

## Register an Organization

If your organization has never registered with FastLane, follow these steps to get registered.

1. Access the [New Organization and FastLane Contact Registration](#) application (Figure 1) in one of the following ways:

**New Organization and FastLane Contact Registration**  
This application allows you to apply to register a new organization and its FastLane Contact.

Before registering a new organization you must see if it already exists. Please enter your organization name in the text box and click the organization search button.

**Organization Name:**

Search options:  Contains,  Begins with,  Ends with

**Figure 1** New Organization and FastLane Contact Registration screen.

- a. [Link directly](#) to the application (<https://www.fastlane.nsf.gov/n1/N1AddInst.html>), or
  - b. Go through the [FastLane homepage](#) ([www.fastlane.nsf.gov](http://www.fastlane.nsf.gov)) using the following steps:
    1. Go to the [FastLane homepage](#) ([www.fastlane.nsf.gov](http://www.fastlane.nsf.gov)) screen.
    2. Click the **Registration Information** Quick Link on the left side of the page.
    3. Scroll down the screen to **FastLane Organization Registration** section.
    4. Click the **New Organization and FastLane Contact Registration** link
2. Ensure your organization is not registered by performing the following:
    - a. Enter your organization's name in the **Organization Name** box (Figure 1 Section B).
    - b. Select the search option from the drop-down box (Figure 1 Section A):
      - **Contains**  
Returns results for any registered organization whose registered name contains the text you entered.
      - **Begins with**  
Returns results for any registered organization whose registered name starts with the text you entered.
      - **Ends with**  
Returns results for any registered organization whose registered name ends with the text you entered.
    - c. Click **Organization Search** button (Figure 1 Section C).

If the **NSF Registered Organization(s)** screen displays, your organization is registered with NSF and is listed in the **Organization ID - Organization Name** box (Figure 2).

### NSF Registered Organization(s)

If your organization name appears in the following list, it is already registered with NSF. You must NOT attempt to re-register it. Instead, select the organization name and click the **"FastLane Contact/SRO"**(Sponsored Research Officer) button to determine whether or not a contact person exists for FastLane.

*IMPORTANT:* Only if your organization is **not in the list** then click the **"New Organization"** button. Adding duplicate organizations may delay funding any award to your organization.

**NOTE:** Individuals registered with FastLane will not appear in the list.

**Organization Id - Organization Name**

0036137000, Southern Methodist University, TX
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FastLane Contact/SRO      New Organization      Cancel

**Figure 2 NSF Registered Organization(s) screen with the Organization ID box.**

You do not need to do anything.

If your organization is not registered, you will see the **New Organization(s) Registration Request** screen displays (Figure 3);

## New Organization Registration Request

No organization is found according to your chosen search criteria. To register a new organization please provide the following information.

**Note:** Unaffiliated individuals may submit proposals through FastLane once registered as a separate organization. If you are not employed by, or affiliated with, an organization, click the **"New Individual Registration"** button to register. Otherwise, ask your FastLane Administrator at your organization to add you as a FastLane user. [New Individual Registration](#)

**A** (\*) [Represent Required Fields](#) [What?](#)

### New Organization Registration Form [Why?](#)

\*Organization Name:

\*Organization Short Name:  (Max. 26 characters)

\*Organization Type:  (Choose Organization type)

President's Name:

\*Authorized Rep's First Name:  Middle Initial:

\*Last Name:

\*Title:

\*EIN/TIN:  (9 digits, no hyphens)

\*DUNS Number:  (9 digits, no hyphens)

DUNS Qualifier:

\*Street Address (Line 1):

Street Address (Line 2):

\*City/Code:

\*State:  (Foreign address, Skip it)

\*Zip Code:  (9 digits, no hyphens) (Foreign address, Skip it)

\*Country:  United States (Foreign address, choose Country)

\*E-mail Address:

\*Telephone Number:  (10 digits, no hyphens, no country code)

Fax Number:  (10 digits, no hyphens, no country code)

**B**

### FastLane Contact Registration Form [Why?](#)

\*FastLane Contact's First Name:  Middle Initial:

\*Last Name:

\*E-mail Address:

\*Telephone Number:  (10 digits, no hyphens, no country code)

Fax Number:  (10 digits, no hyphens, no country code)

\*Password:  (6-20 characters, [See Password Requirements](#))

(Combination of digits and letters)

**C**

### PI (Principal Investigator) Registration Form [Why?](#)

Please check this box and provide the following additional information if you want to become a PI.

Suffix:  (Jr., Sr., III)

Department:

\*Degree Type:  Choose Degree \*Degree Year:

**Figure 3 New Organization Registration Request screen.**

continue with Step 3 to register.

3. Complete the **New Organization Registration Request** screen's **New Organization Registration Form** section's required [fields](#) [noted with an asterisk (\*)] (Figure 3, section A).

4. Complete the **New Organization Registration Request** screen's **FastLane Contact Registration Form** section's required [fields](#) [noted with an asterisk (\*)] (Figure 3, section B).
5. Complete the **New Organization Registration Request** screen's **PI (Principal Investigator) Registration Form** section's required [fields](#) [noted with an asterisk (\*)] (**Figure 3, section C**).
6. Click the **Submit** button. The **Registration Request Submitted for Approval** screen returns.
7. Click the browser's print button to print the form.
8. Sign the form on the **Authorized Representative's Signature** line.
9. Date the form on the **Signed on** line.
10. Submit the completed form to the National Science Foundation in one of the following ways:
  - **Mail** National Science Foundation  
ATTN: FastLane Registration, Room 357  
4201 Wilson Boulevard  
Arlington VA 22230
  - **FAX**  
703-292-9281 or 703-292-9003
  - **Email**  
Scan and email as an attachment to [fastlane@nsf.gov](mailto:fastlane@nsf.gov)
11. Click **Continue**.