

## NSF FastLane System Registration How to Register and Receive a Password

Use this form to register in NSF's FastLane database. When your information has been registered with NSF, you will receive an e-mail message notifying you that you are registered. The e-mail will *not* contain your password and Sponsored Programs will not retain a record of your password, so plan to record it in some private location. **Print a copy of this form for key NSF FastLane information** (*see below for web addresses for how to use NSF FastLane*).

Return this form to:

OSU Office of Sponsored Programs and Research Compliance; 312 Kerr Administration Building

First Name *(required)*

Middle Initial

Last Name *(required)*

Social Security Number *(required)*

E-Mail *(required)*

Office Phone *(required)*

Fax *(required)*

Password

This is your *temporary* password. When you initially log-in, you will be prompted to set your own password (which must be at least six (6) characters and no more than 20 and include one letter and one numeral).

The following information should be completed by PI's and Co-PI's only:

Department

Highest Degree Year Conferred

### Key FastLane Information:

NSF FastLane site: <https://www.fastlane.nsf.gov>

FastLane Instructions: <https://www.fastlane.nsf.gov/a0/about/instructions.htm>

PI Tipsheet for Proposal Preparation: <https://www.fastlane.nsf.gov/a0/about/pitips.htm>

PDF Creation Instructions for Proposal Preparation: <http://www.fastlane.nsf.gov/a1/pdfcreat.htm>

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### For Sponsored Programs Use

Date Received

OSP File Updated

NSF FastLane Updated

Confirmation Sent to PI