NSF Specific Coeus Premium Instructions

   a. Go to https://www.fastlane.nsf.gov/pgmannounce.jsp and search for these codes by funding opportunity number

2. Investigators/Key Persons Tab
   a. For the Principal Investigator, click on the details button to the right of their name and open the Person Details page
   b. In the eRA Commons User Name box, enter their NSF User ID.
   c. To avoid the NSF default of “unknown” for their Degree and “1900” for their graduation year, click “add degree” and fill in the boxes.

3. Edit/Abstracts - The following forms are completed by entering information into the specific Abstracts tab: “Suggested Reviewers”, “Reviewers not to Include” and “Deviation Authorization”
   a. Click on the section you wish to edit and enter the specific data into the text box.
   b. Please note that these forms must be chosen by checking the appropriate box in the Grants.gov tab

4. Edit/Questionnaire - NSF Cover Page - required
   a. Answer the questions on the page and press save

5. Personal Data Form – This optional form does not populate from CoeusLite as NU does not store this information in the system. NSF states that, “submission of the requested information is voluntary and is not a pre-condition of award. However, not submitting this information will seriously undermine their statistical validity and so they encourage its submission.” To submit this data, enter Fastlane and update the PI profile (edit PI information button) with the same data that is requested on the Personal Data Form.