



Graduate Research Fellowship Program
Applicant User Guide

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Version 2.3

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1 CONVENTIONS USED IN THIS GUIDE

- The first time they are introduced, names of on-screen features appear in **bold**.

EXAMPLE: Click on the **Search** tab.

- Uniform Resource Locators (URLs) are in bold characters and are underlined.

EXAMPLE: Type the following address in your browser's address bar:

<http://fastlane.nsf.gov>.

- Keyboard shortcuts are written in bold and are surrounded by square brackets.

EXAMPLES: Press [**Enter**] or

Press [**Shift**] + [**Tab**].

- Many software features and some business processes are explained in a reference table format. An on-screen term appears in the left column and a description of the term appears in the right column.

EXAMPLE:

Feature	Description
Applicant ID	The Applicant ID is the number assigned to you when you become an applicant.

- The following three conventions serve as both examples and descriptions:

WARNING: Warnings provide information designed to prevent critical errors from occurring. If you see a warning, stop and read it before continuing.

NOTE: While Notes do not describe critical information, we suggest that you stop and read them, too. The information in a note can prevent minor errors from occurring. Other notes simply provide information designed to deepen your understanding of a software feature.

TIP: Tips provide information designed to increase your productivity.

2 GETTING ACCESS

2.1 Registration (First-time users only)

1. Access the GRFP application by typing the following address into your browser address bar: <http://www.fastlane.nsf.gov>. Click on the **Graduate Research Fellowship Program** link at the top of the page. This will take you to the GRFP application within FastLane. Once on the GRFP site, click on the **Register Here** link (pictured below) to begin the Fellowship Application.



Figure 1: Registration Link

2. The Rules of Behavior page will be displayed. This page is used to ensure that you understand the rules of behavior involved with interacting with a government computer system. You are required to read and accept the rules of behavior before continuing through the Registration Process. Click the **“I have read and accept the Rules of Behavior”**, and click the **Accept** button (pictured below).

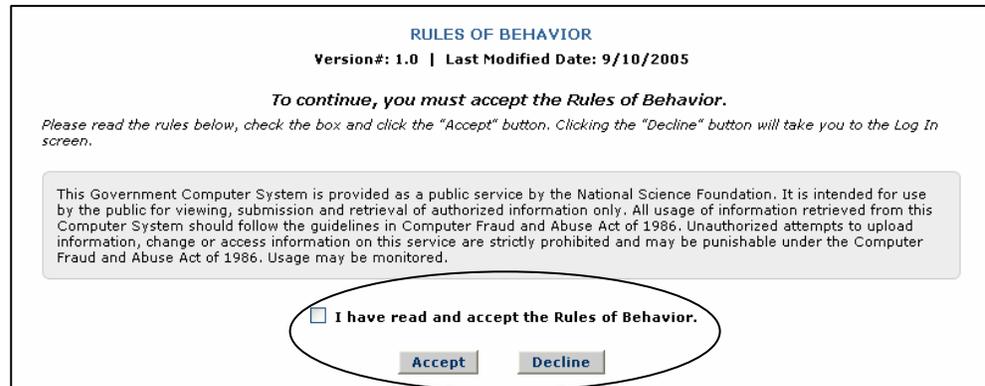
A screenshot of the "RULES OF BEHAVIOR" screen. At the top, it says "RULES OF BEHAVIOR" in blue, followed by "Version#: 1.0 | Last Modified Date: 9/10/2005". Below that, it says "To continue, you must accept the Rules of Behavior." and "Please read the rules below, check the box and click the 'Accept' button. Clicking the 'Decline' button will take you to the Log In screen." A grey box contains the text: "This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored." Below this, there is a checkbox labeled "I have read and accept the Rules of Behavior." which is circled in black. At the bottom, there are two buttons: "Accept" and "Decline".

Figure 2: Rules of Behavior Screen

- The Applicant Information page will be displayed. This page will be used to create your user profile. All required information (indicated by an asterisk) must be completed in order to save the data and submit the registration form.

REGISTER USER

[Privacy Act](#)

If you wish to begin preparing an Application Package, enter the information below and select a user name and password. When you have completed the form, click the 'Submit' button.

Applicant Information

* First Name:

* Last Name:

Middle Initial:

Suffix(Jr, Sr, etc):

Emails are the primary source of communication used by the GRFP Administrators. It is important for you to use a current email address and to update the email address if it changes.

* Email Address:

Your Username and Password will be used to identify you for future access to your Applicant Package and to protect it from unauthorized access. Your username must be between 6 and 12 characters. It is recommended that you use your first name initial and last name.

* Username:
(ex. John Brown - jbrown)

* Password:
[Password Requirements](#)

* Confirm Password:

Please read the Program Announcement and Applicant User Guide prior to completing an Application Package.

Figure 3: Applicant Information

- Type your first name in the **First Name** field.
- Type your last name in the **Last Name** field.
- Type your middle initial in the **Middle Initial** field (optional).
- Type your suffix in the **Suffix** field (optional).
- Type your email address in the **Email Address** field.

NOTE: Emails are the primary source of communication used by the GRFP Administrators. It is important for you to use an active email address and to update the email address if it changes.

NOTE: You can view NSF's Privacy Policy by selecting the **Privacy Act** link at the top of the Register User screen, and on every application section.

9. Select a username and type it in the **Username** field.

NOTE: Username must be between 6 and 12 characters (e.g., jbrown). It is recommended that you use the first letter of your first name and your last name.

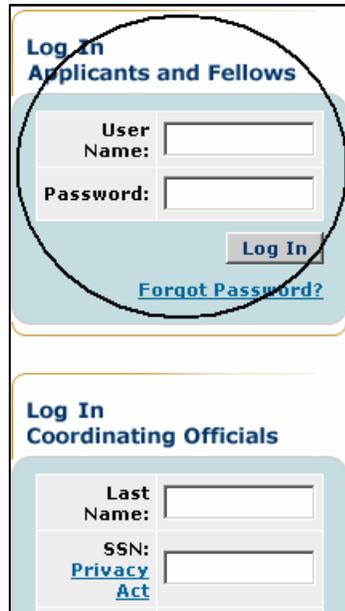
1. Choose a password and type it in the **Password** field.

NOTE: Password length must be between 6 and 20 characters. The password must contain at least one alphabetic and one numeric character. Passwords are case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days. Passwords for users with Financial Functions permissions expire.

11. Re-type your password in the **Confirm Password** field.
12. Click **Submit** to save the information and proceed to the next step.

2.2 Logging In (only after Registration)

Access the GRFP application by typing the following address into your browser address bar: <http://www.fastlane.nsf.gov>. Click on the **Graduate Research Fellowship Program** link at the top of the page. This will take you to the GRFP application within FastLane. Once on the GRFP site, enter your login information in the log in box on the top right side of the screen.



The screenshot displays two login forms. The top form is titled "Log In Applicants and Fellows" and contains a "User Name:" field, a "Password:" field, a "Log In" button, and a "Forgot Password?" link. A black circle highlights the "User Name:" and "Password:" fields. The bottom form is titled "Log In Coordinating Officials" and contains a "Last Name:" field, an "SSN:" field, and a "Privacy Act" link.

Figure 4: Log In

1. Type your user name in the **User Name** field.
2. Type your password in the **Password** field.
3. Click the **Log In** button.

The GRFP Application home page appears with your **Application Task List** and current **Applicant Data**.

Figure 5: Welcome Applicants

2.2.0 Resetting a Password

1. Click on the **Forgot Password?** link found under the Login button.

The retrieve password screen is displayed.

Please provide the following, system will email you the temporary password.

* User Name:

* Email Address:

Figure 6: Forgot Password Screen

2. Type your User Name in the **User Name** field.
3. Type your email address in the **Email Address** field.
4. Click on the **Submit** button.

A confirmation screen will be displayed and the system will email you a temporary password to the email address you provided. Once you log back into the system with the temporary password, you will be asked to change your temporary password to a new password of your choice.

2.2.1 Changing Your Password

1. Select the **Change Password** link from the upper-right navigation bar.

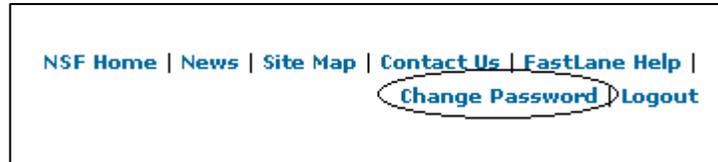


Figure 7: Change Password Link

2. The Rules of Behavior page will be displayed. This page is used to ensure that you understand the rules of behavior involved with interacting with a government computer system. You are required to read and accept the rules of behavior before continuing through to change your password. Click the **“I have read and accept the Rules of Behavior”**, and click the **Accept** button (pictured below).

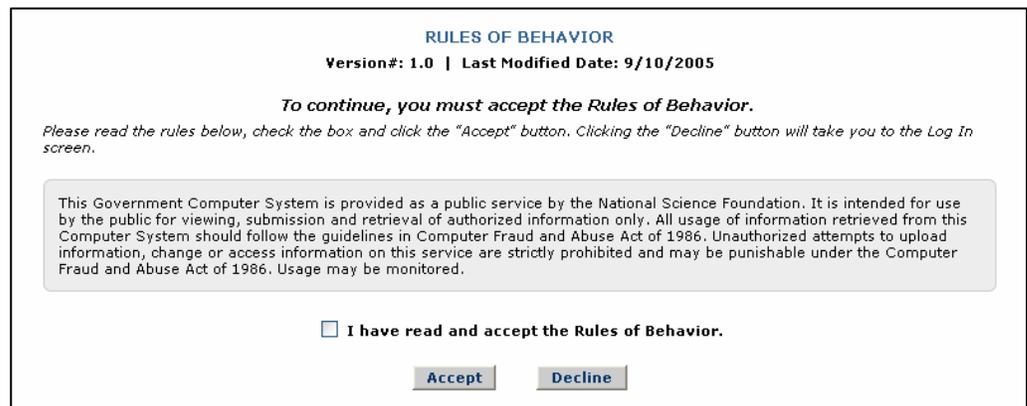
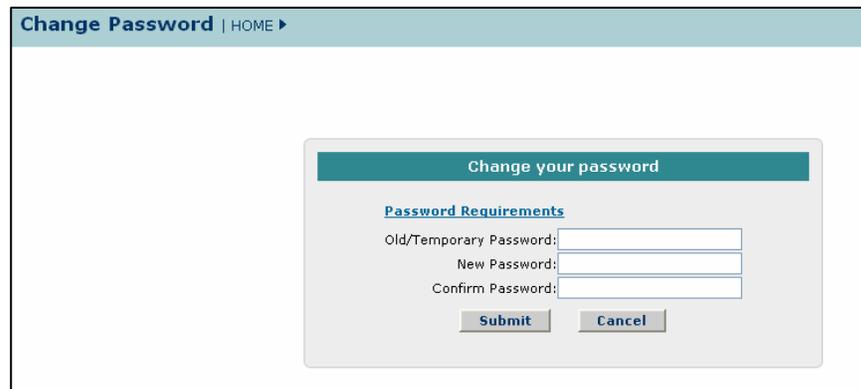


Figure 8: Rules of Behavior Screen

The **Change Password** screen is displayed.

3. Enter your **Old/Temporary Password**, your **New Password**, and **Confirm your New Password**.

NOTE: Password length must be between 6 and 20 characters. The password must contain at least one alphabetic and one numeric character. Passwords are not case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days. Passwords for users with Financial Functions permissions expire.



The screenshot shows a web interface for changing a password. At the top, there is a navigation bar with the text "Change Password | HOME". Below this is a central form titled "Change your password". Under the title, there is a section labeled "Password Requirements". This section contains three text input fields: "Old/Temporary Password:", "New Password:", and "Confirm Password:". Below the input fields are two buttons: "Submit" and "Cancel".

Figure 9: Change Password Screen

4. Click the **Submit** button.

A confirmation screen is displayed indicating you have successfully changed your password. You may select the **Applicant Home Page** link to return to your Application task list.

Password length must be between 6 and 20 characters. The password must contain at least one alphabetic and one numeric character. Passwords are not case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days.

2.3 Logging Out

Once you have logged into the GRFP application, a **Logout** link is available in the upper-right navigation bar.



Figure 10: Logout Link

To exit the application at any time, click the Logout link. The web browser returns to the GRFP login page.

2.4 Understanding Your Application Package Task List

Your application package task list provides links to resources that allow you to prepare and manage your application. The task list is divided into two parts: Application Package Task List and Application Package Optional Task List. The application and the required form are located under the Application Package Task List. Additional resources that you may need to manage your application package are located under the Application Package Optional Task List.

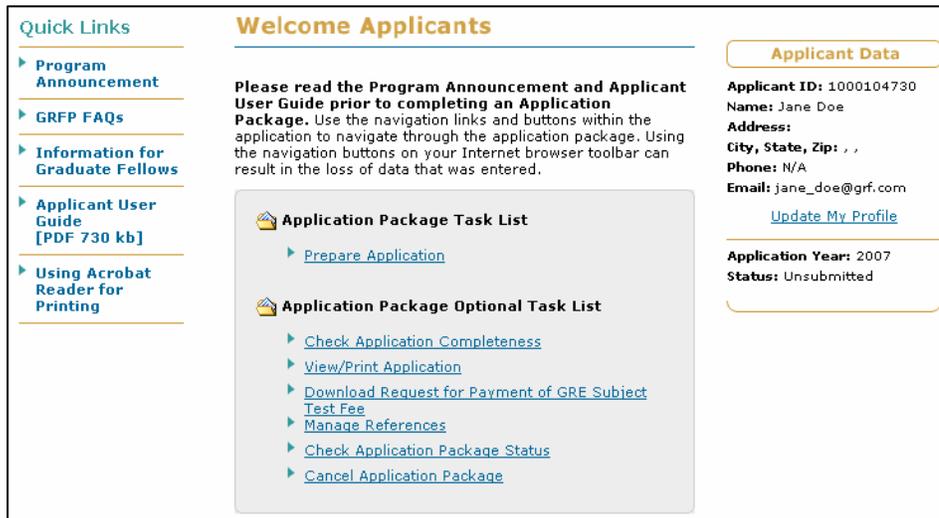


Figure 11: Application Package Task List Screen

The list below describes the various tasks to prepare and manage your application.

Feature	Description
Prepare Application	The Prepare Application task is a required task that needs to be completed and submitted for award consideration. It is available once the user has registered and logs in with a valid username and password. The link will be removed either when the application has been submitted or when the submission deadline has passed, whichever comes first.
Check Application Completeness	The Check Application Completeness task is an optional task that can be performed at any time while preparing your application to display the readiness of your application for submission. When you perform this task to check your application, the system returns a list of both required and optional fields that have not been completed and the section of the application that the field is contained.
View/ Print Application	The View/Print Application task is an optional task that displays a printable Adobe PDF version of the application for you to view and/or print. This feature is available both prior to and after application submission.
Download Request for Payment of GRE Subject Test Fee	The Download Request for Payment of GRE Subject Test Fee task is an optional task that allows you to download the form for requesting payment by NSF of your GRE Subject Test registration fee. Send the form with your GRE Subject Test registration form for the December GRE Subject Test to ETS. Refer to the passage on "Graduate Record Examinations" in the Guidelines.
Manage References	The Manage References task is an optional task that allows you to manage your references. You may add references for your application package even after you have submitted your application using this task link. When you add a reference name to the system and click "send email", an email is sent to the reference person with the reference request. The email will contain a link that the reference person can use to access and submit his/her reference letter.
Check Application Package Status	The Check Application Package Status task is an optional task that allows you to check the status of each of the elements of your Applications (GRFP Application, Official Transcripts, References, and GRE Test Scores).

Feature	Description
Cancel Application Package	The Cancel Application Package task is an optional task that allows you to cancel your application package before submitting it to the NSF. Once an application is canceled, it cannot be edited or submitted to NSF for review.

2.5 Understanding Your Applicant Data and Application Status

Your applicant data area details your current user profile information and your current application status. The applicant data area also contains a link to allow you to update your profile information. The list below describes each feature in your applicant data area.

Feature	Description
Applicant ID	The Applicant ID is the number assigned to you when you become an applicant through the self-application process.
User Profile (Name, Address, Phone, and Email)	The User Profile area contains your current name, primary mailing address, primary phone number, and primary email address. This primary contact information is used for all correspondence that is sent to you through the GRFP system and by the NSF GRFP office. It is very important that you keep this information up-to-date.
Update My Profile	The Update My Profile link allows you to update your personal profile information including, name, primary contact information, and secondary contact information.
Application Year	The Application Year refers to the year in which your fellowship application is being submitted.
Status	Indicates the current status of your application: Submitted, Unsubmitted, or Withdrawn.

3 PREPARE APPLICATION

Once you have registered and chosen a username and password, the **Prepare Application** link will be available in your Application Package Task List. Click on this link to begin a new application or continue with an existing application that has not yet been submitted. The task link will remain until you have either submitted the application or the deadline for application submission has passed, whichever comes first.

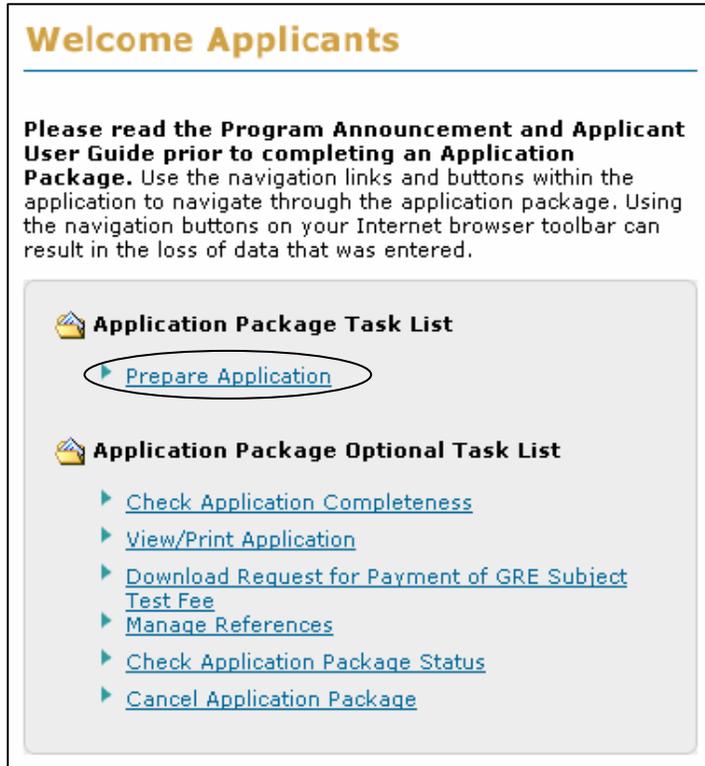


Figure 12: Prepare Application Link

The GRFP application is divided into sections with separate headings. Instructions are provided for completing each section. The required fields are indicated by an asterisk (*). You may complete the sections in any order that you choose. Navigate through the application using the links in the title for each section. You may save your application information as you go and complete it at a later time. Click "Save and Continue" to save your data and advance to the next step. Caution: Using the buttons on your Internet browser toolbar can result in the loss of data. Once you have completed all sections, click "Continue" in the SUBMIT APPLICATION section. The system will then check for application completeness. If all required fields are complete, you will be able to submit your application by providing an electronic signature. Otherwise, you will be prompted to complete the missing data. You can check for application completeness at any time while preparing your application by clicking the "Check Application Completeness" link on the right of the page.

3.1 Personal Profile

The Personal Profile section of the application package contains fields for applicants to enter general profile information such as name, contact information, and demographic information.

To Submit Personal Profile Information:

1. Click the **Personal Profile** link on the Prepare Application Package screen.

The **Personal Profile** screen is displayed.

PERSONAL PROFILE

[Privacy Act](#)

* Required Field

Personal Information

* First Name: Bob Prefix: MI: Suffix:

* Last Name: Jones

Previous Last Name 1: Previous Last Name 2:

Primary Address (mailing)

* Street Address-1: Street Address-2:

* City: State: Zip:

* Country: (If Country selected is United States, then State and Zip are required.)

Postal Code:

In the event we need to contact you regarding your application, please provide an email address and phone number where you can be reached. **Emails are the primary source of communication** used by the GRFP Administrators. It is important for you to use a current email address and to update the email address if it changes.

* Email: bob_jones@email.com

* Phone Number: N/A Ext.: (Hyphens and spaces are not allowed)

Figure 13: Personal Profile Section

2. Enter your personal profile information. The table below describes all the fields in the Personal Profile Section.

Feature	Description
First Name	Type your first name (required).
Prefix	Type your prefix.
MI	Type your middle initial.
Suffix	Type your suffix, if applicable.
Last Name	Type your last name (required).
Previous Last Name 1	Type your previous last name 1, if applicable.
Previous Last Name 2	Type your previous last name 2, if applicable.
Email	Type your email address (required).

Feature	Description
Phone Number	Type your primary phone number (required).
Ext	Type your phone number extension.
Primary Address (Mailing)	Type your primary mailing address (required). You are responsible for updating FastLane immediately in the event of an address change.
Same as Primary Address	Check this box if your secondary (permanent) address is the same as your primary (mailing) address.
Secondary Address (permanent)	Type your secondary (permanent) address if it is different from your primary (mailing) address.
Secondary Email	Type your secondary email address.
Secondary Phone Number	Type your secondary phone number.
Date of Birth	Type the month, day, and year of your birth (MM/DD/YYYY format).
Date of Birth State	Type the state in which you were born.
Date of Birth Country	Select the country where you were born.
Native Language	Type your native language.
Citizenship	Select your citizenship status. All applicants must be citizens or nationals of the United States, or permanent resident aliens of the United States at the time of the final application deadline date (required).
Permanent Resident Alien Date	If you are a permanent resident alien, type the date your permanent resident status was granted (MM/DD/YYYY format). If your permanent resident alien date is after the final application deadline date, your application will be invalid and will not be accepted (Required if "Permanent resident alien of the United States" is selected.)
High School City	Type the city where you attended high school.
High School State	Type the state where you attended high school.
High School Country	Type the country where you attended high school.
Gender	Select your gender or select "Do Not Wish to Provide" (required).
Race	Select your race or select "Do not wish to provide race". You may select one or more fields. To obtain the definition of Race, click the Race and Ethnicity Definitions link (required).

Feature	Description
Ethnicity	Select your ethnicity or select "Do not wish to provide ethnicity". To obtain the definition of Ethnicity, click the Race and Ethnicity Definitions link (required).
Disability	Select if you have a disability or select "Do not wish to provide handicap status". You may select one or more fields (required). If your disability is not in the list, select "Other Disability". Once you select "Other Disability", type a description of your disability. Your description must be less than 255 characters.

WARNING: You must provide data for all required fields (indicated by an asterisk on the screen) before your personal profile information is saved. If you exit the Application Module before you have completed and submitted the personal profile, you will need to re-enter the data you previously entered.

NOTE: You may select one or more fields when selecting race and disability.

3. Click the **Save and Continue** button.

Your **Personal Profile** information is saved and the **GRE Test Scores** screen is displayed.

3.2 GRE Test Scores

The GRE Test Scores section of the application allows applicants to enter information for GRE General and Subject tests that they want reported to NSF. All applicants are recommended to provide GRE General Test Scores to support the review of their application. Applicants are also encouraged to submit scores from the GRE Subject Test in their proposed field of graduate study, if a test is offered.

To Submit GRE Test Scores Information:

1. Click the **GRE Test Scores** link on the Prepare Application screen.

The **GRE Test Scores** screen is displayed.

Figure 14: GRE Test Score Header

3.2.1 GRE General Test Scores

1. In order to include GRE General Test Scores in the application, you must select the checkbox to indicate “Yes, I would like the Education Testing Service (ETS) to provide GRE Test Scores.” If you choose not to check this box, you will not be able to add GRE General Test Scores to the application.
2. When the checkbox is selected, you must enter your GRE General Test information for each test that was taken to assist ETS in reporting your scores.

To Add a GRE General Test Score:

- a. Click the **Add New General Test Score** button.
- b. Enter your GRE General Test information. The table below describes all the fields.

Feature	Description
Test Date	Type the date (MM/DD/YYYY format) the GRE test was taken (required).

Feature	Description
Registration Number	Type your 7-digit registration number provided on the score report for the computer-based General Test (required). Or enter '0' (zero) for Registration Number if you plan to take the GRE test after you submit your application. For information regarding your registration number, please refer to the Graduate Record Examinations Information and Registration Bulletin. The Graduate Record Examinations Information and Registration Bulletin can be found at http://ftp.ets.org/pub/gre/727122.pdf .
First Name	Type the first name you provided to ETS when taking the GRE test (required).
Last Name	Type the last name you provided to ETS when taking the GRE test (required).
MI (optional)	Type the middle initial you provided to ETS when taking the GRE test.

c. Click the **Save** button.

The **GRE Test Scores** screen is displayed and the GRE General Test information entered is displayed on the list.

3.2.2 GRE Subject Test Scores

Figure 15: GRE Subject Test Scores Section

1. In order to include GRE Subject Test Scores in the application, you must select the checkbox to indicate “Yes, I would like the Education Testing Service (ETS) to provide GRE Test Scores.” If you choose not to check this box, you will not be able to add Subject GRE Test Scores to the application.
2. When the checkbox is selected, you must enter your GRE Subject Test information for each test that was taken to assist ETS in reporting your scores.

To Add a GRE Subject Test Score:

- a. Click the **Add New Subject Test Score** button.
- b. Enter your GRE Subject Test information. The table below describes all the fields.

Feature	Description
Subject Code	Type the subject code of the test: Biochemistry, Cell and Molecular Biology - B22; Biology - B24; Chemistry - C27; Computer Science - C29; Mathematics (Rescaled) - M68; Physics - P77; Psychology - P81 (required).
Test Date	Type the date (MM/DD/YYYY format) the GRE test was taken (required).
Registration Number	Type your 7-digit registration number provided on the score report for the computer-based General Test (required). Or enter '0' (zero) for Registration Number if you plan to take the GRE test after you submit your application. For information regarding your registration number, please refer to the Graduate Record Examinations Information and Registration Bulletin. The Graduate Record Examinations Information and Registration Bulletin can be found at http://ftp.ets.org/pub/gre/727122.pdf .
First Name	Type the first name you provided to ETS when taking the GRE test (required).
Last Name	Type the last name you provided to ETS when taking the GRE test (required).
MI (optional)	Type the middle initial you provided to ETS when taking the GRE test.

- c. Click the **Save** button.

The **GRE Test Scores** screen is displayed and the GRE Subject Test information entered is displayed is on the list.

3. Click the **Save and Continue** button.

Your **GRE Test Scores** information is saved and the **Education and Work Experience** screen is displayed.

3.3 Education and Work Experience

The Education and Work Experience section allows the applicant to enter the following information: Education, Other Experience, and Additional Graduate School Information.

To Submit Education and Work Experience Information:

1. Click the **Education and Work Experience** link on the Prepare Application screen.

The **Education and Work Experience** screen is displayed.

EDUCATION AND WORK EXPERIENCE

[Privacy Act](#)

* Required Field

Education

* List colleges or universities attended and your enrollment details. Add the additional degrees or majors by clicking the **Add New** button and entering the same education information while selecting a different degree or major. Academic transcripts are required for all institutions listed. Required transcripts to complete your application include academic transcripts from your baccalaureate institution and transcripts for all completed graduate work. If your undergraduate transcripts include all transfer credits, such as community college or summer courses, you do not need to list each undergraduate institution attended. Please read the Application Preparation Instructions in the Program Solicitation for more information on the transcripts requirements. We recommend applicants send in transcripts ahead of the deadline.

Official transcript(s) are required in hard copy via postal mail, express service, or courier to:
GRF Operations Center
Suite T-50
1818 N Street NW
Washington, DC 20036-2479

Once a transcript has been received for an institution, the delete option will not be available for that institution. You may still edit details of your attendance at this institution, but may not edit the name of the institution.

No items found. 1

College/University	Location	Start Date	Completion Date	Degree	Award Date	Major Field	Grad. Sem. Hrs.	Grad. Qtr. Hrs.	Grad. Dept.	Action
Nothing found to display										

[Add New](#)

Figure 14: Education and Work Experience Section

3.3.1 Education

1. List all Colleges or Universities that you are currently attending or have attended and their details. List most recent enrollment first. If you have multiple degrees or majors, you will have to list each separately. Colleges or universities can include baccalaureate organizations (where you received your bachelor's degree) and any completed graduate courses in any field since receipt of your bachelor's degree.

To Add a College or University:

- a. Click the **Add New** button

The **Add College/University** screen is displayed.

EDUCATION AND WORK EXPERIENCE

** Required Field*

Add College/University

Please click the Find Organization link to add or edit your college/university. Select the main campus name rather than schools or colleges within the university.

[Find Organization](#)

* Name:
* City:
* State:
* Country:

Provide the following details about your college/university.

* Start Date: (mm/yyyy)

If you have not yet completed your program at this college/university, then the Completion Date and Award Date should be the Expected Completion Date and Expected Award Date.

* Completion Date: (mm/yyyy)
Award Date: (mm/yyyy)
Degree:

* Major Field:

If you can not find your Major Field or have selected Major, Other (example: Chemistry, Other), please enter a description below.

Other Major Field:

Enrollment Information

Enrolled in this educational institution as-

* a) Full-time Part-time Not Applicable
* b) Undergraduate Graduate Not Applicable

Figure 15: Add College/University Screen

- b. Enter your college or universities information. The table below describes all the fields.

Feature	Description
College/University	<p>Select your College or University using the <i>Find Organization</i> link. Once you have selected this link, you will be permitted to type in the name of the College or University and click the search button. Once the search results displays your College or University, click the select link (required).</p> <p>If you were unable to find your college or university, you are able to enter it in manually by clicking on the enter it manually link and entering the following information:</p> <ul style="list-style-type: none"> o Name o City o State o Country <p>Once you have entered the information click the submit link.</p>
Start Date	Type the date (MM/YYYY format) of when you began your studies (required).

Feature	Description
Completion Date	Type the date (MM/YYYY format) of when you completed your studies, or when you plan to complete your studies (required).
Award date	Type the date (MM/YYYY format) you received a degree or when you plan to receive your degree.
Degree	Select the degree type you received.
Major Field	Select your previous major field of study. If you cannot find your major field of study from the list, type your major field of study in the input box (required).
Other Major Field	Enter a description of your Major Field, if you cannot find your Major Field in the list or have selected Major, Other (example: Chemistry - Other (specify)) (required if major field contains "Other (specify)").
Enrollment Information	Select your enrollment status at the college or university (required).
Graduate Course Information	Select whether you have completed any graduate courses at this institution (required).
Department	Type the name of the graduate department. (Required if you selected "Yes" for the Graduate Course Information question)
Semester Hours	Type the semester hours earned, enter zero if you do not have any to report. (Required if you selected "Yes" for the Graduate Course Information question). For information regarding semester hours, please visit the GRFP FAQ's located in your Quick Links.
Quarter Hours	Type the semester hours earned, enter zero if you do not have any to report. (Required if you selected "Yes" for the Graduate Course Information question). For information regarding quarter hours, please visit the GRFP FAQ's located in your Quick Links.

c. Click the **Save** button.

The **Education** screen is displayed and the college or university information entered is displayed in the list.

NOTE: Once a transcript has been received for an institution, the delete option will not be available for that institution. You may still edit details of your attendance at this institution, but may not edit the name of the institution.

TIP: All correspondence related to your fellowship will be sent to your primary contact information. Your primary email address will also be the email address that all system-generated emails and reminders will be sent to. Please be sure that you keep this information up-to-date.

3.3.2 Other Experience

1. Enter fellowships, scholarships, teaching, and work experiences relevant to your field of study since entering college/university. Experiences do not have to be limited to the academic realm. (Up to but no more than five are recommended.) Begin with the most recent.

To Add a Fellowship, Scholarship, Teaching, or Work Experience:

- a. Click the **Add New** button.

The **Adding Education and Work Experience** screen is displayed.

Figure 16: Adding Education and Work Experience Screen

- b. Enter the details of the position. The table below describes all of the fields.

Feature	Description
Title	Type your position held at time of experience (required).
Institution/Organization	Type the name of the institution/organization (required).
Start Date	Type the date (MM/YYYY format) you began the fellowship, scholarship, teaching, or work experience (required).

- c. Click the **Save** button.

The **Education and Work Experience** screen is displayed and the Fellowship, Scholarship, Teaching, or Work Experience information entered is displayed in the list.

2. Enter significant academic honors you have received relevant to your major field of study.

3.3.3 Additional Graduate School Information

Additional Graduate School Information

*Are you or have you been in a five-year joint baccalaureate-master's degree program?
 Yes No

*Are you or have you been in a four-year joint baccalaureate-master's degree program?
 Yes No

Please select your baccalaureate institution from the list of colleges and universities you attended. You may only choose one institution even if you have multiple baccalaureate institutions, so please choose the one which you feel is most applicable to this fellowship.

*Baccalaureate Institution:

If you are currently enrolled in a college or university, please select your current institution from the list of colleges or universities you attended. You may only choose one institution even if you have multiple current institutions, so please choose the one which you feel is most applicable to this fellowship.

Current Institution:

Figure 17: Additional Graduate School Information

1. Answer the additional graduate school information questions. Select “Yes” or “No” for each question to indicate if you are or have been enrolled in a five-year or four-year joint baccalaureate-master’s degree program (required).
2. Select your baccalaureate institution from the list of colleges and universities you attended. You may only choose one institution even if you have multiple baccalaureate institutions, so please choose the one which you feel is most applicable to this fellowship.
3. Select your current institution from the list of colleges and universities you attended (if applicable). You are only able to choose one institution even if you have multiple current institutions.
4. Click the **Save and Continue** button.

Your **Education and Work Experience** information is saved and the **Proposed Graduate Program** screen is displayed.

NOTE: When changes are made to your College/University list, the baccalaureate institution and current institution fields are deselected so that you must reselect the baccalaureate institution and current institution from the most recent college/university lists.

3.4 Proposed Graduate Program

The Proposed Graduate Program section allows the applicant to enter information about the proposed University or College and field of study for graduate work.

To Submit Proposed Graduate Program Information:

1. Click the **Proposed Graduate Program** link on the Prepare Application screen. The **Proposed Graduate Program** screen is displayed.

Figure 18: Proposed Graduate Program Section

3.4.1 Proposed University or College

1. Enter your University or College information. The table below describes all the fields in the Proposed University or College Section.

Feature	Description
Proposed University or College	Select your Proposed University or College from the dropdown list. If your University or College is not listed, enter the University or College's name in the "Other" field.

Feature	Description
Other	Type the name of your Proposed University or College (Use this field only if it is not in the drop down list.).
City	Type the city where your Proposed University or College is located (Use this field only if it is not in the drop down list.).
State	Select the state where your Proposed University or College is located from the dropdown list. Required if the country of your Proposed University or College is the United States (Use this field only if it is not in the drop down list.).
Country	Select the country where your Proposed University or College is located from the dropdown list (Use this field only if it is not in the drop down list.).
Primary Field of Study	Select your proposed primary field of study (required) from the dropdown list.
Other Primary Field of Study	Type in your primary field of study if you choose "Other" from the primary field of study dropdown list. Type a description of your Primary Field of Study, if you have selected Major – Other (specify) (example: Chemistry - Other (specify)).
Department	Type the department of your proposed primary field of study.
Multidisciplinary Information	Select "Yes" or "No" to indicate whether your planned graduate program is multidisciplinary (required).

3.4.2 Multi Disciplinary Information

1. Enter your University or College information. The table below describes all the fields in the Multi Disciplinary Information.

Feature	Description
Proposed Graduate Program Multi Disciplinary	Select "Yes" or "No" to indicate whether your proposed graduate program is multi disciplinary (required).
Primary Field of Study	Type in the % of the program of the primary field of study. (Required if your planned proposed graduate program was multi disciplinary.)
Other Field of Study	Select your Other Field of Study from the dropdown list.
Other Field of Study % of Program	Type in the % of the program of the other field of study.

3.4.3 Highest Level of Degree

1. Enter your Highest Level of Degree and Field of Study. The table below describes all the fields in the Highest Level of Degree and Field of Study.

Feature	Description
Degree	Select the highest level degree toward which you expect to work on during your fellowship from the dropdown list. If the degree is not listed, enter the degree in the field provided.

3.5 References

The References section allows the applicant to enter information for individuals that they would like to submit reference letters for their Fellowship application.

You are required to submit at least three references in order to submit the application. Scientists or faculty members who have current knowledge of your academic and/or professional experience and ability should be selected as references, since they will be able to give meaningful answers to the questions asked. NSF suggests that at least two of the three references should be persons with whom you have worked in your present (or most recent) department, including the thesis adviser, if applicable.

After adding each reference, please click the 'Send Email' link in order to notify the person of your request for a reference letter. The individual will receive an email that contains instructions on how to submit a reference letter for your Fellowship application. Please remember that the system will not send any email notification to references on its own; your action of clicking the 'Send Email' link is required.

NOTE: Only the **NSF Reference Report Format** will be accepted. The student reference statements on file at colleges and universities will not be accepted in lieu of the NSF Reference Letter.

To Submit Reference Information:

1. Click the **References** link on the Prepare Application screen.

The **References** screen is displayed.

REFERENCES

[Privacy Act](#)

* Required Field

References Instructions
 After adding a reference, please click the 'Send Email' link in order to notify the person of your request for a reference letter. The individual will receive an email that contains instructions on how to submit a reference letter for your Fellowship application. Please remember that the system will not send any email notification to references on its own; your action of **clicking the 'Send Email' link is required.**

Before submitting your application, you can manage your references through either the 'Prepare Application' or 'Manage References' links on the home page. However, after you submit your application, you may only manage your references through the 'Manage References' link on the home page.

THE DEADLINE FOR THE RECEIPT OF REFERENCE MATERIALS IS 10/21/2006.

Note: If you update any of the reference information after you have sent the request email using the "Send Email" link, you must resend the email to the person of your request via the same link.

*List names and organizational affiliations of individuals submitting Letters of Reference. At least three references are required in order to submit your application, however you may wish to provide four or more names to ensure application completion. Note: There is a Manage References feature within the GRFP Application Module where you will be able to add, delete, and edit your references after application submission. If you have questions regarding the references requirements, please refer to the GRFP FAQs link found on your applicant home page in the Quick Links.

No items found. 1

Last Name	First Name	MI	Organization	Email Address	Status	Action
Nothing found to display						

Figure 19: References Section

2. Enter your reference information.

To Add your Reference Information:

- a. Click the **Add New** button.
- b. Enter your reference information. The table below describes all the fields.

Feature	Description
Last Name	Type the last name of the Reference person (required).
First Name	Type the first name of the Reference person (required).
Middle Initial	Type the middle initial of the Reference person.
Organization	Type the name of the organization (university, college, institution) for the Reference person (required).
Email Address	Type the Reference person's email address (required).

- c. Click the **Save** button.

The **Reference** screen is displayed and the reference information entered is displayed in the list. The **Status** field shows either “Submitted” or “Unsubmitted” indicating whether the reference writer has submitted the letter of reference.

NOTE: Make sure you click on the “Send Email” button for each reference you identify to actually send the email request to the person. If you update any of the reference information after you have sent the request email using the "Send Email" link, you must resend the email to the person of your request via the same link.

3.6 Personal Statement

The Personal Statement section allows the applicant to upload an essay that describes personal, professional, and educational experiences.

To Submit Personal Statement Information:

1. Click the **Personal Statement** link on the Prepare Application screen.

The **Personal Statement** screen is displayed.

PERSONAL STATEMENT

[Privacy Act](#)

* Required Field

Essay Upload and Format Instructions
 For all essay questions, you must upload the essay into your Fastlane application following the instructions provided. New, corrected, or revised essays will not be accepted after the deadline. Check to ensure that you have uploaded the correct essay before submitting. Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of the essays uploaded into the Fastlane application.

The essay should be written using a **12 point Times New Roman font**. Small type size makes it difficult for reviewers to read the application; consequently, the use of small type not in compliance with the application guidelines may be grounds for NSF to return the application without review. There is a **2-page limit** for this essay, and references and citations are included toward the 2-page limit. The essay should be written using the standard 8.5" x 11" page size with 1 inch margins. Adherence to type size and page length is necessary to ensure that no applicant will have an unfair advantage, by using smaller type or line spacing to provide more text in the application. Images may be included in your essays, however they will be produced only in black and white. Prepare your response using a word-processor. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. For additional instructions, please see the [File Uploading Instructions](#) (a new browser window will open). If you continue to experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

Personal Statement Essay
 NSF Fellows are expected to become knowledge experts and leaders who can contribute significantly to research, education, and innovations in science and engineering. The purpose of this essay is to demonstrate your potential to satisfy this requirement. Your ideas and examples do not have to be confined necessarily to the discipline that you have chosen to pursue.

Describe any personal, professional, or educational experiences or situations that have prepared you or contributed to your desire to pursue advanced study in science, technology, engineering, or mathematics. Describe your competencies and evidence of leadership potential. Discuss your career aspirations and how the NSF fellowship will enable you to achieve your goals. Provide specific details in the narrative that address the NSF Merit Review Criteria of Intellectual Merit and Broader Impacts as described in the program announcement.

Document Uploaded: No

* Essay File:

Figure 20: Personal Statement Section

3.6.1 Personal Statement Essay

1. Upload your Personal Statement Essay: Describe any personal, professional, or educational experiences or situations that have prepared you or contributed to your desire to pursue advanced study in science, technology, engineering, or mathematics. Describe your competencies and evidence of leadership potential. Discuss your career aspirations and how the NSF fellowship will enable you to achieve your goals. Provide specific details in the narrative that address the NSF Merit Review Criteria of Intellectual Merit and Broader Impacts as described in the program announcement

To Upload your Personal Statement Essay:

- a. Either type the file location of your essay in the input box or click the **Browse** button to find the location.
- b. Click the **Upload** button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please be patient, this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, your file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

- c. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

- d. Click the Accept button to accept the converted PDF file (However, if you detected any problems in the PDF file, you can cancel the upload by clicking on the Cancel button. You may then correct the errors and resubmit the corrected version of your document.)

The **Personal Statement** screen is displayed and a View PDF link is now displayed on the screen for your uploaded essay- (if the Accept button was clicked in step d).

NOTE: Essay files can be updated at any time prior to application submission. New, corrected, or revised essays will not be accepted after the application is submitted.

NOTE: Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of essays uploaded into the FastLane application.

NOTE: There is a 2-page limit for this essay with one-inch margins. All essays should be written using the standard 8.5"x 11" paper size. The essay should be written with using a 12-point Times New Roman font size. Small type size makes it difficult for reviewers to read the application; consequently, the use of small type not in compliance with the application guidelines may be grounds for NSF to return the application without review. Adherence to type size and page length is necessary to ensure that no applicant will have an unfair advantage, by using smaller type or line spacing to provide more text in the application.

3.7 Previous Research Experience

The Previous Research Experience section allows the applicant to upload an essay that describes experience they have in research activities.

To Submit Previous Research Experience Information:

1. Click the **Previous Research Experience** link on the Prepare Application screen.

The **Previous Research Experience** screen is displayed.

The screenshot shows a web interface titled "PREVIOUS RESEARCH EXPERIENCE". At the top left, there is a "Privacy Act" link and an asterisk indicating a required field. The main content area is titled "Essay Upload and Format Instructions" and contains the following text:

Essay Upload and Format Instructions
 For all essay questions, you must upload the essay into your Fastlane application following the instructions provided. New, corrected, or revised essays will not be accepted after the deadline. Check to ensure that you have uploaded the correct essay before submitting. Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of the essays uploaded into the Fastlane application.

The essay should be written using a **12 point Times New Roman font**. Small type size makes it difficult for reviewers to read the application; consequently, the use of small type not in compliance with the application guidelines may be grounds for NSF to return the application without review. There is a **2-page limit** for this essay, and references and citations are included toward the 2-page limit. The essay should be written using the standard 8.5" x 11" page size with 1 inch margins. Adherence to type size and page length is necessary to ensure that no applicant will have an unfair advantage, by using smaller type or line spacing to provide more text in the application. Images may be included in your essays, however they will be produced only in black and white. Prepare your response using a word-processor. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. For additional instructions, please see the [File Uploading Instructions](#) (a new browser window will open). If you continue to experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

Below the instructions is a section titled "Previous Research Essay" with the following text:

Previous Research Essay
 Describe any scientific research activities in which you have participated, such as experience in undergraduate research programs, or research experience gained through summer or part-time employment or in work-study programs, or other research activities, either academic or job-related. Explain the purpose of the research and your specific role in the research, including the extent to which you worked independently and/or as part of a team, and what you learned from your research. In your statement, distinguish between undergraduate and graduate research experience. If you have no direct research experience, describe any activities that you believe have prepared you to undertake research. At the end of your statement, list any publications and/or presentations made at national and/or regional professional meetings.

Document Uploaded: No

At the bottom of the form, there is a label "* Essay File:" followed by a text input field, a "Browse..." button, and an "Upload" button. At the very bottom, there are "Continue" and "Cancel" buttons.

Figure 21: Previous Research Experience Section

2. Upload your previous research experience essay that describes any scientific research activities in which you have participated, such as experience in undergraduate research programs, or research experience gained through summer or part-time employment or in work-study programs, or other research activities, either academic or job-related. Explain the purpose of the research and your specific role in the research, including the extent to which you worked independently and/or as part of a team, and what you learned from your research. In your statement, distinguish between undergraduate and graduate research experience. If you have no direct research experience, describe any activities that you believe have prepared you to undertake research. At the end of your statement, list any publications and/or presentations made at national and/or regional professional meetings (required).

To Upload your Previous Research Experience Essay:

- a. Either type the file location of your essay in the input box or click the **Browse** button to find the location.
- b. Click the **Upload** button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please be patient, this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, your file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

- c. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

- d. Click the Accept button to accept the converted PDF file (However, if you detected any problems in the PDF file, you can cancel the upload by clicking on the Cancel button. You may then correct the errors and resubmit the corrected version of your document.)

The **Previous Research Experience** screen is displayed and a View PDF link is now displayed on the screen for your uploaded essay (if the Accept button was clicked in step d).

NOTE: Essay files can be updated at any time prior to application submission. New, corrected, or revised essays will not be accepted after the application is submitted.

NOTE: Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of essays uploaded into the FastLane application.

NOTE: There is a 2-page limit for this essay with one-inch margins, references and citations are included toward the 2-page limit. All essays should be written using the standard 8.5"x 11" paper size. The essay should be written with using a 12-point Times New Roman font size. Small type size makes it difficult for reviewers to read the application; consequently, the use of small type not in compliance with the application guidelines may be grounds for NSF to return the application without review. Adherence to type size and page length is necessary to ensure that no applicant will have an unfair advantage, by using smaller type or line spacing to provide more text in the application.

3.8 Proposed Plan of Research

The Proposed Plan of Research section allows the applicant to upload an essay that describes in detail their research plans.

To Submit Proposed Plan of Research Information:

1. Click the **Proposed Plan of Research** link on the Prepare Application screen.

The **Proposed Plan of Research** screen is displayed.

The screenshot shows a web form titled "PROPOSED PLAN OF RESEARCH". At the top left, there is a "Privacy Act" link and a red asterisk indicating a required field. The main content area is enclosed in a light gray box and contains the following text:

Essay Upload and Format Instructions
 For all essay questions, you must upload the essay into your Fastlane application following the instructions provided. New, corrected, or revised essays will not be accepted after the deadline. Check to ensure that you have uploaded the correct essay before submitting. Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of the essays uploaded into the Fastlane application.

The essay should be written using a **12 point Times New Roman font**. Small type size makes it difficult for reviewers to read the application; consequently, the use of small type not in compliance with the application guidelines may be grounds for NSF to return the application without review. There is a **2-page limit** for this essay, and references and citations are included toward the 2-page limit. The essay should be written using the standard 8.5" x 11" page size with 1 inch margins. Adherence to type size and page length is necessary to ensure that no applicant will have an unfair advantage, by using smaller type or line spacing to provide more text in the application. Images may be included in your essays, however they will be produced only in black and white. Prepare your response using a word-processor. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. For additional instructions, please see the [File Uploading Instructions](#) (a new browser window will open). If you continue to experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

Proposed Research Essay
 In a clear, concise, and original statement, present a complete plan for a research project that you may pursue while on fellowship tenure and how you became interested in the topic. Your statement should demonstrate your understanding of research design and methodology and explain the relationship to your previous research, if any. Describe how you propose to address the two NSF Merit Review Criteria of Intellectual Merit and Broader Impacts. Refer to the program announcement for specific guidance.

Format: Include the title, key words, hypothesis, research plan (strategy, methodology, and controls), anticipated results or findings, literature citations, and a statement attesting to the originality of the research proposal. If you have not formulated a research plan, your statement should include a description of a topic that interests you and how you would propose to conduct research on that topic.

Research topics discussed in your proposed plan will be used to determine eligibility. Refer to the Field of Study eligibility criterion in the program announcement.

Document Uploaded: No

* Essay File:

At the bottom of the form, there are two buttons: "Continue" and "Cancel".

Figure 22: Proposed Plan of Research Section

2. Upload your proposed plan of research essay that in a clear, concise, and original statement, describes research topics you may pursue while on fellowship tenure, and include how you became interested in these topics. Your statement should reflect your own thinking and work, demonstrate your understanding of research principles necessary to pursue these interests, and explain the relationship to your previous research, if any. Present your plan with a clear hypothesis or questions to be asked by the research. If you have not yet formulated a plan of research, your statement should include a description of one question that interests you and an analysis of how you think the question may best be answered. A listing of courses alone is not sufficient. Research topics discussed in your proposed plan may be used in determining eligibility (required)

To Upload your Proposed Plan of Research essay:

a. Either type the file location of your essay in the input box or click the **Browse** button to find the location.

b. Click the **Upload** button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please be patient, this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, your file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

c. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

d. Click the **Accept** button to accept the converted PDF file (However, if you detected any problems in the PDF file, you can cancel the upload by clicking on the Cancel button. You may then correct the errors and resubmit the corrected version of your document.)

The **Proposed Plan of Research** screen is displayed and a View PDF link is now displayed on the screen for your uploaded essay (if the Accept button was clicked in step d).

NOTE: Essay files can be updated at any time prior to application submission. New, corrected, or revised essays will not be accepted after the application is submitted.

NOTE: Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of essays uploaded into the FastLane application.

NOTE: There is a 2-page limit for this essay with one-inch margins, references and citations are included toward the 2-page limit. All essays should be written using the standard 8.5"x 11" paper size. The essay should be written with using a 12-point Times New Roman font size. Small type size makes it difficult for reviewers to read the application; consequently, the use of small type not in compliance with the application guidelines may be grounds for NSF to return the application without review. Adherence to type size and page length is necessary to ensure that no applicant will have an unfair advantage, by using smaller type or line spacing to provide more text in the application.

3.9 NSF GRFP Program Information

The NSF GRFP Program Information section allows the applicant to select their status description and upload an essay that describes their graduate study information. This section also allows the applicant to select whether or not they want their name and email address published if chosen for an award or honorable mention. In addition, the applicant can enter how they learned about the NSF Graduate Research Fellowship and report other fellowships for which they are applying

To Submit NSF GRFP Program Information:

1. Click the NSF GRFP Program Information link on the Prepare Application screen.

The **NSF GRFP Program Information** screen is displayed.

NSF GRFP PROGRAM INFORMATION

[Privacy Act](#)

* Required Field

Completed Study

*Mark the choice that most appropriately describes your stage of graduate study. Graduate study includes any graduate courses regardless of program, degree, or field, excluding only graduate level work performed during study leading to a baccalaureate degree. All study performed during an academic session ending on or before October 1, 2006 is considered complete.

- Completing baccalaureate study. I will complete baccalaureate study by next Fall and have not begun any graduate study. (Proceed to Additional Program Information)
- Prior to graduate study. I have completed baccalaureate study and have not begun any graduate study. (Proceed to Additional Program Information)
- Beginning graduate study. I have not completed any graduate study, but have started graduate study or I am in the final year of a joint baccalaureate-master's degree program. (Proceed to Additional Program Information)
- 1 year or less of completed graduate study. I have completed no more than 12 months full time graduate study or completed a joint baccalaureate master's degree program without completing further graduate study (Proceed to Additional Program Information)
- More than one year of completed graduate study. I have completed more than 12 months of graduate study but am still eligible for the program. (You must complete the Description of Completed Graduate Study)

Description of Completed Graduate Study

Applicants may be considered in their early stages of graduate study based on extenuating circumstances. If you selected "more than one year of completed graduate study" in the completed study section, you must explain in detail the circumstances that you wish to have considered for eligibility purposes. Issues to be addressed in this section include a significant change of field, and interruption of studies for work or medical reasons. Any other eligibility or extenuating circumstances you wish to have considered must be addressed here. Failure to supply detailed information could result in a determination of ineligible. Refer to the current GRFP Program Announcement to review important information about eligibility. This essay should be written using 12 point Times New Roman font. There is a one-page limit for this essay. The essay should be written using the standard 8.5" x 11" page size with 1 inch margins.

Document Uploaded: No

[Click Here to submit an essay for this question.](#)

Figure 23: NSF GRFP Program Information Section

3.9.1 Completed Study

1. Select your status description from the list of choices (required).
 - a. If you selected "more than one year of completed graduate study" in this section, you must explain in detail the circumstances that you wish to have considered for eligibility purposes. Issues to be addressed in this section include a significant change of field, and interruption of studies for work or medical reasons. Any other

eligibility or extenuating circumstances you wish to have considered must be addressed here. Failure to supply detailed information could result in a determination of ineligible. Refer to the current GRFP Program Announcement to review important information about eligibility.

3.9.2 Description of Completed Graduate Study

1. To upload your NSF GRFP Program Supporting Essay:

a. Click the **Click Here** link.

The **NSF GRFP Program Information Essay Upload** screen is displayed.

b. Either type the file location of your essay in the input box or click the Browse button to find the location.

c. Click the **Upload** button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please be patient, this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, your file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

d. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

e. Click the **Accept** button to accept the converted PDF file (However, if you detected any problems in the PDF file, you can cancel the upload by clicking on the Cancel button. You may then correct the errors and resubmit the corrected version of your document.)

The **NSF GRFP Program Information Essay** screen is displayed and a View PDF link is now displayed on the screen for your uploaded essay (if the Accept button was clicked in step d).

NOTE: Essay files can be updated at any time prior to application submission. New, corrected, or revised essays will not be accepted after the application is submitted.

NOTE: Review panelists will not be able to view web page links when evaluating your application. Web links are not accepted in lieu of essays uploaded into the FastLane application.

NOTE: There is a 2-page limit for this essay with one-inch margins. All essays should be written using the standard 8.5"x 11" paper size. The essay should be written with using a 12-point Times New Roman font size or larger. Small type size makes it difficult for reviewers to read the application; consequently, the use of small type not in compliance with the application guidelines may be grounds for NSF to return the application without review. Adherence to type size and page length is necessary to ensure that no applicant will have an unfair advantage, by using smaller type or line spacing to provide more text in the application.

3.9.3 Additional Program Information

1. Select **"Yes"** or **"No"** to indicate if you wish your e-mail address to be published on the Awards List or Honorable Mention List, posted at <https://www.fastlane.nsf.gov/grfp/>
2. Select how you learned about the NSF Graduate Research Fellowships. (Check all that apply.)
3. Select any fellowships for which you have applied this year. (Select all fellowships that apply.) If a fellowship that you applied for is not listed, enter the fellowship name in the Other Fellowships field.
4. Click the **Save and Continue** button.

Your **NSF GRFP Program Information** is saved and the **Submit Application** screen is displayed.

3.10 Submit Application

The Submit Application section allows the applicant to review their entire application on one screen. The section also allows the applicant to view and print a PDF version of their application. Once the application has been reviewed, an applicant can click the **Continue** button to check the for application completeness. If all required fields have been completed, the applicant will be able to click **Continue** and provide an Electronic Certification.

To Submit and Application:

1. Click the Submit Application link on the Prepare Application screen.

The **Submit Application** screen is displayed.

SUBMIT APPLICATION

[Privacy Act](#)

* Required Field

Review the following information before submission. Click on Edit link to make changes.

To view the application in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

 [View PDF](#)

PERSONAL PROFILE [Edit](#)

Prefix:
First Name: Amy
MI:
Last Name: Wenderlich
Suffix:
Previous Last Name 1:
Previous Last Name 2:

Primary Address (mailing)

Street Address:
City:
State:
Zip:
Country:
Email: amy_w@test.com
Phone Number: N/A

Secondary Address (permanent)

Same as primary address: Y

Figure 24: Submit Application

2. Click the **Continue** button to check the applications completeness.

The **Check Application Completeness** screen is displayed.

ERRORS/WARNINGS

Check Application Completeness Instructions

An **ERROR** indicates that you have not entered information for a required field. You must return to application and enter the required information before you can submit your application. *For GRE Test Scores, please refer to the [Program Announcement](#) on how to enter the information into your application.*

A **WARNING** indicates that you have not entered information for a field. The information for this field is not required but failure to provide full and complete information may reduce the possibility of your receiving an award.

Personal Profile [Edit](#)

- *WARNING: Native Language is missing.
- *WARNING: Date of Birth is missing.
- *WARNING: High School Location City is missing.

GRE Test Scores [Edit](#)

- *WARNING: Please refer to the program announcements for **GRE Subject Test Scores** requirements.

Education and Work Experience [Edit](#)

- *WARNING: List fellowships, scholarships, teaching, and work experiences relevant to your field of study since entering college/university. is missing.
- *WARNING: Academic honors you have received is missing.

Proposed Graduate Program [Edit](#)

- *WARNING: Highest Level Degree is missing.
- *WARNING: Field of Study of Highest Level Degree is missing.

Figure 25: Check Application Completeness

3. Click **Continue** to provide an Electronic Certification.

The **Applicant Electronic Certification** screen is displayed.

Application E-Signature

E-Signature Instructions

You must read and agree to all the terms and conditions in the below information before your application can be submitted.

Certifications Page

There are three certifications which must by law be made before the National Science Foundation can authorize funds for a fellowship award. These concern 1) controlled substances; 2) delinquency on Federal debt; and 3) debarment and suspension.

Certifications

I certify that:

1. I will not engage in unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the conduct of any activity with this fellowship award;

2. I am not delinquent on repayment of any Federal debt, and

3. To the best of my knowledge and belief:

(a) I am not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;

Figure 26: Application Electronic Certification

NOTE: The applicant must read and agree to the certification and check all certification check boxes on the page to proceed to submit the application package.

4. Check all certification check boxes, and Click **Sign and Submit Application**.

Once you have clicked the Sign and Submit Application button, your application will be submitted to the NSF for review.

4 CHECK APPLICATION COMPLETENESS

The **Check Application Completeness** link will be available in your Application Package Optional Task List. Click on this link at any time while preparing your application to display the readiness of your application for submission. When you perform this task to check your application, the system returns a list of both required and optional fields that have not been completed and the section of the application that the field is contained. The task link will remain until you have submitted the application.

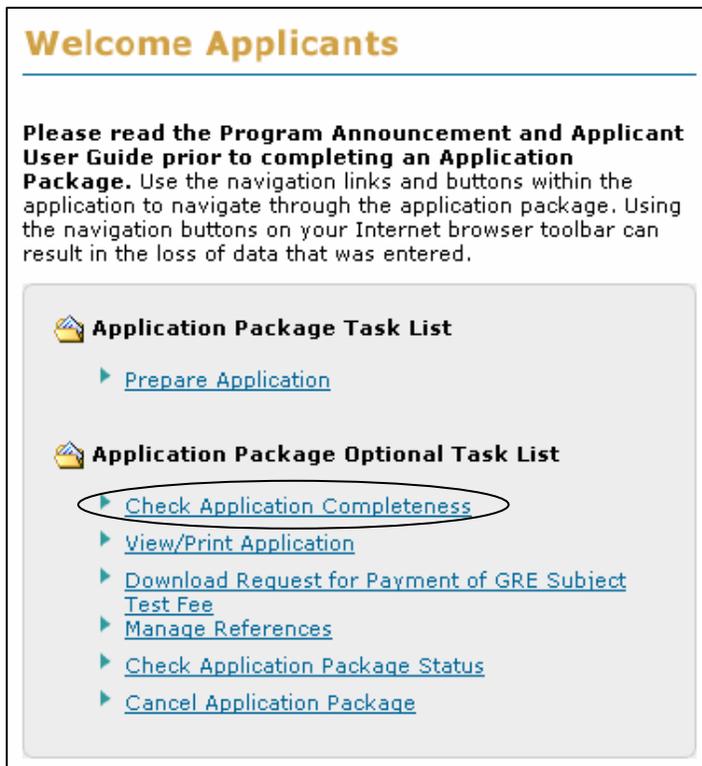


Figure 28: Check Application Completeness Link From Optional Task List

You also have the option to access this feature from within the Prepare Application Link.

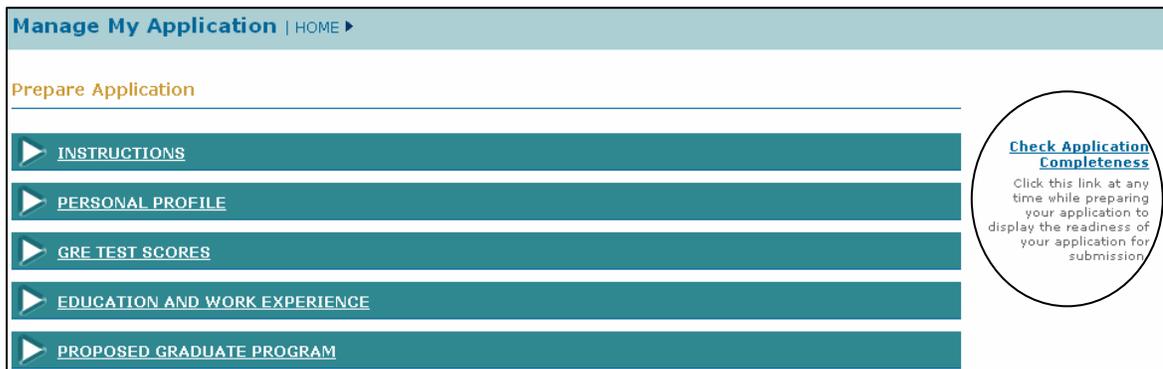


Figure 29: Check Application Completeness Link Within the Application

5 VIEW/ PRINT APPLICATION

The **View/Print Application** link will be available in your Application Package Optional Task List. Click on this link so that you can View/Print the Application.

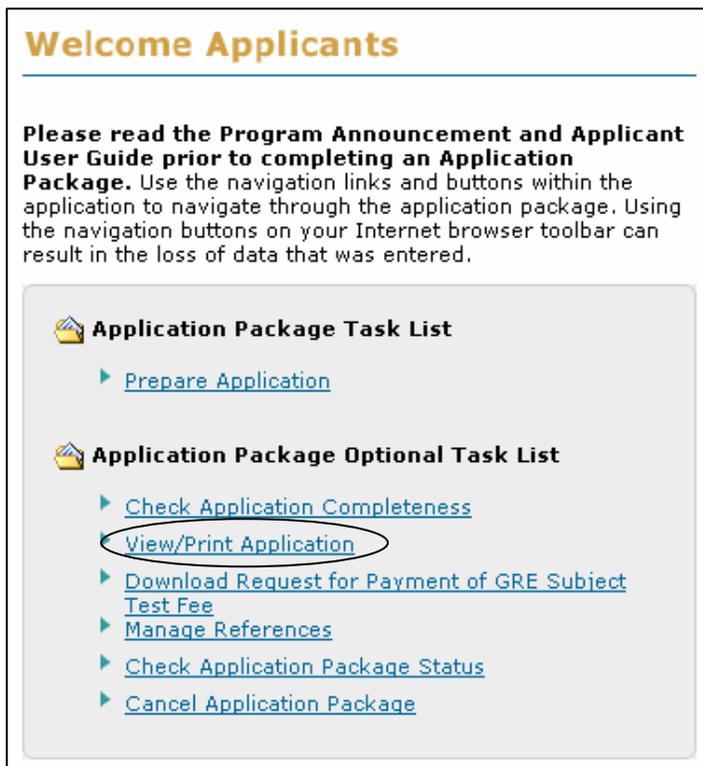
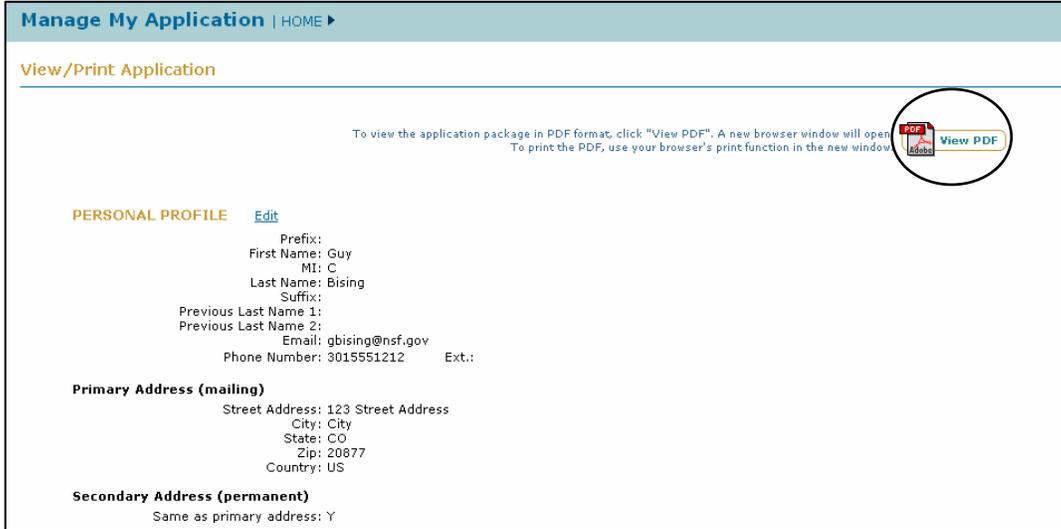


Figure 30: View/Print Application Link

To view the Application in a printable Adobe PDF version, click the **View PDF** link in the upper right hand corner of the View/Print Application screen. This feature is available both prior to and after application submission.



The screenshot shows a web interface for managing an application. At the top, there is a navigation bar with 'Manage My Application | HOME' and a sub-header 'View/Print Application'. A circular callout highlights a 'View PDF' button with a PDF icon. Below this, a text box provides instructions: 'To view the application package in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.' The main content area displays the 'PERSONAL PROFILE' with an 'Edit' link. The profile details include: Prefix: (blank), First Name: Guy, MI: C, Last Name: Bising, Suffix: (blank), Previous Last Name 1: (blank), Previous Last Name 2: (blank), Email: gbising@nsf.gov, and Phone Number: 3015551212 Ext.: (blank). Under 'Primary Address (mailing)', the details are: Street Address: 123 Street Address, City: City, State: CO, Zip: 20877, and Country: US. Under 'Secondary Address (permanent)', it states 'Same as primary address: Y'.

Manage My Application | HOME ▶

View/Print Application

To view the application package in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

PERSONAL PROFILE [Edit](#)

Prefix:
First Name: Guy
MI: C
Last Name: Bising
Suffix:
Previous Last Name 1:
Previous Last Name 2:
Email: gbising@nsf.gov
Phone Number: 3015551212 Ext.:

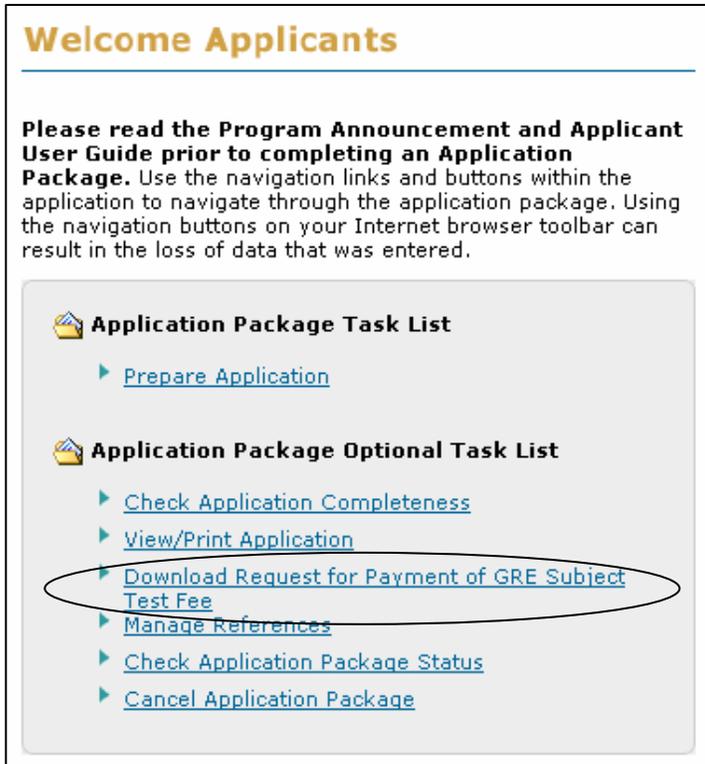
Primary Address (mailing)
Street Address: 123 Street Address
City: City
State: CO
Zip: 20877
Country: US

Secondary Address (permanent)
Same as primary address: Y

Figure 31: View/Print Application

6 DOWNLOAD REQUEST FOR PAYMENT OF GRE SUBJECT TEST FEE

The **Download Request For Payment of GRE Subject Test Fee** link will be available in your Application Package Optional Task List. Click on this link to download the form for requesting payment by NSF of your GRE Subject Test registration fee.



Welcome Applicants

Please read the **Program Announcement and Applicant User Guide prior to completing an Application Package**. Use the navigation links and buttons within the application to navigate through the application package. Using the navigation buttons on your Internet browser toolbar can result in the loss of data that was entered.

- Application Package Task List**
 - [Prepare Application](#)
- Application Package Optional Task List**
 - [Check Application Completeness](#)
 - [View/Print Application](#)
 - [Download Request for Payment of GRE Subject Test Fee](#)
 - [Manage References](#)
 - [Check Application Package Status](#)
 - [Cancel Application Package](#)

Figure 32: Download Request for Payment of GRE Subject Test Fee Link

7 MANAGE REFERENCES

The **Manage References** link will be available in your Application Package Optional Task List. Click on this link to manage your references. You may add references for your application package even after you have submitted your application using this task link. When you add a reference name to the system and click “send email”, an email is sent to the reference person with the reference request. The email will contain a link that the reference person can use to access and submit their reference letter.

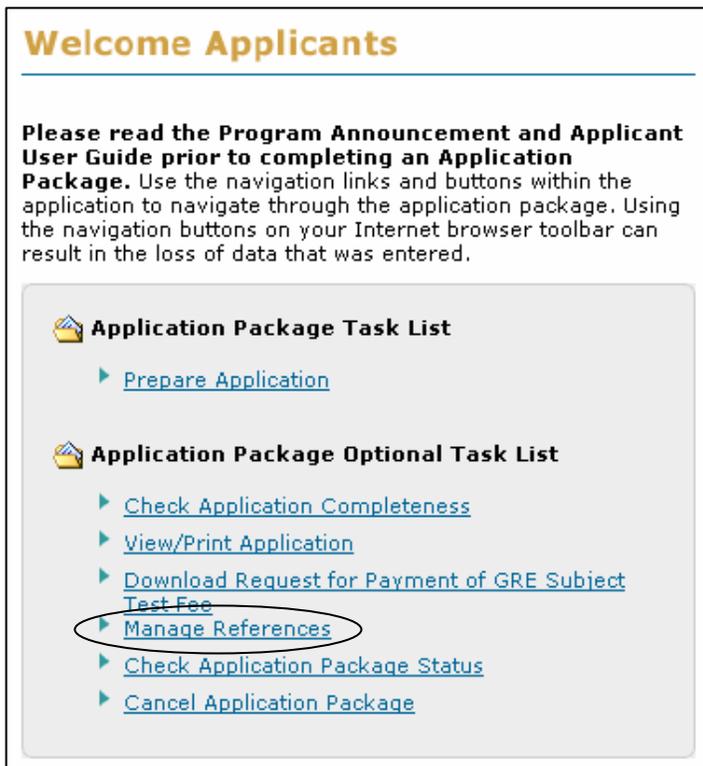


Figure 33: Manage References Link

NOTE: Emails are the primary source of communication used by the GRFP Administrators. It is important for you to use an active email address and to update the email address if it changes.

8 CANCEL APPLICATION PACKAGE

The **Cancel Application Package** link will be available in your Application Package Optional Task List until you have submitted the application. If you decide not to complete the Graduate Research Fellowship Application, you may remove your application from the GRFP system by clicking on the **Cancel Application Package** link before the submission deadline.

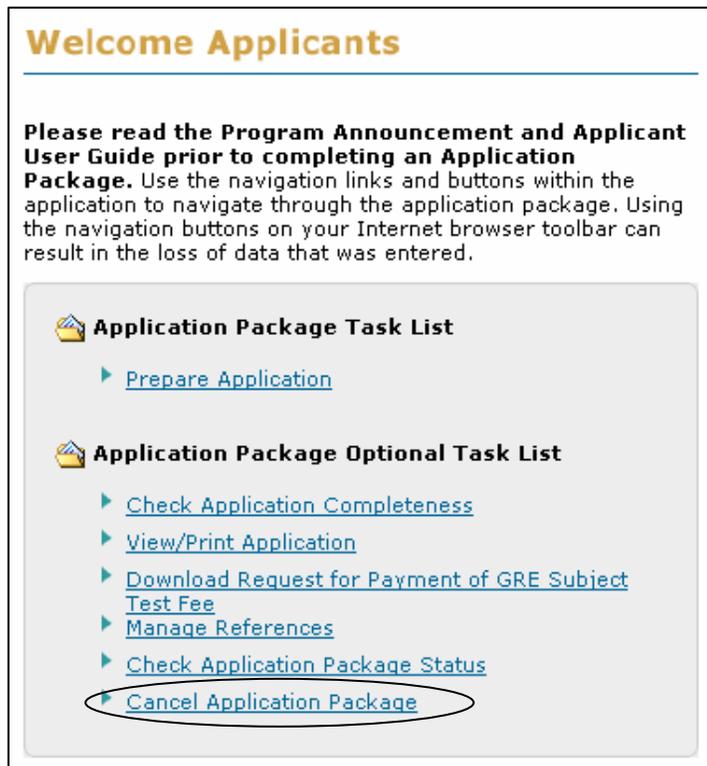


Figure 34: Cancel Application Package Link

9 WITHDRAW APPLICATION PACKAGE

The **Withdraw Application Package** link will appear in your Application Package Optional Task List after you have submitted the application. Click on this link to withdraw your application package before the submission deadline if you decide you do not want your application package reviewed for award consideration. If you wish to withdraw your application after the submission deadline, you must contact ASEE with that request.

Welcome Applicants

Please read the Program Announcement and Applicant User Guide prior to completing an Application Package. Use the navigation links and buttons within the application to navigate through the application package. Using the navigation buttons on your Internet browser toolbar can result in the loss of data that was entered.

Application Package Task List

Application Package Optional Task List

- ▶ [View/Print Application](#)
- ▶ [Download Request for Payment of GRE Subject Test Fee](#)
- ▶ [Manage References](#)
- ▶ [Check Application Package Status](#)
- ▶ [Withdraw Application Package](#)

Figure 35: Withdraw Application Package Link

10 MANAGING YOUR PROFILE

Your user profile includes your name, primary contact information, and secondary contact information. Your name and primary contact information are displayed in the Applicant Data area on the right side of your home page. You may view or update your profile at any time using the **Update My Profile** link found in the Applicant Data area.

When updating your profile information, you may make changes to your name, primary contact information, or secondary contact information. The required fields in your profile are marked with an asterisk.

TIP: All correspondence related to your application will be sent to your primary contact information. Your primary email address will also be the email address that all system-generated emails and reminders will be sent to. Please be sure that you keep this information up-to-date.

To Update Your Profile:

1. Click the **Update My Profile** link from your home page Applicant Data area.



The image shows a screenshot of the 'Applicant Data' section. It features a header 'Applicant Data' in a rounded orange box. Below this, the following information is listed: Applicant ID: 1000095429, Name: Jane Doe, Address: 123 Main Street, City, State, Zip: Arlington, VA, 12345, Phone: 3015552121, and Email: jane@doe.com. A blue underlined link 'Update My Profile' is positioned below the email. A horizontal line separates this section from the 'Application Year: 2007' and 'Status: Unsubmitted' information below.

Figure 36: Update My Profile Link

Your current profile information is displayed with the ability to edit each field (see below.)

Update Profile For amy test_2

* Required Field

User Name [Privacy Act](#)

* First Name: MI: Prefix: Suffix:

* Last Name:

Previous Last Name 1: Previous Last Name 2:

Primary Contact Information [Read Me](#)

* Street Address:

* City: State: Zip:

Emails are the primary source of communication used by the GRFP Administrators. It is important for you to use a current email address and to update the email address if it changes.

* Email:

* Phone Number: Ext.: Hyphens and spaces are not allowed

* Country: (If Country selected is United States, then State and Zip are required.)

Postal Code:

Figure 37: Update My Profile Screen

2. Enter the changes to your profile information.
3. Click the **Save** button.

Once you have submitted the changes to your profile, a confirmation screen is displayed. You may select the GRFP Home Page link to return to your home page and task list. Any changes to your primary contact information will be reflected in the profile area of your applicant data.

11 INSTRUCTIONS FOR REFERENCE WRITERS

Reference Writers must submit their letters of reference through the FastLane system. Only the reference letters submitted via FastLane will be accepted for the NSF Graduate Research Fellowship program.

Reference Writers can access FastLane to submit the letter by doing either of the following: 1) using the URL sent in the email they receive from the FastLane system via the applicant Or 2) navigating to the site by going to the Main GRFP page at <https://www.fastlane.nsf.gov/grfp/> and clicking the “Submit Reference Letter” link. Please note that the Submit Reference Letter site will only be available between the opening day of the competition and the reference letter deadline date.

Graduate Research Fellowship Program

Welcome to the FastLane Graduate Research Fellowship Program (GRFP).

[Submit Reference Letter](#)

Applicant Deadlines
Due by 5 p.m. submitter's local time

- November 1, 2006 (Wednesday):** Interdisciplinary Fields of Study
- November 3, 2006 (Friday):** Computer and Information Science and Engineering
- November 3, 2006 (Friday):** Mathematical Sciences
- November 6, 2006 (Monday):** Geosciences
- November 6, 2006 (Monday):** Psychology
- November 6, 2006 (Monday):** Social Sciences
- November 8, 2006 (Wednesday):** Life Sciences
- November 9, 2006 (Thursday):** Engineering
- November 13, 2006 (Monday):** Chemistry
- November 13, 2006 (Monday):** Physics and Astronomy

Figure 38: GRFP Main Screen

1. Click on **Submit Reference Letter** link.

The **Prepare Reference Letter Screen** is displayed.

Prepare Reference Letter

An applicant to NSF's Graduate Research Fellowship program has requested that you provide a reference letter in support of his or her application. Click the 'Continue' button to upload your reference letter. On behalf of the applicant and NSF, thank you for your participation and assistance.

Please enter your Email Address as entered by the applicant and the Applicant ID of the applicant. You can obtain this information from the email you received.

RULES OF BEHAVIOR

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

By logging in, you are accepting the rules above.

*Your Email Address:

*Applicant ID:

Continue

Figure 39: Prepare Reference Letter Screen

2. Enter your (the Referee's) Email Address (as entered by the Applicant) and the Applicant ID of the person you are providing a reference for and click the Continue button. This information can be found in the email that is sent to you from FastLane. By logging into NSF's system, you are accepting the Rules of Behavior.

The **Submit Reference Letter Screen** is displayed.

Submit Reference Letter

** Required Field*

You must click the "Submit Reference Letter" button at the bottom of the screen after you upload the reference letter in order for it to be submitted for review.

Applicant Details

Name: test test
 Email: test5000@test.com
 Phone: N/A

Your Profile

First Name: tester MI: t
 Last Name: tester
 Organization: tester
 Email: tester@test.edu

Reference Letter

Please use your word processor to prepare and save a reference letter in which you provide examples of the applicant's ability to conduct research in his/her discipline, to work as a member of a team, as well as independently, and to interpret and communicate research findings. These are elements of NSF's intellectual merit criteria. In addition please provide comments on the applicant's potential to integrate teaching and research, contribute to diversity, enhance scientific and technical understanding, and/or benefit society. These are elements of NSF's broader impacts criteria. In addition, please include how long you have known the applicant and in what capacity.

Finally, make sure you include in your reference letter the strength of your endorsement of this applicant for an NSF Graduate Research Fellowship by providing your overall recommendation of the applicant for this award. For detailed information regarding contents of the reference letter, please check the [GRFP FAQs](#) (a new browser window will open).

Figure 40: Submit Reference Letter

3. Upload your reference letter. For detailed information regarding the reference letter content and criteria, please review the GRFP FAQs or the Program Solicitation.

Upload the Reference Letter:

- a. Either type the file location of the reference letter in the input box or click the Browse button to find the location of the file.
- b. Click the Upload button to begin the upload process.

The **PDF Conversion/Compliance Check** screen is displayed. Please note this process may take a few minutes. Every 15 seconds this page will refresh to check the status of your file.

During the upload process, the file is converted to a PDF. After successful conversion, the **File Successfully Converted/Checked** screen is displayed.

- c. Proof-read the converted PDF file. Click the Proofread PDF button to proofread the converted file, paying special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

A new window is opened to display the PDF file.

The **Proofreading Complete** screen is displayed.

d. Click the Accept button to accept the converted PDF file (However, if you detect any problems in the PDF file, you may cancel the upload by clicking on the Cancel button. The referee may then correct the errors and resubmit the corrected version of his/her document.)

The **Submit Reference Letter** screen is displayed and a View PDF link is now displayed on the screen for your uploaded letter- (if the Accept button was clicked in step d).

4. Select one of the two confidentiality statements:
 - a. My preparation of this Reference Report is conditioned on the promise of the Foundation to hold my identity in confidence.
 - b. My preparation of this Reference Report is not conditioned on the promise of the Foundation to hold my identity in confidence.
5. Click the **Submit References Letter** button to submit the reference letter for the Applicant.

NOTE: To successfully submit a reference letter, the Reference Writer will need to click the **Submit References Letter** button after uploading their reference letter and selecting their confidentiality statement. The reference letter will not be submitted unless this action is taken.

NOTE: If the submission of the reference letter was successful, the referee will receive a confirmation email message within the same day. Also, if the referee logs back into FastLane and the letter of reference was successfully submitted, a note will be displayed at the top of the screen stating the date and time it was submitted. Additionally, applicants can check the status of each reference letter by logging into FastLane and clicking the Manage References link.

12 CHECK YOUR APPLICATION PACKAGE STATUS

You are able to check your application package status by clicking on the **Check Application Package Status** link in your Application Package Optional Task List. The check application package status screens allow you to obtain Application Package Requirement Information, Deadlines for the Applications Packages, Contact Information for Issues, and actual the status of the submitted GRFP Application, Official Transcripts, Reference Letters, and GRE Test Scores (if applicable).

To Check Your Application Package Status:

1. Click the **Check Application Package Status** link.

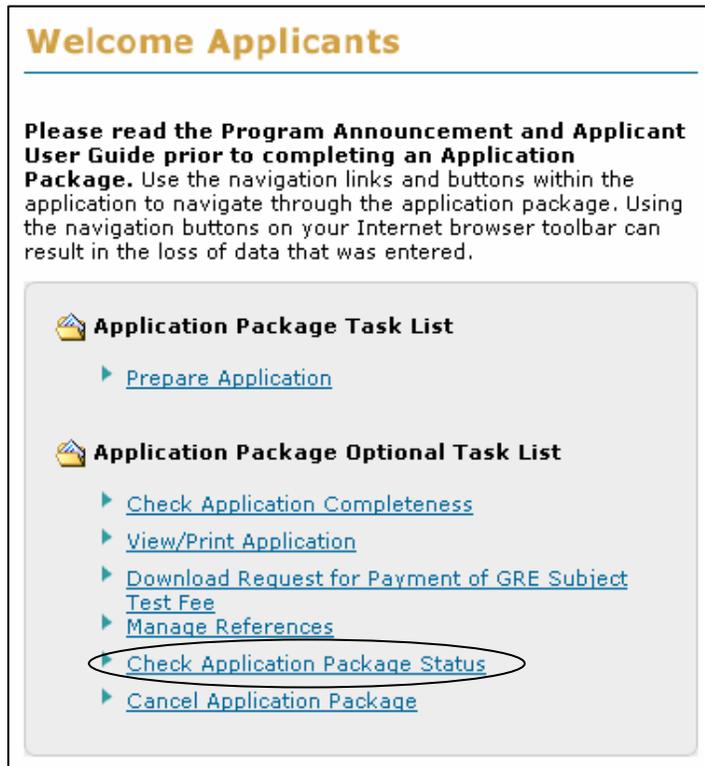


Figure 41: Application Package Task List Screen

The **Informational Screen** is displayed.

Manage My Application | HOME ▶

Current Application Package Status

Click below to review which of your application package materials have been received:

[View Your 2007 Application Package Status](#)

Application Package Requirements

In order to be considered for a Fellowship, you must submit a complete application package by the specified deadlines. A complete application package consists of:

- 1) **Fastlane GRFP submitted application,**
- 2) **Official Academic Transcripts, and**
- 3) **Three Reference Letters.**

Figure 42: Informational Screen

2. To check your current application status, click the **View Your Application Package Status** link.

The **Current Application Package Status Screen** is displayed.

Current Application Package Status

2007 Application Package Status for Doe, Jane
Status will be updated daily after 2AM.

OVERALL STATUS	
 Incomplete: Some required application package materials have not been received.	
ELEMENT	STATUS/DESCRIPTION
GRFP Application (Required)	<input type="checkbox"/> Not Received
Official Transcripts (Required)	<input type="checkbox"/> James Madison University: Not Received
Reference Letters (At least 3 are required)	<input type="checkbox"/> Smith, John: Not Received
	<input type="checkbox"/> Barker, Bob: Not Received
	<input type="checkbox"/> Adams, Douglas: Not Received
GRE Test Scores	<input type="checkbox"/> Not Received

[Back](#)

Figure 43: Application Package Status Screen

The Current Application Package Status Screen provides you with the latest status of your current application. The Overall Status of your application is provided at the top of

the page, and will inform you if your Application Package is complete or incomplete. The Overall Status will remain incomplete until all of the required materials have been received. Each Application Package Element will display its status with either an empty or checked box next to it. An empty box indicates that the item has not yet been received. A checked box indicates that the item has been received. It is important to note that application package statuses are updated daily. Therefore, the system may not reflect an updated package status until the day after an item is submitted.

NOTE: Waived transcripts will not display a checkbox and will be listed as “Not Required” instead of “Received”.
