

Allow Sponsored Project Office (SPO) Access to a Proposal in Fastlane

To give OSP access to your proposal, first log into FastLane. Go to:

1. Proposal Functions
2. Proposal Preparation
3. Prepare Proposal
4. Select the proposal you would like to share and click Allow SPO Access

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

6963171 - STTR Phase I
6963170 - SBIR Phase I
6963169 - EDL4010_TEST_PROPOSAL
6963167 - SBIR Phase I: SBIR Phase 1
6963166 - SBIR Phase I:5th SBIR Proposal

Create New Proposal

5. You will then get a warning screen of items you have not yet completed or that do not meet NSF proposal preparation standards.
6. Click Proceed.
7. You now have three options from which to choose:

Sponsored Research Office (SRO) Access Control

Current SRO Access for proposal 7200135 is set to None

- Allow SRO to only view proposal but not submit
- Allow SRO to view and edit but not submit proposal
- Allow SRO to view, edit and submit proposal

8. Choose Allow SRO to view, edit and submit proposal.
(OSP will never automatically submit a proposal without contacting the PI first or having previous instructions to do so).