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.
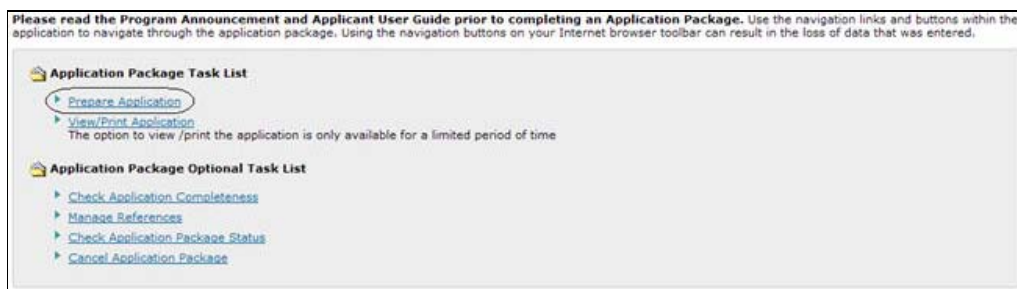

Figure 17: Prepare Application Link

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. You can submit your application by clicking "Continue" in the SUBMIT APPLICATION section. The system will verify that you have provided the required information needed to submit your application. Please review these certifications before you start. You will not be able to submit an application without making these certifications. 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. In addition, you must certify that the essays and proposed research contained in this application are your own original work. 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.

> NOTE: The first time you select the Prepare Application link you will be required to read the certifications required for application submission and acknowledge that you have read and understand the certifications

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.

Figure 18: 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.
Middle Name	Type your middle name.
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.
Mailing Address	Type your mailing address (required). You are responsible for updating FastLane immediately in the event of an address change.
Mailing Email	Type your primary email address.
Mailing Phone Number	Type your primary phone number.
Mailing Ext	Type your primary phone number extension.
Same as Mailing Address	Check this box if your permanent address is the same as your mailing address.
Permanent Address	Type your permanent address if it is different from your mailing address.
Permanent Email	Type your secondary email address.
Permanent Phone Number	Type your secondary phone number.
Permanent Ext	Type your secondary phone number extension.
Date of Birth	Type the month (MM), day (DD), and year (YYYY) of your birth

The National Science Foundation requests Date of Birth for the sole purpose of contacting applicants in the future for program-level evaluations. Date of Birth information is not disclosed to reviewers. |
Date of Birth State	Type the state in which you were born.
Date of Birth Country	Select the country where you were born.
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 Date	If you are a permanent resident, type the date your permanent resident status was granted (MM/DD/YYYY format). If your permanent resident date is after the final application deadline date, your application will be invalid and will not be accepted (Required if "Permanent resident aof the United States" is selected.)

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High School City	Type the city where you attended high school.
High School State	Type the state where you attended high school (if in the US).
High School Country	Type the country where you attended high school.
Gender	Select your gender or select "Do Not Wish to Provide" (required).
Veteran Status	Select Yes, No or Do Not Wish to Provide to indicate your veterans status.
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).
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 Education and Work Experience screen is displayed.

Education and Work Experience

The Education and Work Experience section allows the applicant to enter the following information: Education, Electronic Transcripts, 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.

Figure 23: Education and Work Experience Section

Education

2. List colleges or universities attended and your enrollment details. If you earned more than one degree or majored in multiple subjects at the same institution, add additional degrees or majors by clicking the Add New button and entering the same institution information while selecting a different degree or major. If you attended more than one institution for your baccalaureate career (e.g., you attended a community college or another institution before transferring to your baccalaureate institution, you took summer courses or studied abroad, etc.), you only need to list the degree-granting institution, provided any transfer credits appear on your baccalaureate institution's transcript. If you started a graduate program in Fall 2011, you should enter your graduate institution below and upload your transcript/record showing current enrollment. Academic transcripts are required for all institutions listed on your GRFP application. Please read the transcript requirements in the Application Preparation Instructions section of the GRFP Program Solicitation.

Transcript Requirements: The Foundation is requires that you upload electronic versions of your official or unofficial transcripts in the GRFP Application Module. These documents will be handled confidentially. Once a degree is added below, a link will be displayed to upload an electronic Transcript for the corresponding degree.

Ensure the transcript uploaded meets the following requirements:

1. The transcript must be legible

2. The applicant name must be listed

3. The school name must be listed

4. If the institution does not use a 4.0 grade scale, provide the grade scale used as the last page of the document

5. Provide an uploaded transcript for each degree (The same transcript that applies to two or more degrees should be uploaded again for each degree)

6. Rules around margins do not apply to transcripts

To Add a College or University:

a. Click the **Add New** button

The Add College/University screen is displayed.

Figure 24: Add College/University Screen

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

Feature	Description
College/University	Select your College or University using the Find Organization 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).
	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:

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	Name
	City
	State
	Country
	Once you have entered the information click the submit link.
Start Date	Type the date (MM/YYYY format) of when you began your studies (required).
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)").
Cumulative GPA	Enter your cumulative Grade Point Average (GPA) attained while at this university. If this is your first semester at the university, and you do not yet have a GPA at this university, leave this field blank.
GPA Basis	Enter the basis or scale that your cumulative Grade Point Average is based upon (e.g., 4.0; 4.33; 5.0). If this is your first semester at the university, and you do not yet have a GPA at this university, leave this field blank.
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.

   a. Upload your Optional Electronic Transcript.

To Upload your Optional Electronic Transcript:

   b. Click on the upload link next to the College/University information on the Education screen, under the Optional Electronic Transcript column.

   c. The system navigates to the Electronic Transcript page.

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

e. Click the Upload button to upload your transcript.

f. The uploaded file is converted to the PDF format, and the User is given the option to proof read the uploaded file with a message 'Proof Read PDF'

g. The system displays 'Accept' 'Cancel' buttons and the uploaded file in PDF format in a different Screen.

h. The system also displays the text "To delete the uploaded document, click the "Delete" link. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option.

i. Click on the Accept button to accept the PDF and return to the transcript screen.

j. The PDF file is uploaded to the system and The system displays the view transcript screen with the Document Uploaded as 'Yes' and displays a PDF Link to the transcript.

k. Click the Continue button to return to the Education and Work Experience Page.

NOTE: For information on FastLane Acceptable File Formats, click here.

TIP: **Emails are the primary source of communication used by the GRFP Program.** In the event we need to contact you regarding your application, please provide an email address and phone number where you can be reached. It is important for you to use a current email address and to update the email address if it changes. In addition, please make sure emails sent from the address nsfgrfp.org will not be rejected by your email service. Fellowship decisions and access to application reviews are sent via email.

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.
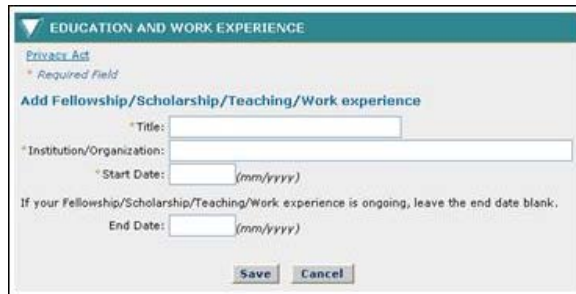
Figure 25: Adding Education and Work Experience Screen

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).
End Date	Type the date (MM/YYYY format) you completed the fellowship, scholarship, teaching, or work experience. If the experience is ongoing, leave this field blank.

2. 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.

3. Enter your significant academic honors, publications and presentations.

Additional Graduate School Information

Figure 26: 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.

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 27: Proposed Graduate Program Section

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.
Proposed Program	Enter the title of the Proposed Program you plan to enroll at the Proposed University or College.
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)).

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Panel Designations for the Discipline	If you have selected an 'other' field of study, you must select a preferred review panel. Selecting this feature provides you with a list of prior year's primary fields of study and their assignments to the review panels for the discipline you have selected as your proposed primary major discipline. Please select one of the panel groupings. NSF will review your selection of panel grouping and the text entered along with other factors, to determine how to assign your application to review panels.
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).

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.

NOTE: A list of Panel Designations by field code is provided for reference in selecting your field of study. This list is provided to help you select a primary field of study that best represents your application, not as a way for you to designate your review panel assignment. Along with other factors, primary field of study is a factor used by NSF to determine how to assign applications to review panels.

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 while on your fellowship tenure.. If the degree is not listed, enter the degree in the field provided.

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, but no more than five 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. The References should be ranked from 1 to 5 (1 being the highest priority), in the order they are to be included in the application. In the event of missing letters in the first three slots, the optional fourth and fifth letters will be used to complete the application in that order. No more than three letters, in order of priority, will be reviewed with an eligible application. This ranking is for application management purposes only and is not disclosed to reference letter writers and reviewers.

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.
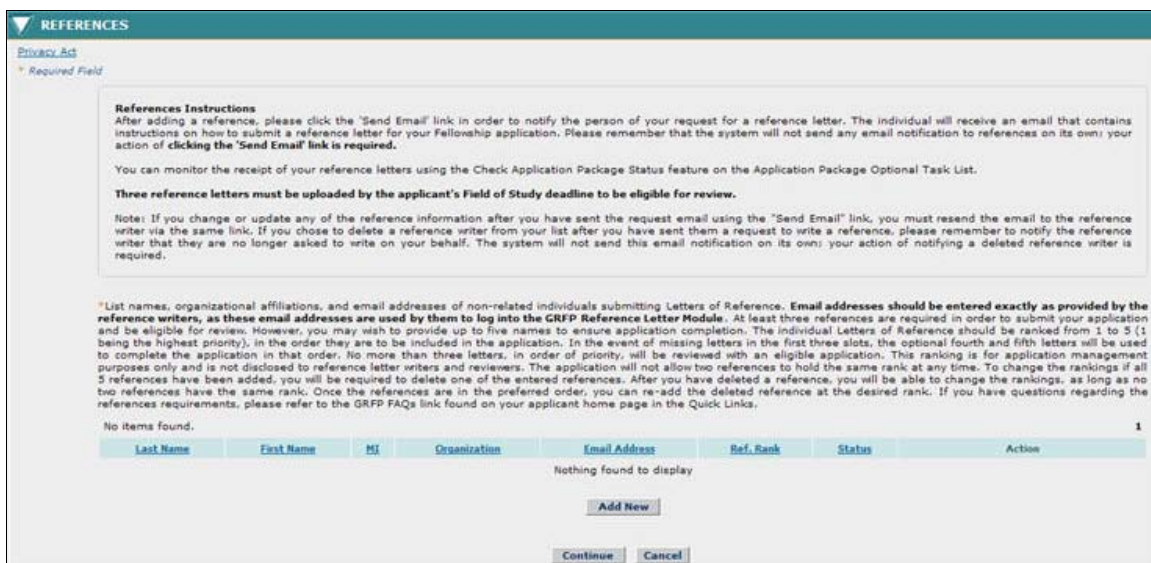
Figure 28: References Section

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).
Rank	Designate rank of reference writer between 1-5

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.

Essay Preparation and Format Instructions

a. All essays should be written **using standard 8.5" x 11" page size, 12-point, Times New Roman font, 1" margins on all sides, and must be single spaced or greater. Only publications and presentation citations may be a smaller font, no less than 10 pt. Times New Roman**. 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.

b.   There is a **2-page** limit for the **Personal Statement, Previous Research Experience, and Proposed Plan of Research** essays. There is **a 1-page** limit for the **Eligibility Essay (for those having completed greater than 12 months of graduate study)**. References and citations are included toward the page limits.

c.   Character spacing should use normal (100%) single-line space option. Do not condense line spacing or reduce the character spacing scale. Adherence to type size, character spacing, 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.

d.   Images may be included in your essays, however they will be produced only in black and white. All images, footnotes, endnotes, and other citations are included in the 2-page limit.

e.   Prepare your response using a word-processor.

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.

Figure 29: Personal Statement Section

NOTE: Before attempting to submit an essay for the Graduate Research Fellowship Application, it is important to make sure that java script is allowed within your browser, and that popup blockers are disabled. To view browser specific instructions on how to do this, please see section 13.

2.   2. Upload your Personal Statement Essay: NSF Fellows are expected to become globally-engaged 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. You **MUST** provide specific details in this essay that address **BOTH** the NSF Merit Review Criteria of Intellectual Merit and Broader Impacts in order for your application to be competitive. Please refer to the Program Solicitation for further information on the NSF Merit Review Criteria (examples of Broader Impacts activities).

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 is Ready for Proofreading screen is displayed.

c.   Proof-read the converted PDF file. Click the **Proofread PDF** button to proofread the converted file.

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A new window is opened to display the PDF file. Pay special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

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:	Please review the **Essay Preparation and Format Instructions** above for specific essay length and formatting guidance.

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.

Figure 30: Previous Research Experience Section

NOTE:	Before attempting to submit an essay for the Graduate Research Fellowship Application, it is important to make sure that java script is allowed within your browser, and that popup blockers are disabled. To view browser specific instructions on how to do this, please see section 13.

2. 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 experience. In your statement, distinguish between undergraduate and graduate research experience. At the end of your statement, list any publications and/or presentations made at national and/or regional professional meetings.

If you have no direct research experience, describe any activities that you believe have prepared you to undertake research.

NSF Fellows are expected to become globally engaged knowledge experts and leaders who can contribute significantly to research, education, and innovations in science and engineering. You **MUST** provide specific details in this essay that address **BOTH** the NSF Merit Review Criteria of Intellectual

Merit and Broader Impacts in order for your application to be competitive. Please refer to the Program Solicitation for further information on the NSF Merit Review Criteria (examples of Broader Impacts activities).

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 is Ready for Proofreading screen is displayed.

c. Proof-read the converted PDF file. Click the **Proofread PDF** button to proofread the converted file.

A new window is opened to display the PDF file. Pay special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

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:	Please review the **Essay Preparation and Format Instructions** above for specific essay length and formatting guidance.

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.

Figure 31: Proposed Plan of Research Section

NOTE: Before attempting to submit an essay for the Graduate Research Fellowship Application, it is important to make sure that java script is allowed within your browser, and that popup blockers are disabled. To view browser specific instructions on how to do this, please see section 13.

2. Upload your proposed plan of research essay that in a clear, concise, and original statement, presents a complete plan for a research project that you may pursue during the 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.

NSF Fellows are expected to become globally engaged knowledge experts and leaders who can contribute significantly to research, education, and innovations in science and engineering.

You MUST provide specific details in this essay that address BOTH the NSF Merit Review Criteria of Intellectual Merit and Broader Impacts in order for your application to be competitive. Please refer to the Program Solicitation for further information on the NSF Merit Review Criteria. 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 and degree program eligibility criterion in the program solicitation.

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 is Ready for Proofreading screen is displayed.

c. Proof-read the converted PDF file. Click the **Proofread PDF** button to proofread the converted file.

A new window is opened to display the PDF file. Pay special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

The Proofreading Complete screen is displayed.

d. Click the **Accept** button to accept the converted PDF file (However, if you detected any problems

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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:	Please review the **Essay Preparation and Format Instructions** above for specific essay length and formatting guidance.

3. Enter your Proposed Research Title (character limit is 255 characters)

   a. The title should be brief and informative. It should describe in succinct terms your proposed research, reflecting the contents of your proposal. Use key words, and do not use abbreviations and chemical formulas.

4. Enter your Short Proposed Research Title (character limit is 50 characters)

   a. This title will be used by NSF when searching research topics.

5. Select yes or no to indicate whether the proposed research expected to have a significant international component.

   a. If "yes" is selected, select the appropriate country. If several countries are proposed, select the country that is most appropriate.

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.

Completed Study

* Select the option that best matches your stage of graduate study. **All graduate study completed as of August 1, 2011 must be counted**, except for graduate-level coursework completed during the undergraduate program. Previous graduate programs should be counted in addition to your current program. Applications are grouped and reviewed by academic level during the panel evaluations.

○ Baccalaureate degree in progress or completed with no graduate study. I am in my final year of a baccalaureate program and will have completed the program before Fall 2012, or I have received my baccalaureate degree and have never been enrolled in a graduate program, or I am in the fourth year of a five-year joint baccalaureate-master's degree program.

○ Graduate Study begun Summer or Fall Term 2011. I completed my baccalaureate degree and started my graduate career in Summer or Fall 2011, or I am in the final year of a joint baccalaureate-master's degree program.

○ No more than 12 months of full-time graduate study or the equivalent. I have completed some graduate study, but no more than 12 months (Fall 2010 start date, or a one-year graduate program with no additional graduate study) of full-time graduate study or the equivalent part-time study (no more than 24 part-time semester hours or 36 part-time quarter hours), or I have completed a joint baccalaureate-master's degree program by Fall term 2011 with no additional graduate study. Participation in summer bridge programs are not counted in the 12-month period.

⊙ More than 12 months of graduate study. I have completed more than 12 months of full-time graduate study (started before Fall 2010) or the equivalent during my graduate career, but would like to be considered eligible based on extenuating circumstances. (Please see Section IV of the 2012 GRFP Program Solicitation for a description of extenuating circumstance. You are required to complete a one-page eligibility essay describing your circumstance.

Figure 32: NSF GRFP Program Information Section

Completed Study

1. Select your status description from the list of choices (required).

2. If you selected "more than 12 months of completed graduate study" above, you must explain the reason for the interruption of studies of more than two years. Refer to the current GRFP Program Solicitation to review important information about eligibility.

NOTE:	During the Check Application Completeness process, the system will check entries in the previous education section to make sure that the level of completed

graduate study selected does not conflict with the education entries.

Eligibility Essay (for those having completed greater than 12 months of graduate study)

To upload your NSF GRFP Program Supporting Essay:

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

The Eligibility Essay Upload screen is displayed.

Figure 33: Description of Extenuating Circumstances Essay Upload Section

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 is Ready for Proofreading screen is displayed.

d. Proof-read the converted PDF file. Click the **Proofread PDF** button to proofread the converted file.

A new window is opened to display the PDF file. Pay special attention to check that all figures, graphics, tables, margins, page breaks, and other special formatting options have been accurately preserved.

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:	Please review the **Essay Preparation and Format Instructions** above for specific essay length and formatting guidance.

Additional Program Information

Figure 34: Additional Program Information Screen

1. Select "**Yes**" or "**No**" to indicate if you wish your name to be published on the Honorable Mention List, posted at https://www.fastlane.nsf.gov/grfp/.

2. 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/.

3. Select how you learned about the NSF Graduate Research Fellowships. (Check all that apply.)

4. 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.

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

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

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 an Application:

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

The Submit Application screen is displayed.

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Figure 35: Submit Application

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

The Check Application Completeness screen is displayed.

Figure 36: Check Application Completeness

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

The Applicant Electronic Certification screen is displayed.

Figure 37: 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.

You may click the "**View**" link next to the E-Signature Instructions to see detailed instructions and definition of certification terms.

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.

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