

SiGN Quarterly Review Topic

1/31/04

Topic: NSF Annual Reporting Using Fast Lane

Contact:

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What?

NSF requires active projects to submit an annual report on grant activities using the Fast Lane submission system. NSF has a very structured report template that is to be completed as the annual report.

Why?

The purpose of the annual report is to allow your NSF program officer to monitor and report on the progress of your project. Your program officer will approve your report after submission is complete.

Who?

The Project Director (Principal Investigator) is responsible for ensuring the annual report is submitted promptly. The Project Director should obtain an ID and password for the Fast Lane system (see Neil Herbkersman for access to Fast Lane).

When?

Reports are due on an annual basis, with a final report due 90 days after completion of the grant. Annual reports are due 90 days prior to the end of the current budget period. For example, if grant funding began July 1, 2003, the annual report would be due April 1, 2004. This allows NSF to monitor activity and determine that continuation funding should be granted for the following year.

Where?

Annual reports are submitted electronically to your NSF program officer using the Fast Lane system. Fast Lane is accessed via the NSF website, www.nsf.gov

How?

Annual reports are submitted electronically to your NSF program officer using the Fast Lane system. Fast Lane is accessed via the NSF website, www.nsf.gov

Success Measures?

1. Submission of report by deadline
2. Completion of all sections of report
3. Approval by NSF Program Officer

Tips:

1. Get sample reports from other projects to model from.
2. Load sections of the report in Fast Lane as you complete them. Until you "submit" the report you have the ability to modify.
3. Call and ask for help from an experienced PI.
4. Make sure you define the timeframe of your report – calendar year? academic year?
5. START EARLY!!! Fast Lane has a history of technical difficulties!