AURA NSF FastLane Submission

Workflow/ Checklist

End User: Proposal Creator (PC)

The following is the workflow and step-by-step reference guide to submit NSF FastLane funding proposals. PC will enter proposal information in AURA for routing, approval, and URA endorsement. Review the color coded FastLane workflow and refer to corresponding states to identify activities that guide you through the submission process.

AURA FastLane Workflow by States

= Activity transitions proposal to next state
First, Principal Investigator (PI) works with Department Administrator to prepare proposal in FastLane

- **1. Enter proposal in AURA**
  - Select **AURA Login** on left side of page ([http://aura.uchicago.edu](http://aura.uchicago.edu))
  - Enter your CNET and password
  - Click **New Funding Submission** (left side of FP workspace), enter all applicable information/attachments, and click finish *(Note: Set Q 3.1 to NO; Set Q 7.8 to **URA**)*

- **2. Complete Budget**
  - Select **Budget Workspaces** tab (FP workspace)
  - Click blue hyperlink with the name of your working budget
  - Click **Grid: Inflation and F&A rates** on left side
    - Confirm your default rates and click “OK” or update default rates and click “Apply” and then “OK”
  - Click **Edit Budget** on the left side of budget workspace
    - Complete all applicable information/attachments and click finish

- **3. PI completes COI**
  - Notify PI to complete COI and Assurance activities
    - Click **Notify PI or Delegate** button on left side to send an AURA e-mail notification to PI *(Note: PC is unable to forward FP for approval until PI completes this step)*

**UNIT REVIEW & APPROVAL**

- **4. Unit Review**
  - Click **Forward for Approvals** and choose Unit Approver(s) [max.3]
  - Changes requested
    - Make changes and click **Changes Made for Unit** (Unit reviews again)
  - Approved w/ comments.....
    - Make changes and click **Changes Made for Unit**
  - Approved w/o comments, no action required
URA REVIEW – LEVEL 1

Read Only State; unless changes requested

☐ 5. URA Review 1
   - Changes requested
     o Make changes and click Changes Made for URA
   - Approved w/ comments
     o Make changes and click Changes Made for URA;
   - Approved w/o comments, no action required

URA REVIEW – LEVEL 2

Read Only State; unless changes requested

☐ 6. URA Review 2
   - Changes requested
     o Make changes and click Changes Made for URA (URA reviews again)
   - Approved w/ comments
     o Make changes and click Changes Made for URA
   - Approved w/o comments, no action required

FINAL PREPARATION FOR URA

Read Only State

☐ 7. PI Review
   - PI reviews proposal in FastLane; returns to AURA and clicks PI-Fellow Final Ready for URA to submit (FP workspace)

☐ 8. PC confirmation
   - Click PC Final Ready for URA to Submit (FP workspace)

Non- S2S SUBMISSION

Read Only State

☐ 9. Submission
   - URA submits proposal in FastLane
   - URA returns to AURA and clicks Confirm Non S2S submission (FP workspace)
     o Attach submission documentation (optional)
   - URA and clicks Upload Submitted Non S2S Proposal (FP workspace)
     o Uploads PDF copy of submitted proposal

PENDING SPONSOR RESPONSE

Read Only State