

Job Aid: Processing Notifications and Prior-Approval Requests for Submission to the National Science Foundation via FastLane

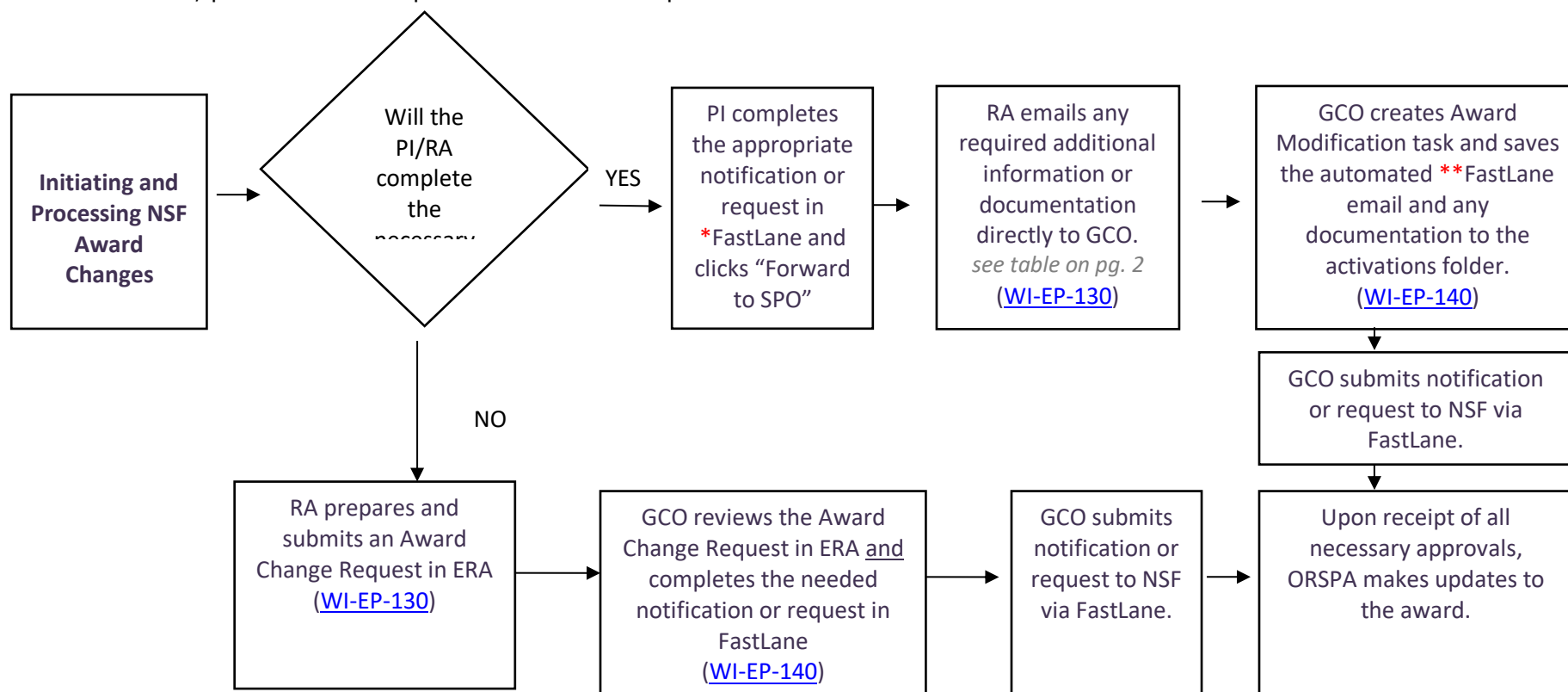
April 6, 2012

Purpose

The purpose of this job aid is to help PIs, RAs, and GCOs initiate and process NSF award changes, and determine if an [Award Change Request](#) should be submitted via ERA or other information/documentation is required. This Job Aid does not address REU and other Supplement requests, see [Additional Funds for a Sponsored Project](#).

Initiating and Processing NSF Award Changes

The following chart describes the process for initiating and processing requests for changes to NSF awards. Normally PIs will initiate award changes in Fastlane themselves; however GCOs also have access to initiate changes on behalf of PIs. If a PI or RA chooses to ask the GCO to take care of all of the Fastlane entries, please follow the process for a "No" response in the chart below.



*For requests requiring completion of more than one FastLane form, all required forms must be completed prior to forwarding the request to ORSPA.

**The automated FastLane email documents PI approval of the award change.

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Required Information and Documentation

The FastLane system captures most, if not all, of the information that ORSPA needs in order to process change requests on NSF-funded projects. However, some of the award functions in FastLane do not capture ALL of the information that ORSPA needs, and therefore other documentation may still be required for certain changes to NSF awards.

Please refer to the following table to determine what information/documentation is required for each different NSF Award Change request:

Award Change	NSF FastLane Function	Is any information or documentation needed in addition to the FastLane entries?	Additional Information or Documentation Required
1st no-cost extension	Notification of Grantee-Approved No-Cost Extension	Only for grants with <u>multiple</u> accounts	List of related accounts that should also be extended
2nd or 3rd no-cost extensions	Request for NSF-approved No-Cost Extension	Only for grants with <u>multiple</u> accounts	List of related accounts that should also be extended
Pre-award costs in excess of 90 days	Request for Pre-Award costs in Excess of 90 Days	Yes	Budget for pre-award period with Expenditure Codes
Adding a new Subrecipient	Request for Addition of SubAward	Yes	Budget revision of affected accounts that includes Expenditure Codes
Budget Revision to move funds out of Participant or Trainee Support	Request for Reallocation of Funds Budgeted for Participant or Trainee Support Costs	Yes	Budget revision that includes Expenditure Codes
Reduction in PI time on the project by 25% or more	Request for Significant Change in Person-Months Devoted to Project	Yes, <u>if</u> the change results in a budget revision (e.g., to move funds out of Personnel/ERE)	Budget revision that includes Expenditure Codes
Change of PI or Co-PI	Request to Change PI and Add/Change Co-PI	Yes	ERA Award Change Request for Personnel Changes
Investigator Changes	Request for Withdrawal of PI/Co-PI	Yes	ERA Award Change Request for Personnel Changes
PI will be away from the project for more than 3 months	Request for Long-Term Absence of the PI/PD	Only for grants with budget changes	Budget revision with Expenditure Codes
PI leaving ASU and transferring grant to new institution	Request for PI Transfer	Yes	Unit/College approval for grant transfer, also see Departing Faculty Job Aid
Problems, delays, or adverse conditions that affect time schedules proposed	Notification of Significant Changes/Delays or Events of Unusual Interest	Only for grants with budget changes	Budget revision with Expenditure Codes
Change of Scope	Request for Changes in Objective or Scope	Only for grants with budget changes	Budget revision with Expenditure Codes

For FastLane guidance please see [FastLane Help](#) > Award Functions > Notifications and Requests