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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How to Apply to the East Asia and Pacific Summer Institutes for U.S. Graduate Students (EAPSI) via NSF FastLane

These instructions have two parts: Part 1 for PIs (Applicants) and Part 2 for Writers of Reference Letters

Technical questions about how to apply in Fastlane should be directed to the Fastlane Helpdesk 800-673-6188; fastlane@nsf.gov). Programmatic questions (e.g. content) about how to apply should be directed to the EAPSI Program 703-292-2993 or oise-eapsi@nsf.gov

PART 1: Instructions for PIs

It is advised to have the following documents ready for uploading as a word processing document or pdf to begin your FastLane application:

- Project Summary *(one- page limit, address Intellectual Merit and Broader Impacts)*
- Project Description *(five-page total limit, starting with Project Synopsis and Timeline)*
- References Cited
- Biographical Sketch or CV *(two-page limit)*
- Data Management Plan
- Host Letter of Acceptance and summary of correspondence between you and host

See the Program Solicitation for details on the content/requirements for each of these parts of your proposal:
http://www.nsf.gov/publications/pub_summ.jsp?WT.z_pims_id=5284&ods_key=nsf12498

Make sure your entire proposal adheres to Formatting Requirements:

- o Font: Arial, Courier New or Palatino Linotype at a font size of 10 points or larger; Times New Roman or Computer Modern family of fonts at a font size of 11 points or larger
- o Margins in all directions are at least one inch
- o Paginate the proposal
- o No more than 6 lines of text within a vertical space of one inch
- o References cited; must include bibliographic citations only
- o Project Description cannot exceed 5 pages
- o Biographical Sketch (CV) cannot exceed 2 pages

PLEASE REMOVE SECURITY SETTINGS ON ADOBE FILES UPLOADED INTO FASTLANE.

- Access the FastLane web site: http://www.fastlane.nsf.gov/.
- Click on Postdoctoral Fellowships and Other Programs: https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp
- Click on Individual Registration (in the middle of the page) GO:

Step 1: 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 completed you will receive an e-mail from FastLane containing you name, pseudo SSN if you did not use an actual SSN, and password.

Step 2: Log In as PI

- Returning to the *Postdoctoral Fellowships and Other Programs* screen https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp, 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 *Table of Contents* and *Budget* will be automatically generated by FastLane.

You must begin by preparing the *Cover Sheet*.

Cover Sheet

- Click the *GO* button next to *Cover Sheet*.
- Confirm that your family name and given name are 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 *East Asia and Pacific Summer Institutes.*
- 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 Back* button at bottom of the page.
- 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.

Application Form

In Item 2, list up to three host locations in order of preference: Australia, China, Japan, Korea, New Zealand, Singapore, or Taiwan. Identify one potential host researcher at each location.

In Item 3, identify the NSF program area or research directorate within whose purview the research project falls, i.e.

- Engineering
- Mathematical and Physical Sciences (MPS)
- Geosciences
- Computer and Information Science and Engineering (CISE)
- Biological Sciences
- Social, Behavioral and Economic Sciences (SBE)

- Education and Human Resources(E.H.R.)

This field is limited to 30 characters.

In Item 4, provide a succinct and clear title of the research project you are proposing in terms understandable to any scientist; do not use abbreviations or acronyms. This field id limited to 180 characters.

Project Summary

Project Summary is an abstract not to exceed one page. Address **Intellectual Merit** and **Broader Impacts** of proposed activity in two separate paragraphs.

Intellectual Merit includes but is not limited to answering the following questions:

- How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
- How well qualified is the proposer to conduct the project?
- To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts?
- How well conceived and organized is the proposed activity?
- Is there sufficient access to resources?

Broader Impacts include but are not limited to answering the following questions:

- How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)?
- To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships?
- Will the results be disseminated broadly to enhance scientific and technological understanding?
- What may be the benefits of the proposed activity to society?

Project Description must start with Project Synopsis and Timeline.

Project Synopsis is a brief summary of your research project.

Timeline provides a week by week description of your research, including preparations required prior to your departure, where applicable, e.g.,

Preparation (if applicable):

 Week 1:

Week 2:

 Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

For Japan, add Week 9 and 10.

- ✓ Present a research plan including a short introduction and background section. Provide a clear description of what research you plan to conduct and why traveling to the host location is justified for the project's successful completion. If asking hypothesis-driven research question(s), give research objectives and methodologies. The description should be detailed and specific enough to be evaluated by both disciplinary experts and general enough for an interdisciplinary panel. If specific hypotheses are not presented, give sufficient detail to explain what research is being conducted, how, and why. Explain how the research fits into your thesis research and/or career goals.

- ✓ The proposed research should be achievable within 6-7 weeks (8-9 weeks for Japan).

- ✓ Describe previous collaboration with the host and/or proposed future collaboration as a result of an EAPSI project, if any.

- ✓ Identify any special clearances or reviews required, *e.g.*, human subjects, vertebrate animals, collection/import/export permits and how these requirements will be met prior to accepting an EAPSI fellowship.

- ✓ Give a brief scientific biography of your primary proposed host, including a few select publications or activities that directly relate to your project, if any.

- ✓ Provide justification for host location, e.g. unique resources and capabilities of the proposed host institution and researcher, complementarities and expected mutual benefits of the proposed international collaboration.

- ✓ Explain how the specific expertise of your proposed host researcher and capability of the host institution (e.g., facilities, data, and equipment access) benefits your proposed project, i.e., describe what benefits derive from working with your host on the proposed research topic/project.

- ✓ Describe the expected value of gaining both cultural and scientific experience in Australia, China, Japan, Korea, New Zealand, Singapore or Taiwan to your future career goals.

- ✓ Describe any unique qualifications you possess to conduct research in an international setting.

- ✓ List your thesis advisor who will be writing your Letter of Reference; include his or her institution, position, and identify any potential conflicts-of-interest, *e.g.,* personal or family relationships, etc.

References Cited: Literature cited in the Project Description is not counted against the 5-page limit on the project description but must be listed separately and uploaded into the References section.

Biographical Sketch (click on GO button next to your name)

- ✓ Provide a biographical sketch not to exceed 2 pages that includes your academic background, previous appointments, past research experience, previous international experience, a list of publications, and/or other pertinent information (e.g., awards, skills and abilities) you consider relevant to determining your overall suitability for receiving an EAPSI fellowship. Your CV needs to explain clearly what graduate program you are enrolled in, what degree you seek, and where you are in the process of earning the degree.

- ✓ List any Responsible Conduct of Research training you have had.

- ✓ If you are a prior EAPSI Fellow, indicate the year and location of Fellowship experience and provide a short paragraph on results of your past EAPSI support.

- ✓ Include information on other sources of federal support (if applicable).

✓ The biographical sketch should include only your professional information; do not include personal information, such as birth date, home address, etc.

Supplementary Documents

Each of the required documents is a separate document. Repeat the procedure described in this section to upload PDF versions of the following documents:

a) Proof of Current Enrollment: A statement from your advisor, the registrar's office, Dean, or Department Chair attesting to your current enrollment in the graduate program. Email statements with their original headings including senders' email addresses and dates are acceptable.

b) Letter of invitation or acceptance (email is sufficient) from the potential host researcher. The host letters must indicate that the host has read your proposal and agrees to host you for the proposed project, what benefits will accrue to the host's research, and what facilities and resources will be made available to you for the summer.

c) Include a description of how you made contact with the proposed host and established mutual commitment to the project. You may use a summary of your contacts or include copies of emails you exchanged with the proposed host. Keep this section brief by not including manuscripts you may have exchanged.

d) IRB Approval (if applicable): If your proposal involves human subjects, include Institutional Review Board (IRB) Approval or Exemption information from your home or host institution. Otherwise address how you will obtain approval in the project description.

e) Vertebrate Animals Statement (if applicable): Upload Institutional Animal Care and Use Committee (IACUC) approval for your research from your graduate institution or similar approval from the host institution, if available. Otherwise address how you will obtain the approval in the project description.

f) Data Management Plan (no more than two pages, typically one paragraph). Your proposal must describe a plan for data management and sharing of the products of research.

Do not include any additional materials. If your proposal does not meet formatting requirements or includes additional materials, it will be returned without review.

Add/Delete Letter of Recommendation Writers

- Click the *GO* button next to *Add/Delete Letter of Recommendation Writers*.
- Click the *Add* Recommendation button.
- Type in the information about the writer and assign a unique password.
- Click the *Add* Recommendation 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 your Recommendation Writer directly and provide him/her with the Temporary Proposal Number and the Password.

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 required letter of recommendation is submitted.

Step 4: Submit the Completed Proposal

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. KEEP this number for reference in all future 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.

Reminder: Submission deadline is 5:00 pm submitter's local time on November 8, 2012. Late submissions are returned without review.

EAPSI Fellowship is an individual award – you are acting as your own Authorized Organizational Representative (AOR).

You must SUBMIT your application. If you save but not SUBMIT, your application will not be received by NSF!

====================Send to Reference Letter Writers=============

Part 2: Instructions for Writers of Letters of Recommendation

Please provide your reference as soon as possible so that the student can submit his or her application before the November 8, 2012 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.

Please identify any potential Conflicts-of-Interest, such as personal or familial relationships with the applicant.

- 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, Proof read.
- 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.