



**National Science Foundation
Office of International Science & Engineering
How to Apply to the East Asia and Pacific
Summer Institutes for U.S. Graduate Students
(EAPSI) via NSF FastLane**

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- These instructions contain two parts: Part 1 for the applicant referred to on FastLane as a Principal Investigator (PI) and Part 2 for Writers of Letters of Reference.
- Applicants are advised to direct TECHNICAL questions about how to apply in Fastlane to the Fastlane Helpdesk by phone at 800-673-6188 or e-mail at fastlane@nsf.gov; while PROGRAMMATIC questions about how to apply should be directed to the EAPSI Helpdesk by phone at 866-501-2922 or e-mail at eapsi@asee.org.

PART 1: Instructions for PIs

It is advised to have the following application materials ready as a word processing or PDF file for uploading to FastLane. (See the [program announcement](#) for details on the content/requirements for each of these parts of your proposal).

- ❖ **PROJECT DESCRIPTION**
- ❖ **REFERENCES CITED**
- ❖ **BIOGRAPHICAL SKETCH**
- ❖ **UNDERGRADUATE AND GRADUATE TRANSCRIPTS**
- ❖ **OFFICIAL STATEMENT OF CURRENT ENROLLMENT**
- ❖ **LETTER OF INVITATION FROM POTENTIAL HOST RESEARCHER(S)**
- ❖ **ONE-PAGE PROJECT SYNOPSIS & TIMELINE**

Step 1: Individual Registration

- Access the FastLane web site: <http://www.fastlane.nsf.gov/>.
 - Click on Postdoctoral Fellowships and Other Programs.
 - Click the *GO* button next to *Individual Registration*.
 - After reading the statement 'RULES OF BEHAVIOR', check the box and click the *Accept* button.
 - On the *New Individual Registration Request* screen, type in your personal information. All fields preceded with an asterisk are required.
 - Click the *Submit* button.
 - After confirming information, click the *Approve* button.
 - Click the *Continue* button to complete registration.
- ✚ Once the above steps are completed, you will receive an e-mail from FastLane containing you name, pseudo SSN - if you did not provide an actual SSN, and password.

Step 2: Log In

- On the *Postdoctoral Fellowships and Other Programs* screen, click the *GO* button next to *PI/Co-PI Login Page*.
- Type your Last Name, Social Security Number (SSN) and Password and then click the *Login* button.
- The first time you login, you will be asked to change your password. Write it down and keep in a safe place.
- On the *What Do You Want to Work On?* screen, click on *Proposal Functions*.
- On the *Proposal Functions* screen, click on *Proposal Preparation*.
- On the *Principal Investigator (PI) Information* screen, scroll down and check your information. To update, click the *Edit PI Information* button and update. When complete, click the *Save Changes* button.

Step 3: Create a Proposal

- On the *Principal Investigator (PI) Information* screen, click the *Prepare Proposal* button.
- On the *Create New Proposal* screen, click the *Create Blank Proposal* button.

The *Form Preparation* screen appears showing the *Temporary Proposal Number* at the top of the screen. Should you need assistance, provide this number to the FastLane Help Desk (800-673-6188; fastlane@nsf.gov).

Note: The proposal's *Project Summary*, *Table of Contents*, and *Budget* will be automatically generated by FastLane.

You must start first with the *Cover Sheet*.

Cover Sheet

- Click the *GO* button next to *Cover Sheet*.
- Confirm that your family name and given name are both listed for both the *Awardee Organization* and *Performing/Research Organization*. The *Inst. Code* should begin with a "P".
- Click the *GO* button next to *Program Announcement*.
- Scroll down to and highlight ***NSF 08-603 East Asia and Pacific Summer Institutes for U.S. Graduate Students***.
- Click on *Select*. The next screen will show both the *Program Announcement* and the *NSF Unit Consideration: 1. OISE - GLOBAL SCIENTISTS & ENGINEERS*.
- Click the *GO* button next to *Remainder of the Cover Sheet*.
- Select *OK* button when you see "The Remainder of the Cover Sheet has been automatically filled in and saved". The *Form Preparation* screen will appear.

Project Description, References Cited, and Biographical Sketch

Repeat the procedure described in this section to upload files for *Project Description*, *References Cited*, and *Biographical Sketch*.

- Click the *Go* button next to *Project Description*, *References Cited*, or *Biographical Sketches*.
- Click the *Go* button next to your name [for *Biographical Sketches*].
- Enter information or click the *Transfer File* button to upload a file.
NOTE: As part of your *Project Description*, be sure to include the title of your research. As part of your *Biographical Sketch*, be sure to include the name and location of the last high school attended.
- Click the *Browse* button and find your word processing file. Double click on it so it fills the box next to the *Browse* button.
- Click the *Upload File* button. The program will convert your word processing file into a PDF file.
- Click the *Proofread PDF* button.
- View the file then click on the X in the upper right corner.
- Click the *Accept* button if the file is OK or the *Cancel* button to begin the process again.
- Click the *Go Back* button.

Supplementary Documents

This application allows more than one document to be uploaded. Repeat the procedure described in this section to upload the following documents:

- Undergraduate and Graduate Transcripts**
 - Official Statement of current enrollment**
 - Letter of Invitation from Potential Host Researcher(s)**
 - One-page Project Synopsis & Timeline**
- Click the *GO* button next to *Supplementary Docs*.
 - Enter text for the Supplementary Documents or click the *Transfer File* button to upload a file.
 - Click the *Browse* button and find your file. Double click on it so it fills the box next to the *Browse* button.
 - Click the *Upload File* button. The program will convert your file into a PDF file.
 - Click the *Proofread PDF* button.
 - View the file then click the X in the upper right corner.
 - Click the *Accept* button if the file is OK or the *Cancel* button to begin the process again.
 - Click the *Go Back* button.

Add/Delete Letter of Reference Writers

- Click the *GO* button next to *Add/Delete Letter of Reference Writers*.
- Click the *Add Reference* button.
- Type in the information about the writer and assign a unique password to each reference.
- Click the *Add Reference* button to save the reference information.

The next screen will ask if you want to send this person an e-mail with the Temporary Proposal Number and the Password.

- Click either the *Yes* or *No* button.

If you select *No*, contact each Reference Writer directly and provide him/her with the Temporary Proposal Number and the Password.

It is recommended that you send each Reference Writer Part 2 of this manual - Instructions for Writers of Letters of Reference.

- Use the *Go Back* button to return to the *Form Preparation* screen.

You can check the status of letters of reference by clicking on the *GO* button next to *Status: Letters of Reference* on the *Form Preparation* screen.

Note: Do not submit your proposal until the two required letters of reference are submitted.

Application Form

Click the *GO* button next to *Application Form*.

Complete the application form completely with your personal information and information about potential hosts. If you have information about host institutions but not about specific researchers, you may type 'unknown' for host researcher's name. *Please note that you must secure an invitation or acceptance from your top choice host researcher.*

- Do not select a location or list an institution unless you are willing to accept placement there.
- List up to three (3) host locations in order of preference (Australia, China, Japan, Korea, New Zealand, Singapore, or Taiwan).

Click the *OK* button to save.

China-related information

- Potential host institutions for China Summer Institute participants are limited to Beijing, Shanghai, Kunming and Xi'an. Please only list hosts located in those cities. Hosts outside these locations may be considered on a case-by-case basis. Please consult with EAPSI HelpDesk on this issue before submitting an application.
- Hong Kong is considered to be a different country operationally for EAPSI from China even though it is a part of China. NSF and its foreign counterparts will **not** handle any students going to Hong Kong.

Step 4: Submit the Completed Proposal - Do not submit your proposal until you are certain that the two required letters of reference are submitted.

Print out all the forms to review the proposal.

- Click the *Print* button under *Navigation* on the right side of the *Form Preparation* screen or on the *Proposal Actions* screen.
- View and print the entire proposal by clicking the *GO* button next to *Print Entire Proposal*.
- When satisfied that all documents are within the page limits and print out well, return to the *Proposal Actions* screen using the *Go Back* button.
- Highlight your application in the upper box.
- Click the *Submit* button.
- The screen shows the question, *Are you sure you wish to proceed with submission?* Click the *Continue* button.

If some parts of the proposal have not been saved, they will be listed along with a *Go Back* button. Otherwise, the screen will state, *All required forms are saved, you can submit proposal.*

- Scroll down and read the information under *Certification for Authorized Organizational Representative or Individual Applicant*.
- Keep scrolling down and reading until the *Sign and Submit* button appears. Click the *Sign and Submit* button.
- The next screen will show your official NSF proposal number. Use this number for all correspondence with NSF about your application.

Note: If you do not see the *Submit* button on the *Proposal Actions* screen, click the *Allow SRO Access* button. Click the *GO* button next to *Allow SRO to view, edit, and submit proposal* and follow instructions below.

- Return to the FastLane homepage. Click on *Research Administration* (in the upper left corner of the screen).
- On the login screen, type your last name, SSN and password. Click the *Login* button.
- Click the *GO* button next to *Submit Proposal to NSF*.
- Highlight your application in the upper box. Click the *Submit* button.
- Scroll down the screen and review the Cover Sheet information.
- Continue scrolling down until you see the question, *Submit to NSF?*
- Click the *Yes* button.
- The next screen will show your official NSF proposal number. Use this number for all correspondence with NSF about your application.

PART 2: Instructions for Writers of Letters of Reference

For information about the East Asia and Pacific Summer Institutes for U.S. Graduate Students (EAPSI), please see www.nsf.gov/eapsi or www.nsf.org.

Please submit your reference as soon as possible so that the student can submit their application before the deadline.

It is advised to have the text of your reference ready as a word processing file for uploading to NSF's FastLane system. If you need to contact FastLane please see www.fastlane.nsf.gov/contacts/contact_fl.jsp.

- Access the FastLane website: <http://www.fastlane.nsf.gov/>.
- Click on *Postdoctoral Fellowships and Other Programs*.
- Click the *Go* button next to *I am a Letter of Reference Writer*.
- Type your Last Name, the Temporary Proposal Number, and your Password. Click on the *Create/Submit Letter of Reference* button.
- The first time you login, you will be asked to change your password.
- Type the new password in both boxes. Click the *Save* button.

Step 1: Rating

- Click on *Step 1: Go* button.
- The screen for *Step 1: Rating* appears.
- Complete all sections.
- Click the *Save* button.

Screen appears stating the Rating has been saved.

A table shows

Step 1: Rating - Green saved

Step 2: Letter - Red not uploaded

Step 3: Reference - Red Not Submitted.

Step 2: The Letter

- Click the *Step 2: Go* button.

The upload screen for the *Step 2: Letter* appears.

- Click the *Browse* button.
- Find the word processing file for your letter and double click on it so it fills the box next to the *Browse* button.
- Click the *Upload* button.
- After the file has been uploaded, Proofread.
- Click the *Accept* button.

Screen appears stating that the Letter has been Uploaded.

A table shows

Step 1: Rating - Green Saved

Step 2: Letter - Green Saved

Step 3: Reference - Red Not Submitted.

- Click the *OK* button to continue.

Step 3: The Reference

- Click the *Step 3: Go* button.
- Type name into signature box.
- Click the *Submit* button.

Screen appears stating *Reference has been submitted*.

A table shows

Step 1: Rating - Green Submitted

Step 2: Letter - Green Submitted

Step 3: Reference - Green Submitted.

- Click the *OK* button to continue.
- Return to Reference.

Reference Status box will show *Green submitted* for all three steps.

Step 4: Exit Application

Leave application by clicking the *Go Back* button in the lower left corner of the screen.