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.)

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.

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).

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