

Submitting National Science Foundation (NSF)
Proposal File Updates to the
Office of Research

After a proposal is submitted to the NSF there may be items in the proposal that the NSF Program Officer identifies as non-compliant with the program directive and will request corrections from the Principal Investigator.

This request will be sent directly to the Principal Investigator in the form of an email. This email will specify what part of the proposal was determined to be non-compliant and also will give a date by which corrections need to be submitted. *If the deadline is missed the NSF will return the proposal without further review.*

The Department Administrator should work with the Principal Investigator to make the corrections to the section of the proposal as requested and upload them to the NSF FastLane system via the “Proposal File Update” section.

When the department releases the file to Fast lane an email is sent automatically to the Office of Research.

The department will then need to forward the following hardcopy documents to the Office of Research:

1. A mandatory cover sheet
2. A copy of the email from the Program Officer
3. A copy of the updated section of the proposal

Once received the Office Research will review the request and submit the update via the FastLane system.

Please note that no action will be taken until the Office of Research receives both the electronic notification for submission and the hardcopy documents for review.