

# No Cost Extensions in Fastlane

Login to the Fastlane website at the following address:

<https://www.fastlane.nsf.gov/isp/homepage/proposals.isp>

You will need to know your NSF ID and password. If you have misplaced or forgotten this information, contact an NSF account manager in SPS at [spsnsf@purdue.edu](mailto:spsnsf@purdue.edu).

After logging in, you will need to click on “Award And Reporting Functions”, as displayed below.

FastLane Principal Investigator Management - Windows Internet Explorer

https://www.fldemo.nsf.gov/servlet/gov.nsf.fastlane.ufl.UFLLoginDispatcher

File Edit View Favorites Tools Help

McAfee

HR/Pa... NSF - ... http:/... Purdu... Staff ... Accou... NSF F... Propo... Fa... x

Home News Comments nsf.gov

**Quick Links**

- ▶ Help for Proposal Preparation
- ▶ Frequently Asked Questions About FastLane Proposal Preparation
- ▶ Grant Proposal Guide
- ▶ Deadlines and Target Dates
- ▶ Change Password
- ▶ Convert Files to PDF

**Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management**

**What Do You Want To Work On?**

- ▶ [Proposal Functions](#)
- ▶ [Award And Reporting Functions](#)
- ▶ [Change PI Information](#)
- ▶ [Research.gov Functions](#)

Click Here

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

Last Modified:  
Nov 2001 (CM)

Internet 100%

On the next screen, select “Notifications and Requests”.

The screenshot shows a Windows Internet Explorer browser window displaying the FastLane Principal Investigator Management interface. The browser's address bar shows the URL <https://www.fldemo.nsf.gov/servlet/FastLane.PIMgmt4>. The page features a red header with the text "T E S T S E R V E R" and a green navigation bar with the "FastLane" logo and links for "Home", "News", "Comments", and "nsf.gov".

### Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

**Award and Reporting Functions**

- [Notifications and Requests](#)
- [Continuation Funding Status](#)
- [View/Print Award Documents](#)
- [Project Reports System](#)
- [Supplemental Funding Request](#)
- [Research.gov Functions](#)
- [GPRA Facility Performance Reporting System](#)

A red arrow points from a red-bordered box containing the text "Now Click Here" to the "Notifications and Requests" link. Below the list is a "Go Back" button.

National Science Foundation  
4201 Wilson Boulevard

Last Modified:  
Nov 2001 (CMB)

Done Internet 100%

On the next screen, select the award that you would like to extend from the drop down menu under "Prepare New", and then hit the Prepare New button.

**FastLane** PI/CO-PI Management - Award and Reporting Functions | HOME

NSF Home | News | Site Map | GPG | AAG | Send Comments | FastLane Help | Change Password | Logout

Notifications & Requests | MAIN

PI Organization: NSF

Prepared by PI | All by Status

**Prepare New**  
Award #: 9627996  
Prepare New

Search for Notifications / Requests for NSF by any of the following:

Status Changed (mm/dd/yyyy)  
Award #: Select  
From:  To:   
Search

**Work in Progress**  
Click on the Notifications/Requests link to continue to administer N/R functions. Forward to SPO or Delete records using the links in the Action column.  
Sort results by clicking column title.  
562 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0504004	Alphaman,Alan	Division of Information Systems	<a href="#">N - Grantee Approved No Cost Extension</a>	03/15/2005	<a href="#">Forward</a>   <a href="#">Delete</a>
0504004	Alphaman,Alan	Division of Information Systems	<a href="#">N - Grantee Approved No Cost Extension</a>	03/15/2005	<a href="#">Forward</a>   <a href="#">Delete</a>
0504004	Alphaman,Alan	Division of Information Systems	<a href="#">N - Grantee Approved No Cost Extension</a>	03/15/2005	<a href="#">Forward</a>   <a href="#">Delete</a>
0707551	Alphaman,Alan	Division of Information Systems	<a href="#">N - Significant Changes in</a>	01/15/2007	<a href="#">Forward</a>   <a href="#">Delete</a>

On the next screen, you will either need to select a “Grantee Approved No Cost Extension” or an “NSF Approved No-Cost Extension”.

The screenshot shows the FastLane Research Administration interface. The main heading is "Notifications & Requests | MAIN". Below this, there are tabs for "Prepared by PI" and "All by Status". The page is titled "Prepare a New Notification or Request for Award #: 9627996".

Key information displayed includes:

- Award Amount:** \$30,000.00
- Expiration Date:** 02/01/2003
- Division:** Division of Integrative Organismal Sys
- Award Title:** eGovernment Technical Challenges
- Awardee Organization:** NSF
- PI/PD:** Demo, Terry

The section "Select the Notification or Request Type:" contains two columns of options:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	<a href="#">AAG</a>	<input type="radio"/> Addition of SubAward	<a href="#">AAG</a>
<input checked="" type="radio"/> Grantee Approved No Cost Extension	<a href="#">AAG</a>	<input type="radio"/> Withdrawal of PI/Co-PI	<a href="#">AAG</a>
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	<a href="#">AAG</a>	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	<a href="#">AAG</a>
<input type="radio"/> Significant Changes in Methods/Procedures	<a href="#">AAG</a>	<input type="radio"/> NSF Approved No-Cost Extension	<a href="#">AAG</a>
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	<a href="#">AAG</a>	<input type="radio"/> PI Transfer	<a href="#">AAG</a>
		<input type="radio"/> Pre-award Costs in Excess of 90 Days	<a href="#">AAG</a>
		<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on <a href="#">Non-FDP Organizations</a> or <a href="#">FDP Organizations</a> . They will open a PDF file in new window.)	<a href="#">AAG</a>
		<input type="radio"/> Change of PI	<a href="#">AAG</a>

If this is your first extension request, select the Grantee Approved and click on Prepare. The Grantee Approved request does not require NSF approval and is approved by Purdue. Please note that this request must be submitted and approved at least 10 days prior to the expiration date, or it will require NSF approval. If this is any request other than your first, or you have passed the 10 day mark as described previously, you will need to submit the NSF Approved request.

The following screen shot shows what is required for the Grantee Approved extension. You will need to input the new expiration date along with a brief justification for the extension. If you are preparing the NSF Approved extension, more information will be required (i.e. amount of remaining funds, plan for use of unobligated funds).

FastLane :: Research Administration - Windows Internet Explorer  
https://www.fidemo.nsf.gov/researchadmin/prepareNR.do

McAfee

HR/Payroll - SAP NetWe... http://www.purdue.edu... FastLane :: Research A... FastLane :: Researc... X

FastLane PI/CO-PI Management - NSF Home | News | Site Map | GPG | AAG | Send Comments | FastLane Help  
Award and Reporting Functions | HOME Change Password | Logout

Notifications & Requests | MAIN PI Organization: NSF

Prepared by PI All by Status

**Modify Notification for Award # :9627996**  
**Grantee Approved No-Cost Extension** Topic Guidance: [AAG](#)  
*Required Fields are preceded by an asterisk (\*)*

Status: New  
Expiration Date: 02/01/2003  
Award Title: eGovernment Technical Challenges

\* Revised Expiration Date:  (MM/YYYY - Always expires on the last day of the month)

\* Justification for Grantee Approved No-Cost Extension:  
(Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation):

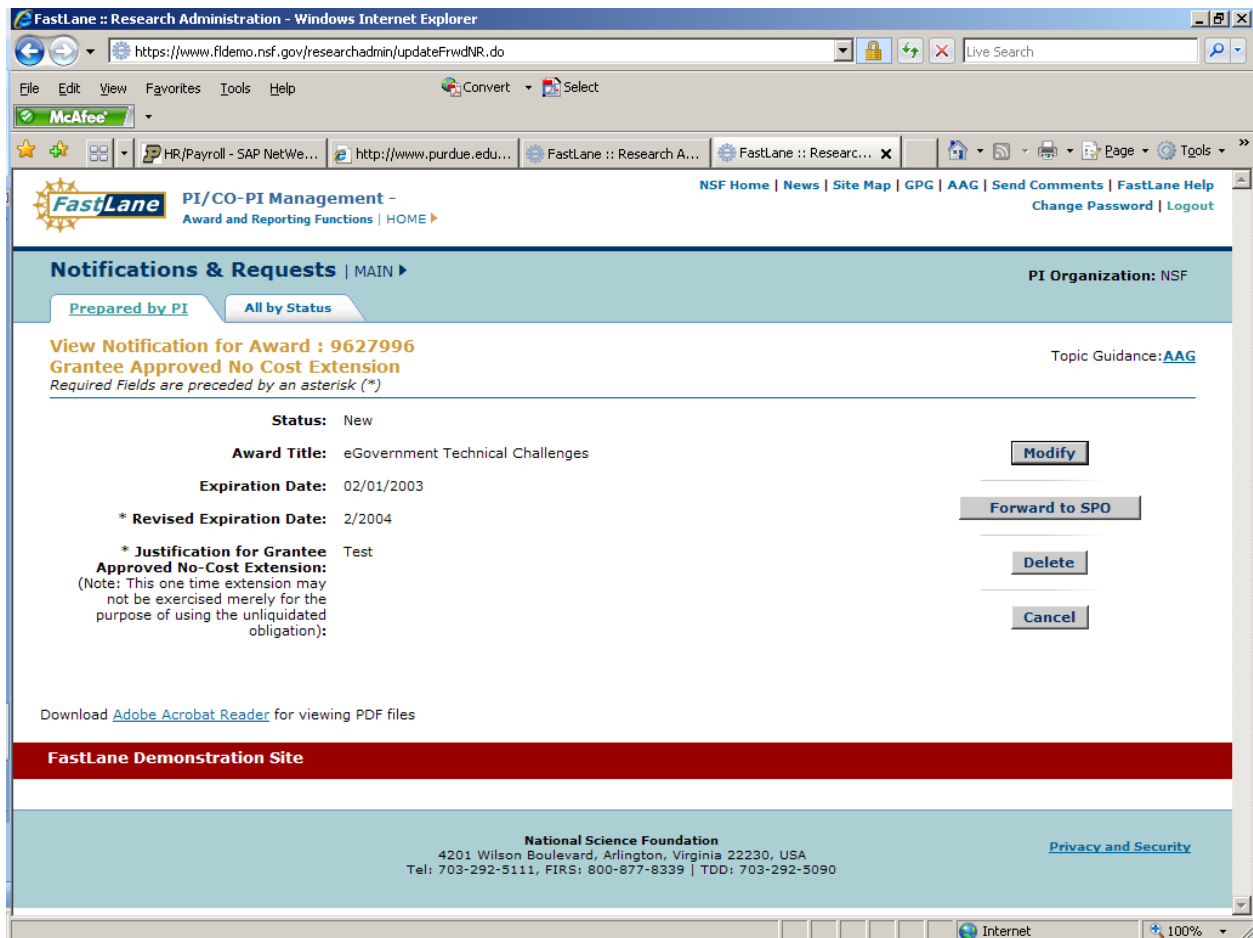
Download [Adobe Acrobat Reader](#) for viewing PDF files

FastLane Demonstration Site

National Science Foundation  
4201 Wilson Boulevard, Arlington, Virginia 22230, USA [Privacy and Security](#)

Internet 100%

Once you have entered all of the required information, click on Save. The next screen will allow you to forward the request to SPS, by clicking on Forward to SPO.



After forwarding the request to SPS, prior approval documentation will need to be filled out. The form can be found at the following location:

<http://www.purdue.edu/business/sps/postaward/accountmgmt/priorapproval/Welcome.html>

The internal template is the one that is needed. Your business office can assist with obtaining the required signatures and forwarding to SPS. Once SPS receives the prior approval documentation, the Fastlane request will be submitted to NSF.

If you have any additional questions, don't hesitate to contact an NSF account manager in SPS at [spsnsf@purdue.edu](mailto:spsnsf@purdue.edu). The following links contain additional information that may be helpful:

- NSF Award and Administration Guide – No-Cost Extensions  
[http://nsf.gov/pubs/policydocs/pappguide/nsf11001/aag\\_1.jsp#ID3c](http://nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_1.jsp#ID3c)
- Fastlane Help Website  
[https://www.fldemo.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane\\_Help/fastlane\\_help.htm#welcome\\_to\\_the\\_fastlane\\_help\\_system.htm](https://www.fldemo.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm#welcome_to_the_fastlane_help_system.htm)