

Assign a PIN to a Proposal

PIs can assign a Personal Identification Number (PIN) to a proposal (entirely separate from their own personal password). The temporary proposal ID and proposal PIN are necessary for an Other Authorized User (OAU), who is not a PI or Co-PI (Department Admin.), to log in to *Proposals, Awards, and Status* and work on or view the proposal (see OAU Login).

1. To create a PIN, the PI accesses the **Proposal Actions** screen (Figure 1) after logging in to Fastlane. (Note that you will first need to create a new proposal before being able to assign a PIN.)

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress

Temporary Proposal #	Title of the Proposal	Deadline Date
7577434	SE ProdValid Jenkins Test	03/08/2016
7577433	SE ProdValid Jenkins Test	03/08/2016
7577430	-	
7577428	ACPT Validation - pradeep DNT	
7577427	SBIR Phase I	

Create New Proposal

2. In the **Temporary Proposals in Progress** list (Figure 1), highlight the proposal that you want to assign a PIN to.

3. Click the **Proposal PIN** button (Figure 1). The **Proposal PIN Control** screen displays (Figure 2) for that proposal.

Proposal PIN control for 6337168

Type in the PIN number you want to assign to the proposal:

Please type the PIN again:

4. Create and Type a PIN in the boxes provided (Figure 2).
5. Click the **OK** button. The **PIN Changed for Proposal** screen displays (Figure 3).

PIN changed for proposal 6337186

6. Click the **OK** button (Figure 3). The **Proposal Actions** screen displays (Figure 1).