co-PI</a>
1208732	Peterson, Kevin	05/19/2015	Department of Biology	<a href="#">N - Cost Sharing</a>
1208732	N/A	03/09/2015	Department of Biology	<a href="#">R - Reallocation of Funds Budgeted for Participant Support Costs</a>

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Figure 12: Submitted to NSF Screen.