HELP DOCUMENTATION

FastLane Help System

Supplemental Funding Request

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Supplemental Funding Request

Supplemental Funding Request Introduction

In unusual circumstances, an organization may request small amounts of supplemental funding and up to 6 months of additional support, if this funding is necessary for completion of the project.

To obtain this additional support, you must submit a Supplemental Funding Request via FastLane at least 2 months before the additional funds are required.

You request must include:

- A summary of the proposed work
- A justification of the need for the supplemental funds
- A budget that highlights the use by budget category of the additional funding as distinguished from the original funding

The Authorized Organizational Representative (AOR) or a Sponsored Project Office (SPO) representative with AOR permissions must sign the Supplementary Funding Request.

If the request is approved, the NSF Grants Officer amends the grant.

See the Award & Administration Guide (AAG) Chapter I.E.4 for greater detail on Supplemental Funding Requests.

As a Principal Investigator (PI), you can do the following:

- Prepare a Supplemental Funding Request
- Give the SPO access to the Supplemental Funding Request

As an SPO, you can do the following:

- Check a Supplemental Funding Request
- Edit a Supplemental Funding Request
- Submit a Supplemental Funding Request
- Withdraw a Supplemental Funding Request

As an AOR, you can sign a Supplemental Funding Request (see AOR Functions).

Click on a link above for instructions for that action.

PI Functions

PI Functions Introduction for a Supplemental Funding Request

As a PI, you have these options for working on a Supplementary Funding Request:

- Prepare a Supplementary Funding Request
- Edit a Supplementary Funding Request
- Allow or Remove SPO Access to a Supplementary Funding Request
- Print a Supplementary Funding Request
- Delete a Supplementary Funding Request

Prepare a Supplemental Funding Request

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see PI Login). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

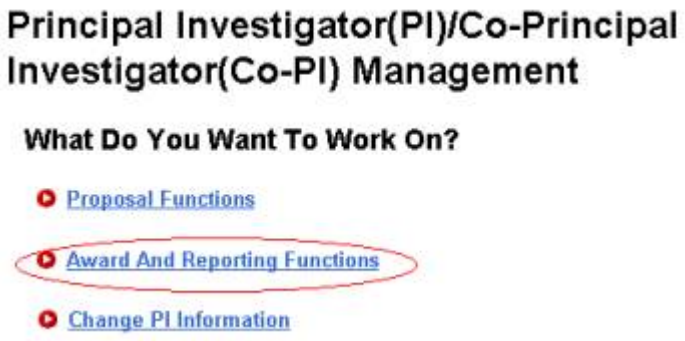

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

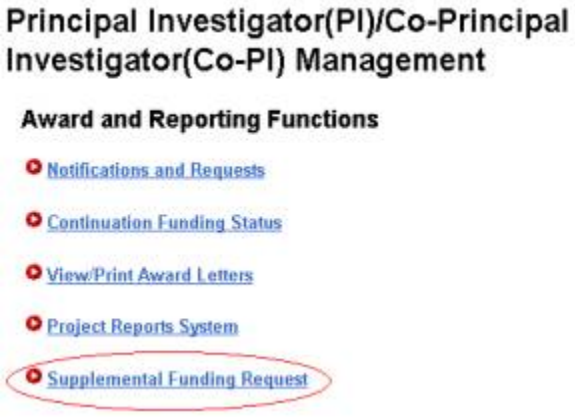

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

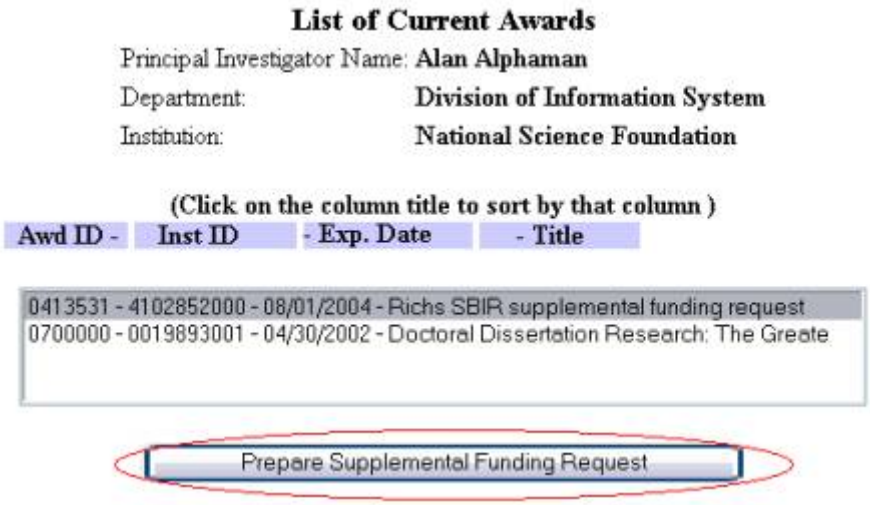

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to prepare a Supplemental Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

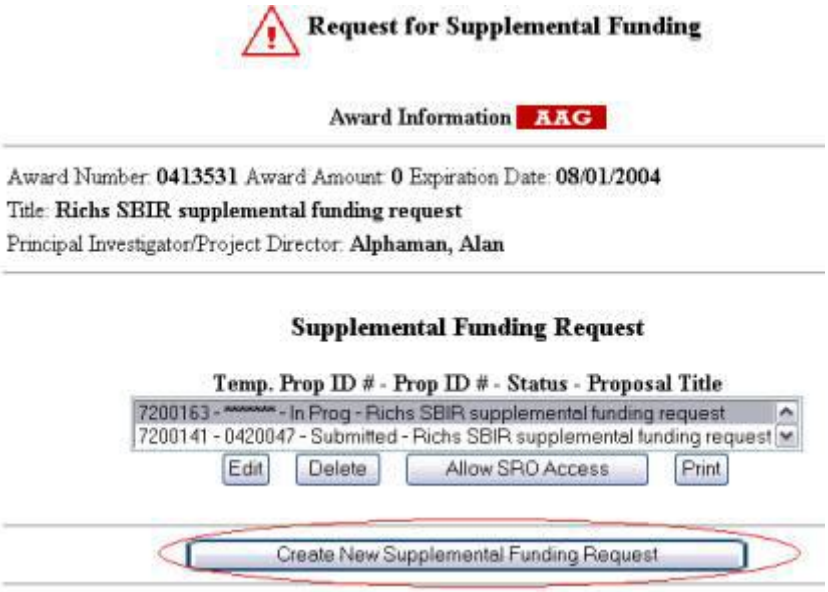

Figure 4 Request for Supplemental Funding screen. The Create New Supplemental Funding Request screen is circled.

6. Click the **Create New Supplemental Funding Request** button (Figure 4). The **Form Preparation** screen displays (Figure 5) with the forms for preparing a Supplemental Funding Request:
   - Summary of Proposed Work
   - Budgets (Including Justification)
   - Add/Delete Non-Co-PI Senior Personnel

- Justification for Supplement
- Supplementary Documents
- Revised Expiration Date (if applicable)

(Click on a form link for instructions on completing that form.)

Form Preparation

To prepare a form, click on the appropriate button below.

	Form	Saved		Form
GO	Summary Of Proposed Work		GO	Justification For Supplement
GO	Budgets (Including Justification)		GO	Supplementary Docs
GO	Add/Delete Non Co-PI Senior Personnel	N/A	GO	Revised Expiration Date (if applicable)

Figure 5 Form Preparation screen.

Edit a Supplemental Funding Request

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see PI Login). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

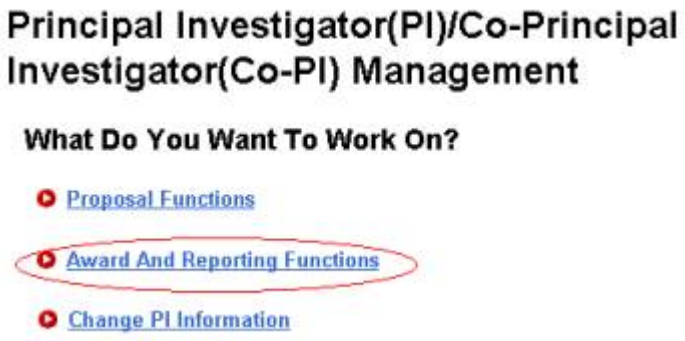

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

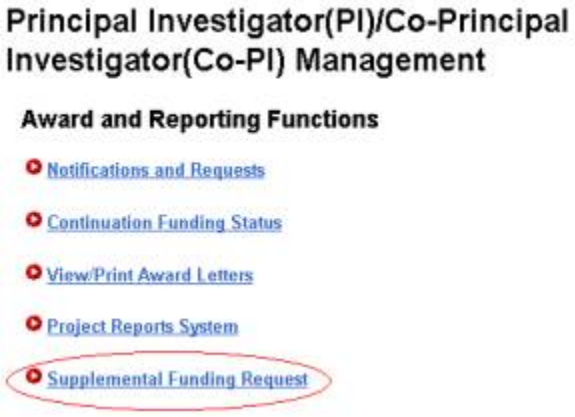

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

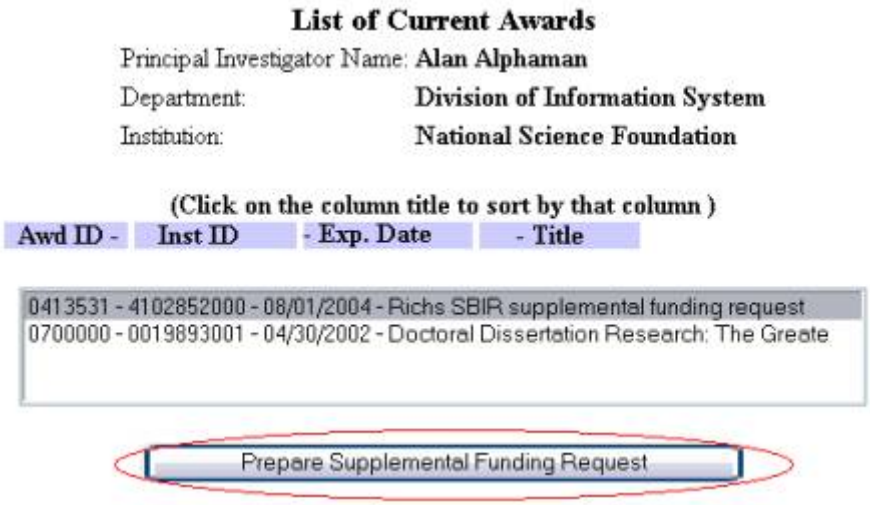

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to edit a Supplemental Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

Figure 4 Request for Supplemental Funding screen. The Edit button is circled.

6. Highlight the Supplemental Funding Request you want to edit (Figure 4).
7. Click the **Edit** button (Figure 4). The **Form Preparation** screen displays (Figure 5).

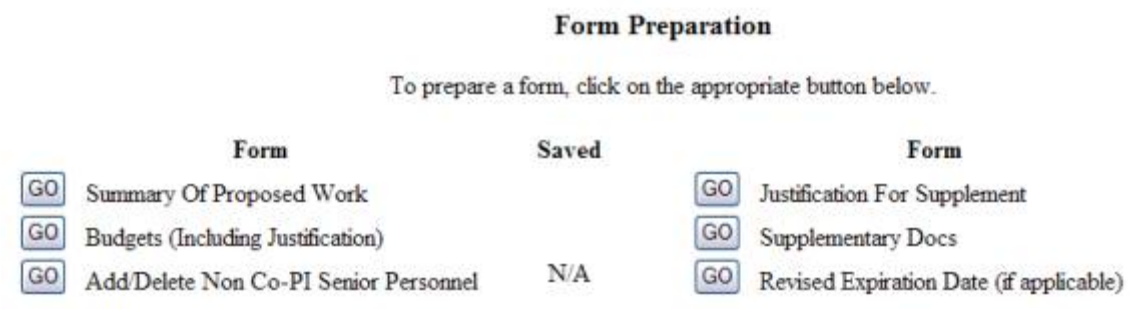

Figure 5 Form Preparation screen.

8. Edit the forms as you require:
   - Summary of Proposed Work
   - Budgets (Including Justification)
   - Add/Delete Non-Co-PI Senior Personnel
   - Justification for Supplement
   - Supplementary Documents
   - Revised Expiration Date (if applicable)

   (Click on a form above for instructions on completing that form.)

Allow or Remove SPO Access to Supplemental Funding Request

Allow or Remove SPO Access to a Supplemental Funding Request

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see PI Login). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

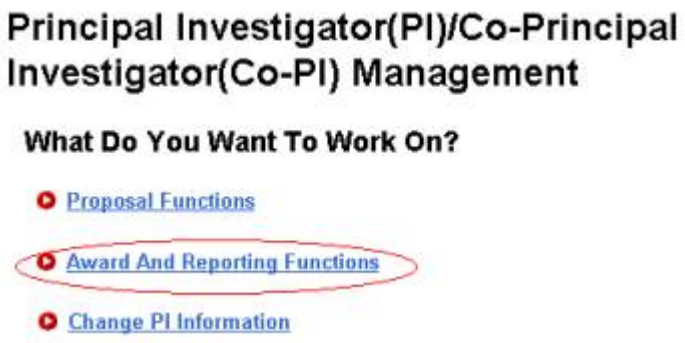

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

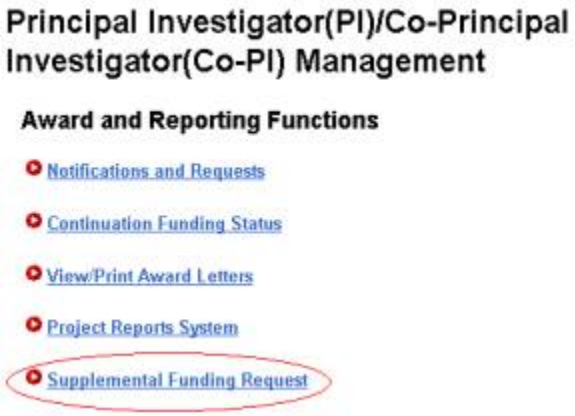

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

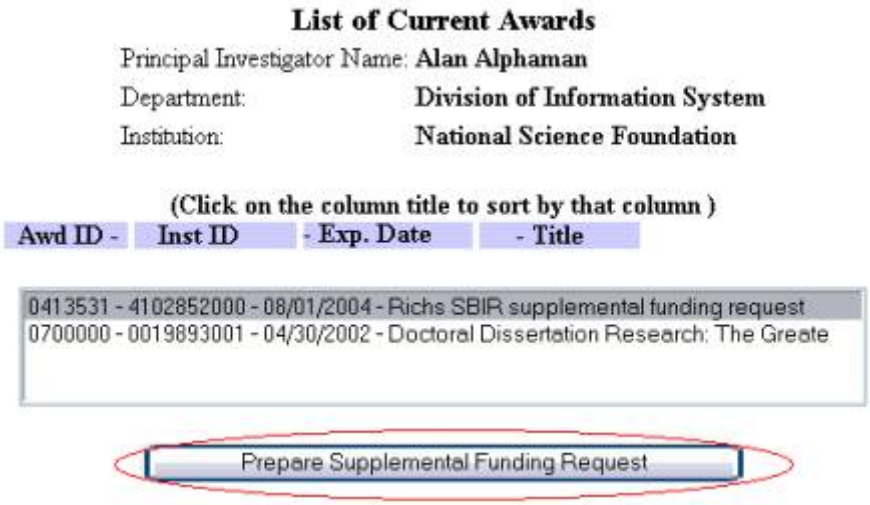

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to give the SPO access to a Supplemental Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

Figure 4 Supplemental Funding Request screen. The Allow SPO Access button is circled.

6. Highlight the Supplemental Funding Request that you want to give the SPO access to (Figure 4).
7. Click the **Allow SPO Access** button (Figure 4). The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 5) with these control options:
   - Allow SPO to only view proposal but not submit
   - Allow SPO to view and edit but not submit proposal
   - Allow SPO to view, edit, and submit proposal

   (Click on a link above for instructions for that option.)

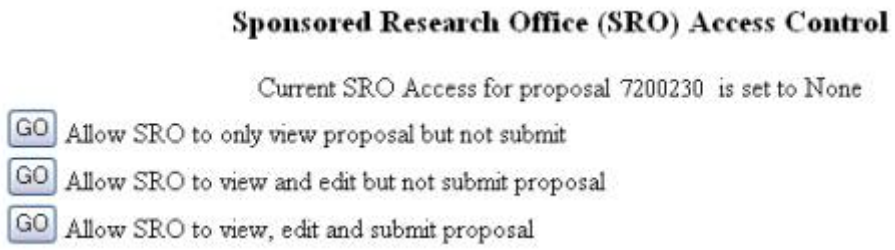

Figure 5 Sponsored Project Office (SPO) Access Control screen.

Allow SPO to View But Not Submit a Supplemental Funding Request

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see Allow or Remove SPO Access to a Supplemental Funding Request).

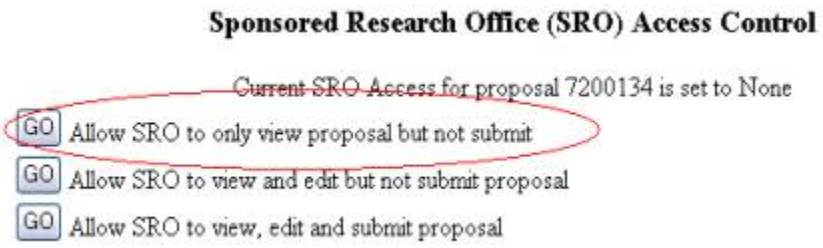

Figure 1 Sponsored Project Office Access Control screen. The Go button for Allow SPO to Only View Proposal But Not Submit is circled.

2. On the **Sponsored Project Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Allow SPO to Only View Proposal But Not Submit. A screen displays (Figure 2) with a message that the SPO can now view but not edit or submit the Supplemental Funding Request.

Figure 2 Screen with the message that the SPO can now view but not edit or submit the Supplemental Funding Request.

3. Click the **OK** button (Figure 2). The **Request for Supplemental Funding** screen displays.

Allow SPO to View and Edit But Not Submit a Supplemental Funding Request

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see Allow or Remove SPO Access to a Supplemental Funding Request).

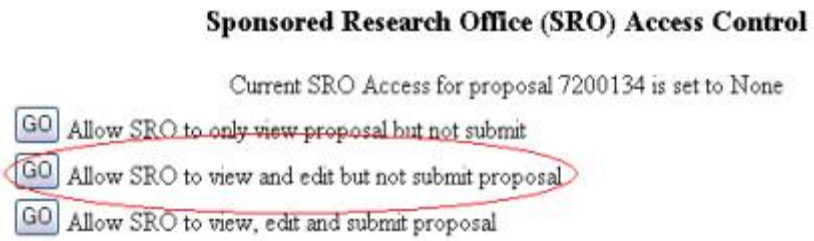

Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to View and Edit But Not Submit Proposal is circled.

2. On the **Sponsored Project Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Allow SPO to View and Edit But Not Submit Proposal. A screen displays (Figure 2) with a message that the SPO can now view and edit but not submit the Supplemental Funding Request.

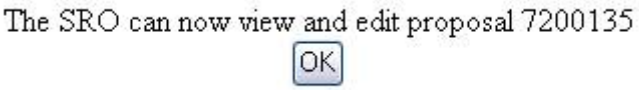

Figure 2 Screen with the message that the SPO can now view and edit the proposal.

3. Click the **OK** button (Figure 2). The **Request for Supplemental Funding** screen displays.

Allow SPO to View, Edit, and Submit a Supplemental Funding Request

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see Allow or Remove SPO Access to a Supplemental Funding Request).

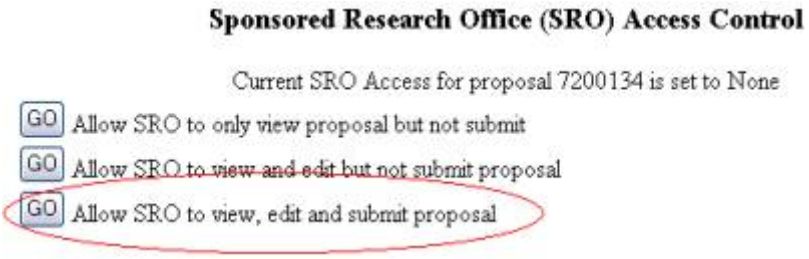

Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to View, Edit, and Submit Proposal is circled.

2. On the **Sponsored Project Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Allow SPO to View, Edit, and Submit Proposal. A screen displays (Figure 2) with a message that the SPO now has full access to the request. The screen also lists the individuals who will receive emails from FastLane on the request's new access status.

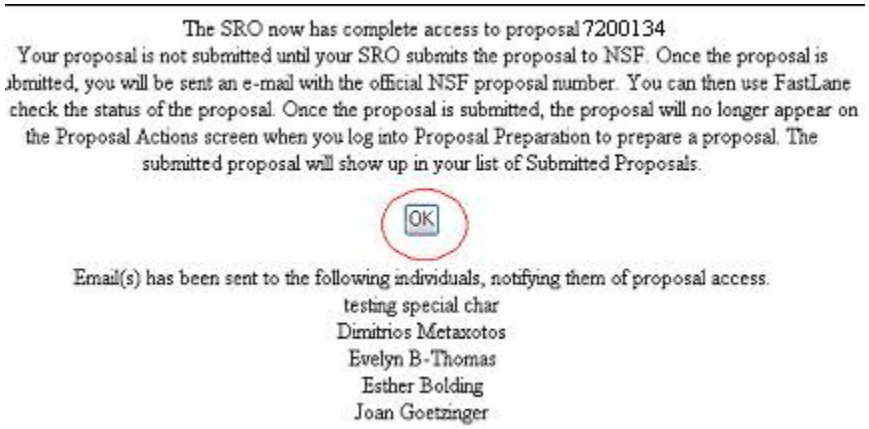

Figure 2 Screen with the message that the SPO now has full access to the Supplemental Funding Request and with the list of people NSF will notify of the SPO's access. The OK button is circled.

3. Click the **OK** button (Figure 2). The **Request for Supplemental Funding** screen displays.

Remove SPO Access to a Supplemental Funding Request

1. Access the **Sponsored Research Office (SPO) Access Control** screen (Figure 1) (see Allow or Remove SPO Access to a Supplemental Funding Request).

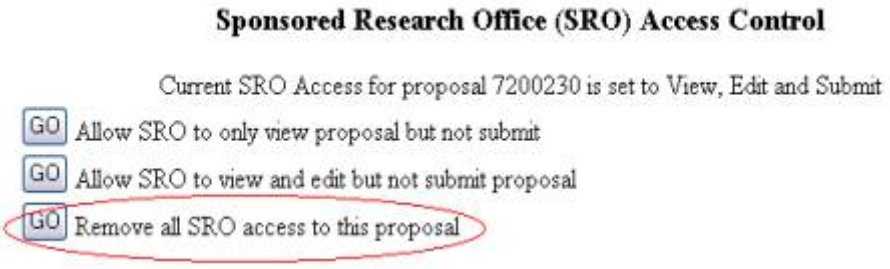

Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Remove All SPO Access to This Proposal is circled.

2. On the **Sponsored Project Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Remove All SPO Access to This Proposal. A screen displays (Figure 2) with the message that SPO access to the request is blocked.

Figure 2 Screen with the message that SPO access to the request is blocked.

3. Click the **OK** button (Figure 2). The **Request for Supplemental Funding** screen displays.

Print a Supplemental Funding Request

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see PI Login). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

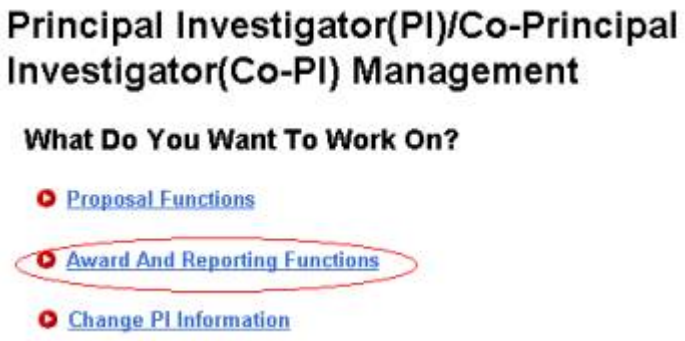

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

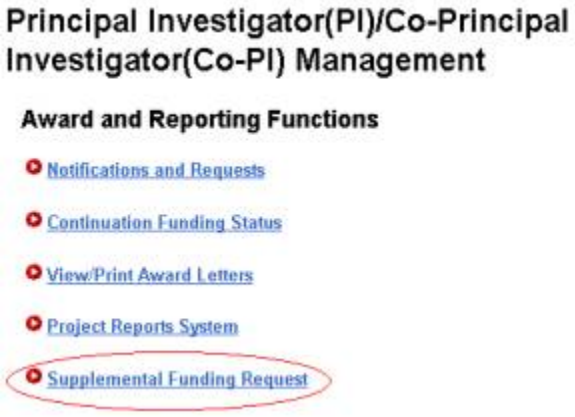

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

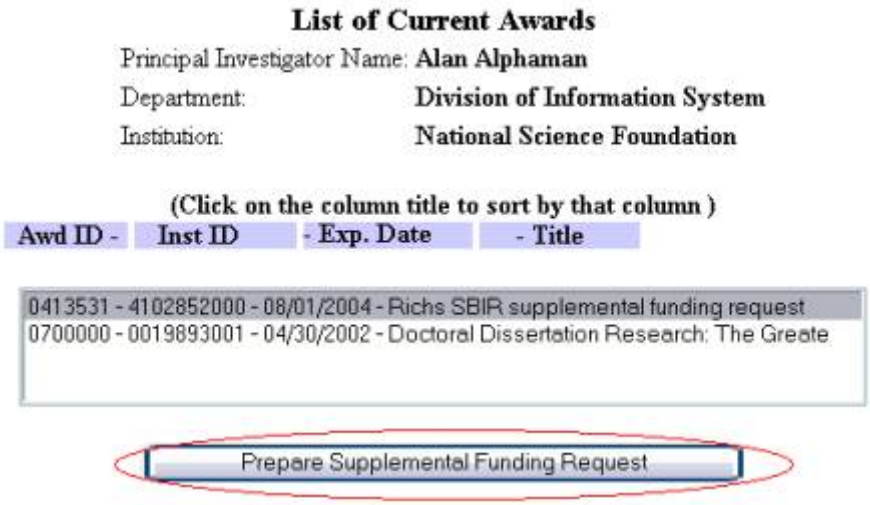

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to print a Supplementary Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

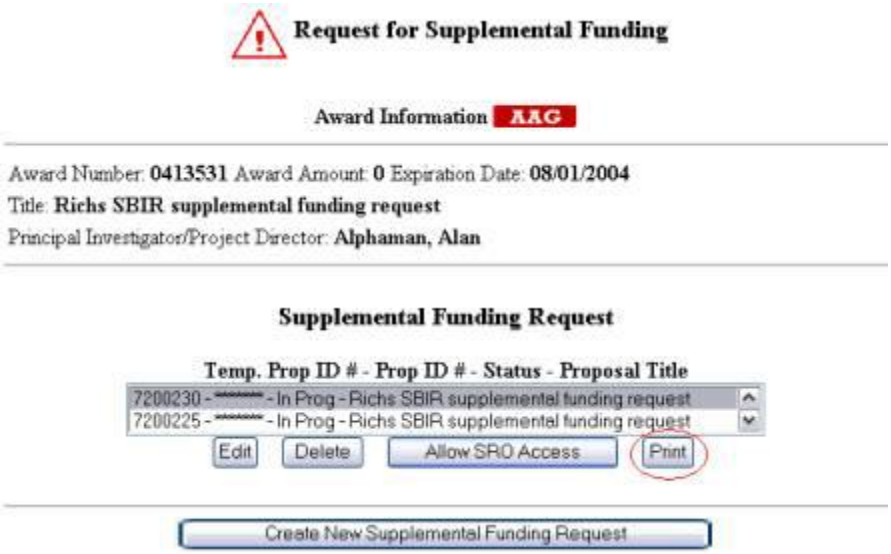

Figure 4 Request for Supplemental Funding screen. The Print button is circled.

6. Highlight the Supplemental Funding Request you want to print (Figure 4).
7. Click the **Print** button (Figure 4). The **Print Menu** screen displays (Figure 5).

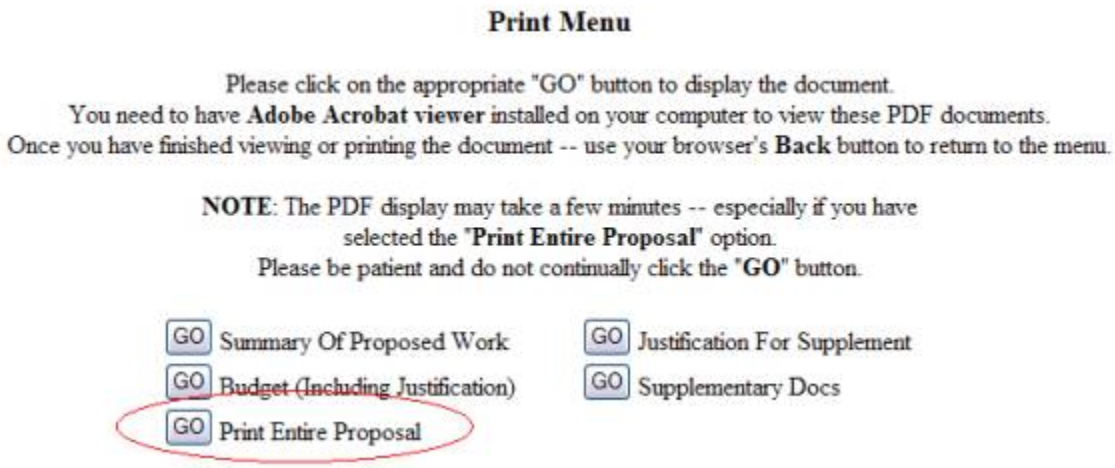

Figure 5 Print Menu screen. The Go button for Print Entire Proposal is circled.

8. Click the **Go** button for Print Entire Proposal (Figure 5). The Supplemental Funding Request displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.
9. Click the **Print** icon in the top left of the PDF screen to print the Supplemental Funding Request.

Delete a Supplemental Funding Request

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see PI Login). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

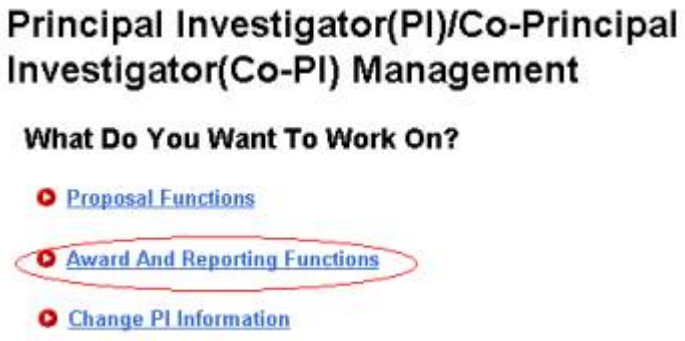

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

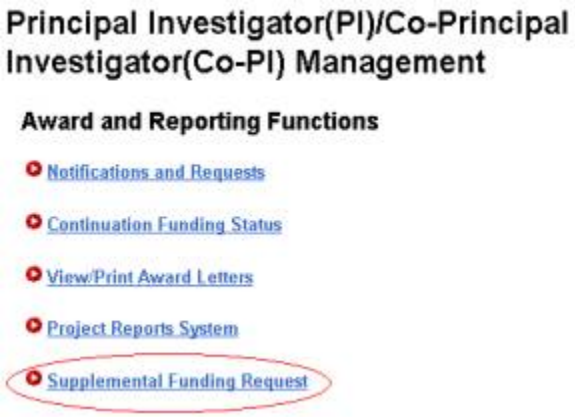

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

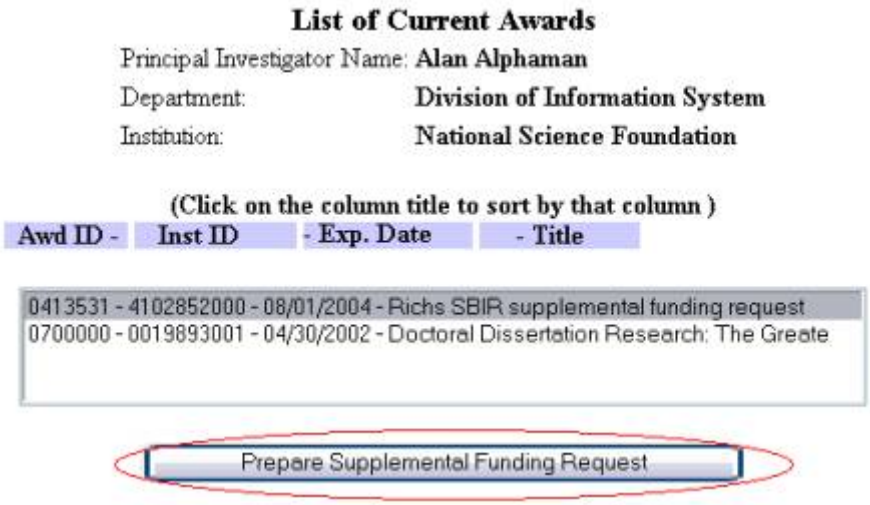

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to delete a Supplemental Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

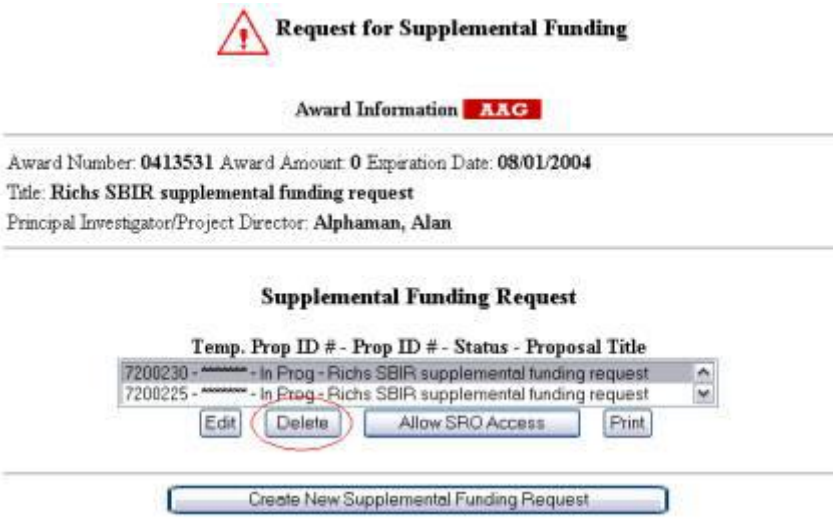

Figure 4 Request for Supplemental Funding screen. The Delete button is circled.

6. Highlight the Supplemental Funding Request you want to delete (Figure 4).
7. Click the **Delete** button (Figure 4). A screen displays (Figure 5) with a message for you to confirm that you want to delete the request.

Figure 5 Screen with a message for you to confirm that you want to delete the request.

8. Click the **OK** button (Figure 5). A screen displays (Figure 6) with a message that the Supplemental Funding Request has been deleted.

Figure 6 Screen with the message that the Supplemental Funding Request has been deleted.

9. Click the **OK** button. The **Request for Supplemental Funding** screen displays (Figure 4).

SPO Functions

Work on a Supplemental Funding Request as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2) with a listing of all your organization's documents in progress. Supplemental Funding Requests are categorized as Supplements in the **Type** column.

Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The award number for a Supplemental Funding Request is circled.

3. Click the **Type** column heading to group all the Supplemental Funding Requests. On the **Proposals, Supplements/File Updates/Withdrawals** screen, you have these options:
   - Check a Supplementary Funding Request
   - Edit a Supplementary Funding Request
   - View/Print a Supplementary Funding Request
   - Return a Supplementary Funding Request to the PI
   - Submit a Supplementary Funding Request to NSF
   - Withdraw a Supplementary Funding Request from NSF

   (Click on a link above for instructions for that option.)

Check a Supplemental Funding Request

1. Access the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see Work on a Supplemental Funding Request).

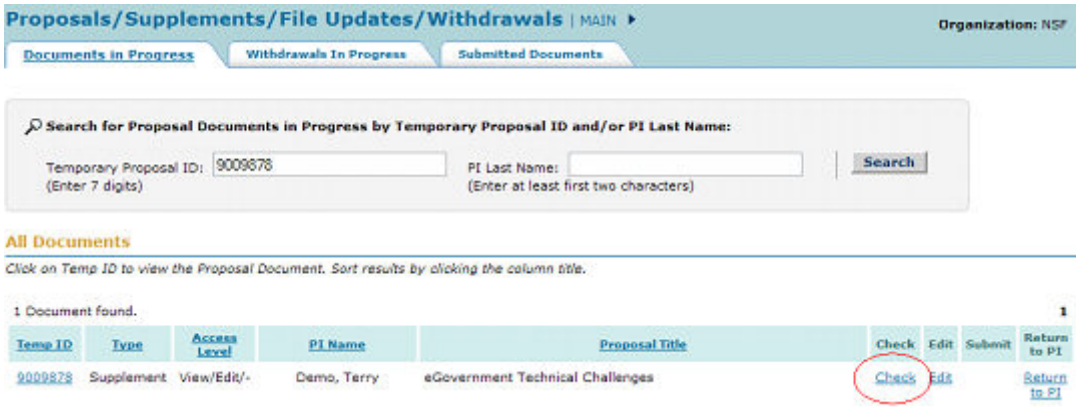

Figure 1 Proposals / Supplements / File Updates / Withdrawals screen on the Documents in Progress tab. The Check link is circled.

2. On the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click **Check** on the row for the Supplement Funding Request you want to check. The **Proposals Errors / Warnings** screen displays with information on any items that may or may not prevent submission of the request.

Figure 2 Proposals Errors / Warnings screen with the message that the item listed does not prevent submission.

3. Click the **Return To List** link (Figure 2). The **Proposals / Supplements / File Updates / Withdrawals** screen displays on the **Documents in Progress** tab (Figure 1).

Edit a Supplemental Funding Request as an SPO

1. Access the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see Work on a Supplemental Funding Request).

Figure 1 Proposals / Supplements / File Updates / Withdrawals screen on the Documents in Progress tab. The Edit link is circled.

2. On the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click **Edit** on the row for the Supplemental Funding Request you want to edit. The **Form Preparation** screen displays (Figure 2) with the forms for editing a Supplemental Funding Request:
   - Summary of Proposed Work
   - Budgets (Including Justification)
   - Add/Delete Non-Co-PI Senior Personnel
   - Justification for Supplement
   - Supplementary Documents
   - Revised Expiration Date (if applicable)

   (Click on a form link for instructions on completing that form.)

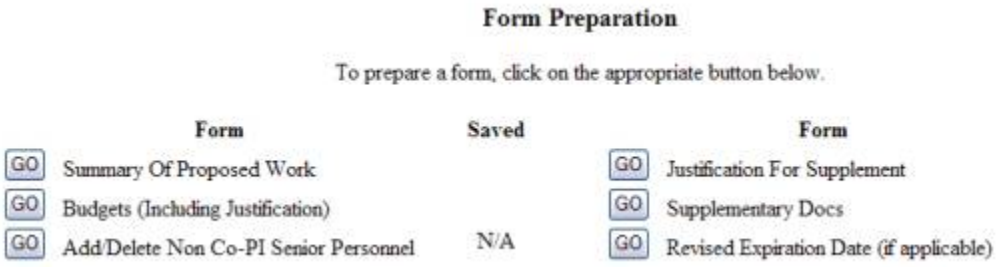

Figure 2 Form Preparation screen.

View / Print a Supplemental Funding Request

1. Access the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1) See Work on a Supplemental Funding Request).

Figure 1 Proposals / Supplements / File Updates / Withdrawals screen on the Documents in Progress tab. The award number for a Supplemental Funding Request is circled.

2. On the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click the award number on the row for the Supplemental Funding Request you want to view. The **View Proposal** screen displays (Figure 2).

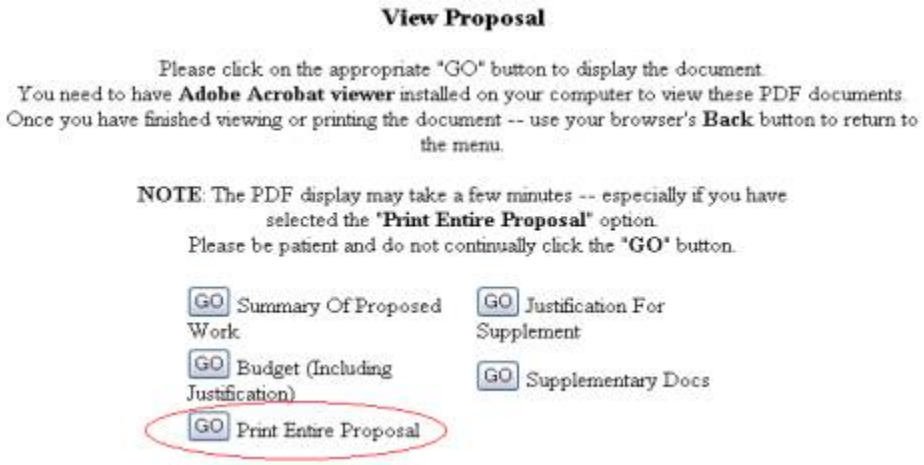

Figure 2 View Proposal screen. The Go button for Print Entire Proposal is circled.

3. Click the **Go** button for any form to view that form (Figure 2).
4. To print the entire Supplemental Funding Request, on the **View Proposal** screen, click the **Go** button (Figure 2) for Print the Entire Proposal. FastLane concatenates the forms and displays the Supplemental Funding Request in PDF format. If you need Adobe Reader, see Adobe Reader for FastLane.

5. On the PDF screen, click the **Printer** icon in the upper left of the screen. The Supplemental Funding Request prints in PDF format.
6. Click the browser back button to return to the **View Proposal** screen (Figure 2).

Submit a Supplemental Funding Request

1. Access the **Proposals / Supplements / File Updates / Withdrawals** screen (Figure 1) (see Work on a Supplemental Funding Request).

Figure 1 Proposals / Supplements / File Updates / Withdrawals screen on the Documents in Progress tab. The Submit link is circled.

2. On the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click **Submit** on the row for the Supplemental Funding Request that you want to submit to NSF. The **Proposals Errors / Warnings** screen displays (Figure 2) with the Cover Sheet for the request (Figure 2) and the **Debarment and Suspension Certification** section (Figure 3).

Figure 2 Upper portion of the Proposal Errors / Warnings screen with links to the rest of the screen.

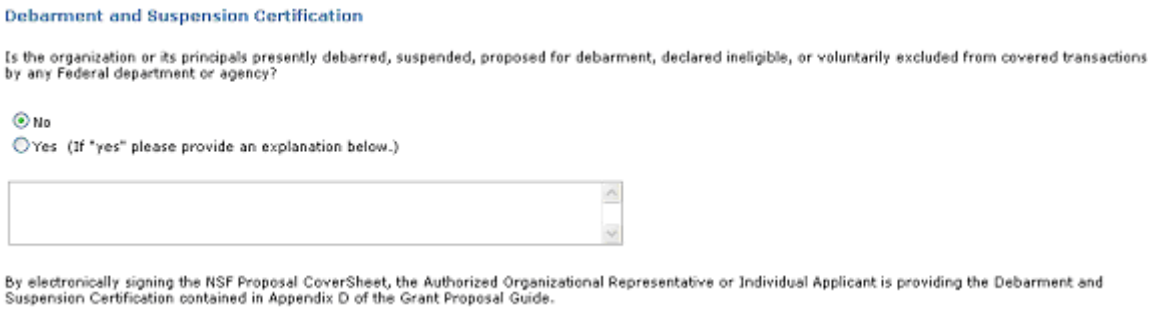

Figure 3 Debarment and Suspension Certification section of the Proposal Errors / Warnings screen.

3. In the **Debarment and Suspension** section of the **Proposal Errors / Warnings** screen (Figure 3), click the radio button for Yes or No if there are any debarments or suspensions of you or of your organization from transactions with federal agencies.
4. *If you answered Yes,* in the text box under the radio buttons (Figure 3), type an explanation.
5. In the **Institution Information** section of the **Proposal Errors / Warnings** screen (Figure 4), check the accuracy of the information for your organization.

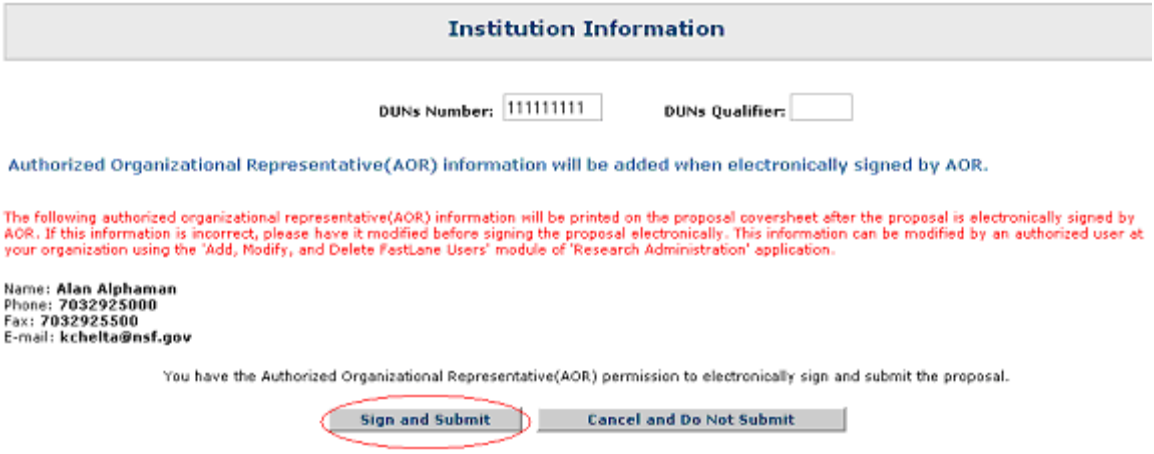

Figure 4 Institution Information section of the Proposal Errors / Warnings screen. The Sign and Submit button is circled.

6. At the bottom of the **Proposal Errors / Warnings** screen (Figure 4), click the **Sign and Submit** button. The **Proposal Submission Confirmation** screen displays (Figure 5) with a message that the Supplemental Funding Request has been successfully submitted to NSF. It also displays the official NSF number for the Supplemental Funding Request.

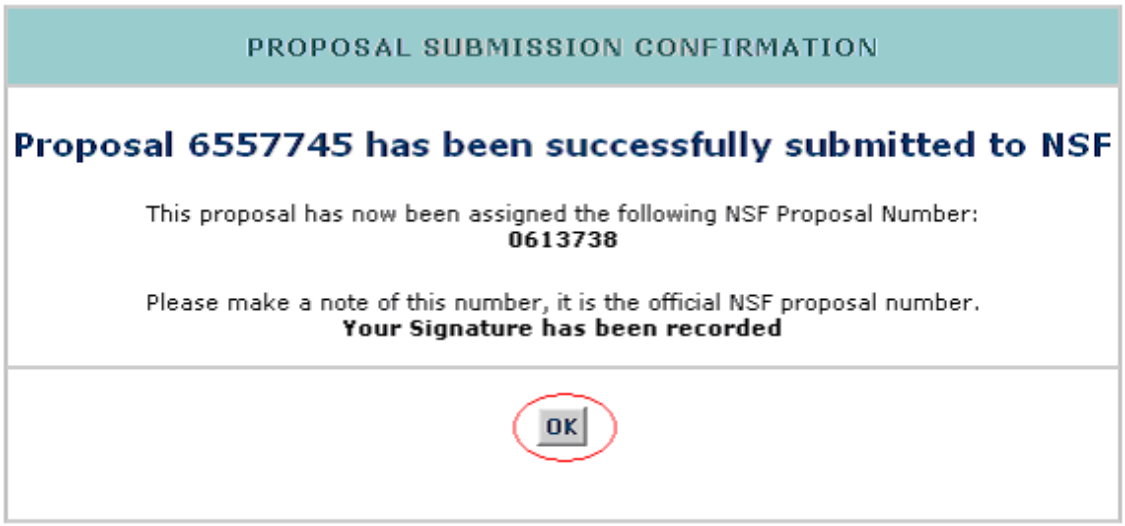

Figure 5 Proposal Submission Confirmation screen with the message that the Supplemental Funding Request has been submitted to NSF and with the NSF number for the Supplemental Funding Request.

Return a Supplemental Funding Request to the PI

1. Access the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see Work on a Supplemental Funding Request).

Figure 1 Proposals / Supplements / File Updates / Withdrawals screen on the Documents in Progress tab. The Return to PI button is circled.

2. On the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click **Return to PI** on the row for the Supplemental Funding Request that you want to return to the PI. A screen displays (Figure 2) with a message for you to confirm that you want to return the Supplemental Funding Request to the PI and a text box for a note to the PI.

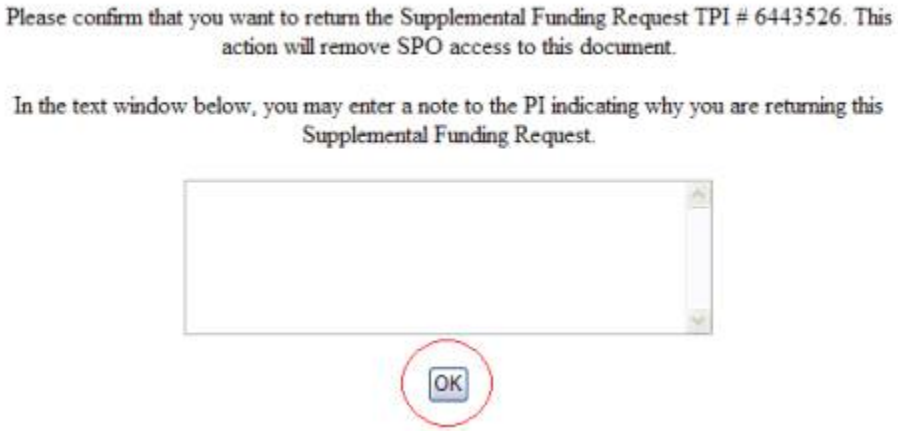

Figure 2 Screen with a message for you to confirm that you want to return the Supplemental Funding Request to the PI and a text box for you to type a note to the PI. The OK button is circled.

3. In the text box (Figure 2), type a note of explanation to the PI (optional).
4. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the Supplemental Funding Request has been returned to the PI.

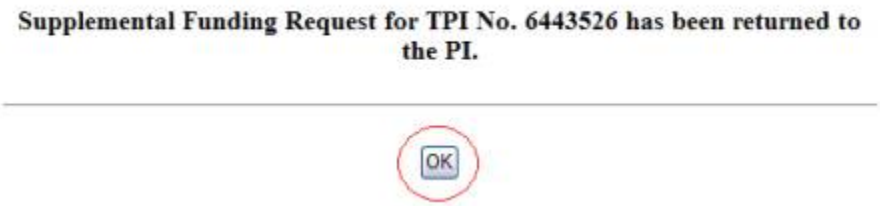

Figure 3 Screen with the message that the Supplementing Funding Request has been returned to the PI. The OK button is circled.

5. Click the **OK** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 1).

Withdraw a Supplemental Funding Request

1. Access the **Proposals / Supplements / File Updates / Withdrawals** on the **Documents in Progress** tab (Figure 1) (see Work on a Supplemental Funding Request).

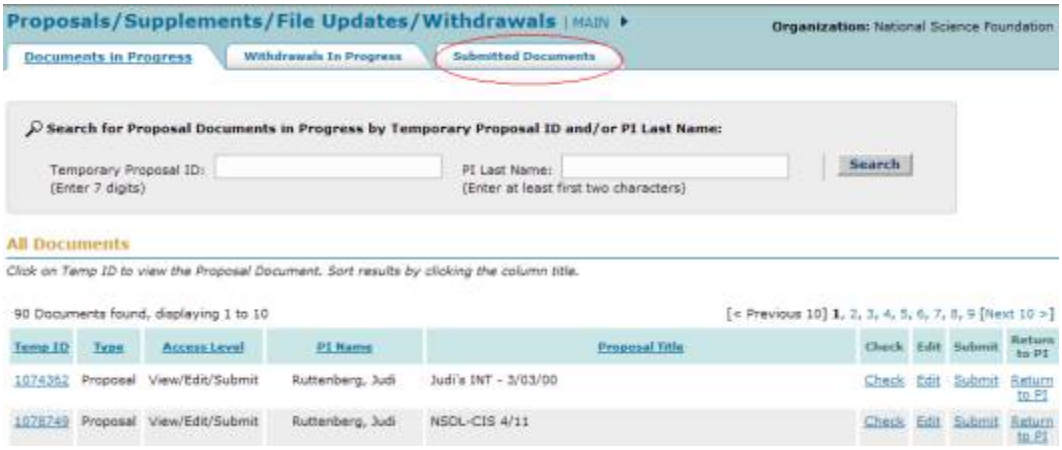

Figure 1 Proposals / Supplements / File Updates / Withdrawals on the Documents in Progress tab. The Submitted Documents tab is circled.

2. On the **Proposals / Supplements / File Updates / Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click the **Submitted Documents** tab. The **Proposals / Supplements / File Updates / Withdrawals** screen displays on the **Submitted Documents** tab (Figure 2).

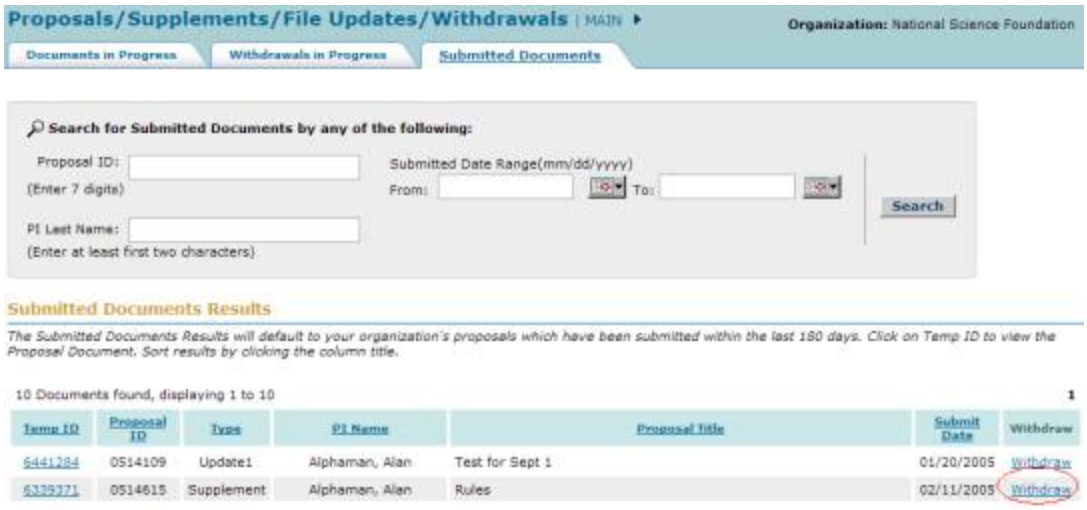

Figure 2 Proposals / Supplements / File Updates / Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

3. Click **Withdraw** (Figure 2) on the row for the Supplemental Funding Request you want to withdraw. The **Proposal Withdrawal** screen displays (Figure 3).

Figure 3 Proposal Withdrawal screen with the Rationale for Withdrawal text box. The Submit button is circled.

4. Under **Wiithdrawal Type** (Figure 3), click the radio button for Funding Elsewhere or Other.
5. In the **Rationale for Withdrawal** text box (Figure 3), type or copy and paste a detailed reason or reasons for withdrawing the Supplementary Funding Request.
6. Click the **Submit** button (Figure 3). The **Proposal Withdrawal** screen displays (Figure 4) with a message for you to confirm that you want to withdraw the Supplemental Funding Request from NSF.

Figure 4 Proposal Withdrawal screen with a message for you to confirm that you want to withdraw the Supplemental Funding Request. The OK button is circled.

7. Click the **OK** button (Figure 4). The **Proposal Withdrawal Successful** screen displays (Figure 5) with the message that the Supplemental Funding Request has been withdrawn from NSF consideration.

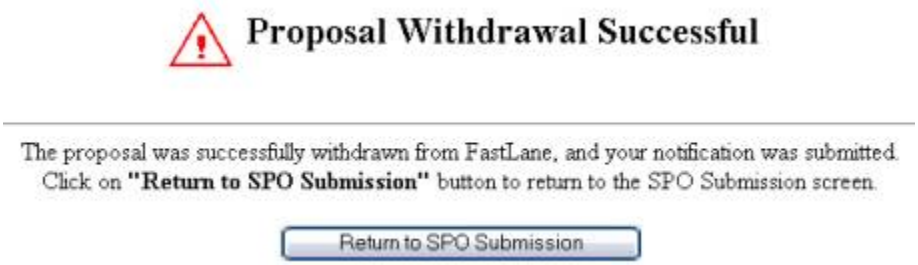

Figure 5 Proposal Withdrawal Successful screen.

8. Click the **Return to SPO Submission** button (Figure 5). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1).

Forms for Supplemental Funding Request

Forms for a Supplemental Funding Request
Introduction

The Supplementary Funding Request has the following forms for completion:

- Summary of Proposed Work (required)
- Budgets (Including Justification) (required)
- Add/Delete Senior Personnel
- Justification for Supplement (required)
- Supplementary Documents
- Revised Expiration Date

Summary of Proposed Work for a Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see Prepare a Supplementary Funding Request or Edit a Supplementary Funding Request as an SPO).

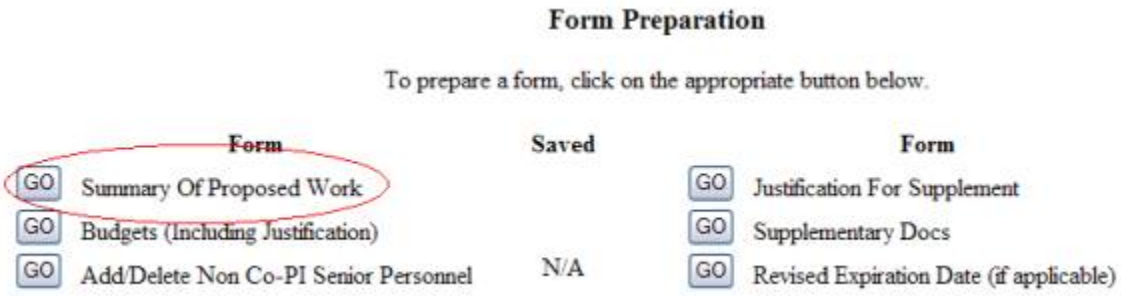

Figure 1 Form Preparation screen. The Go button for Summary of Proposed Work is circled.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Summary of Proposed Work. The **Summary of Proposed Work** screen displays (Figure 2).

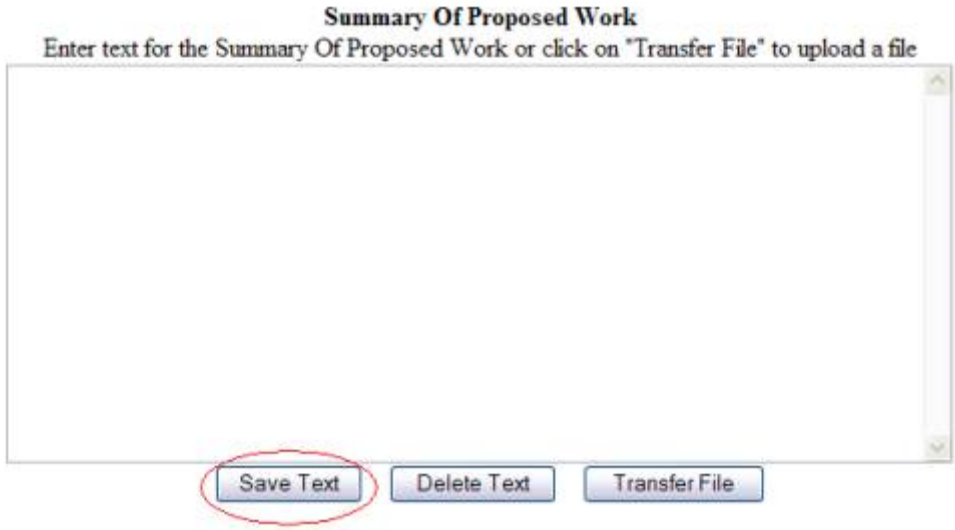

Figure 2 Summary of Proposed Work screen. The Save Text button is circled.

You have these options:

- Enter the Summary of Proposed Work in the text box
- Upload the Summary of Proposed Work

Enter the Summary of Proposed Work in the Text Box

1. On the **Summary of Proposed Work** screen (Figure 2) in the **Summary of Proposed Work** box, type in or copy and paste the Summary of Proposed Work.
2. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with a message that the Summary of Proposed Work is saved.

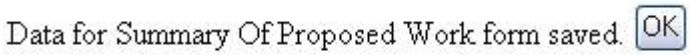

Figure 3 Screen with the message that the Summary of Proposed Work is saved.

3. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1).

Upload the Summary of Proposed Work

On the **Summary of Proposed Work** screen (Figure 4), click the **Transfer File** button. The **Summary of Proposed Work File Upload** screen displays (Figure 5). See Upload a File for directions.

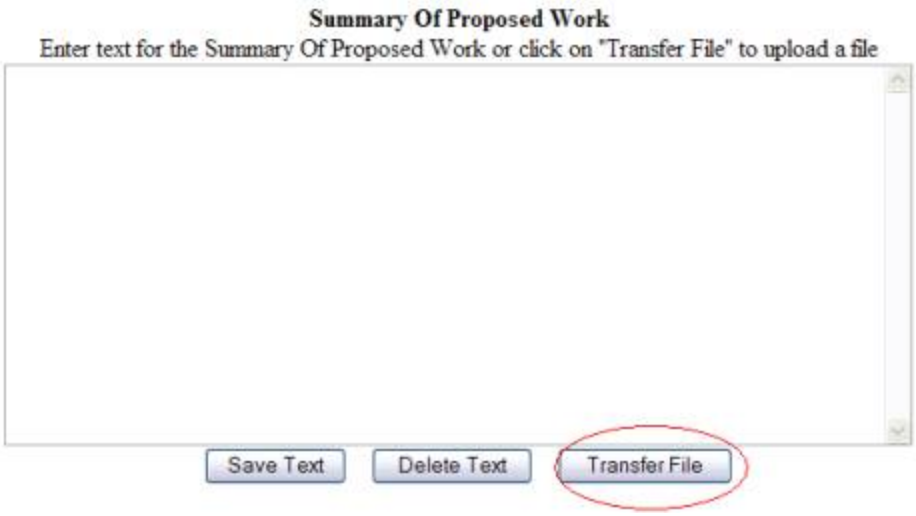

Figure 4 Summary of Proposed Work screen. The Transfer File button is circled.

Figure 5 Summary of Proposed Work File Upload screen.

If a Summary of Proposed Work has already been uploaded, when you click the **Go** button for Summary of Proposed Work on the **Form Preparation** screen, the **Summary of Proposed File Upload** screen displays (Figure 6) with these options:

- Display Current Summary of Proposed Work
- Delete Current Summary of Proposed Work
- Upload a New Summary of Proposed Work (This option automatically replaces the already uploaded file.)

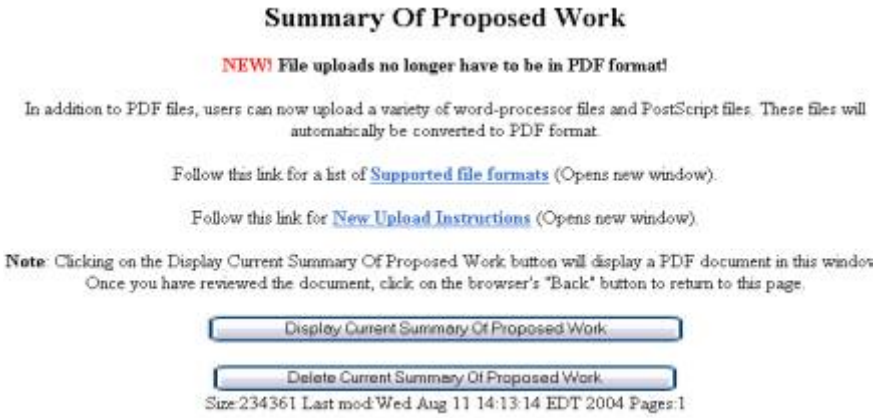

Figure 6 Summary of Proposed Work File Upload screen with the options to view and delete the uploaded Summary of Proposed Work.

Display Current Summary of Proposed Work

Click the **Display Current Summary of Proposed Work** button (Figure 6). The previously uploaded Summary of Proposed Work displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Summary of Proposed Work

1. Click the **Delete Current Summary of Proposed Work** button (Figure 6). A screen displays with the message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Summary of Proposed Work

Follow the directions in Upload a File. Uploading a new Summary of Proposed Work automatically replaces the previously uploaded file.

Enter a New Summary of Proposed Work in the Text Box

If a Summary of Proposed Work has already been uploaded and you want to enter a new Summary of Proposed Work in the text box, do the following:

1. Click the **Delete Current Summary of Proposed Work** button (Figure 6). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Summary of Proposed Work File Upload** screen displays.
3. Return to the **Form Preparation** screen.
4. Click the **Go** button for Summary of Proposed Work. The **Summary of Proposed Work** screen redisplays with the text box. See Enter the Summary of Proposed Work in the Text Box.

Budgets (Including Justification) for a Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see Prepare a Supplementary Funding Request or Edit a Supplementary Funding Request as an SPO).

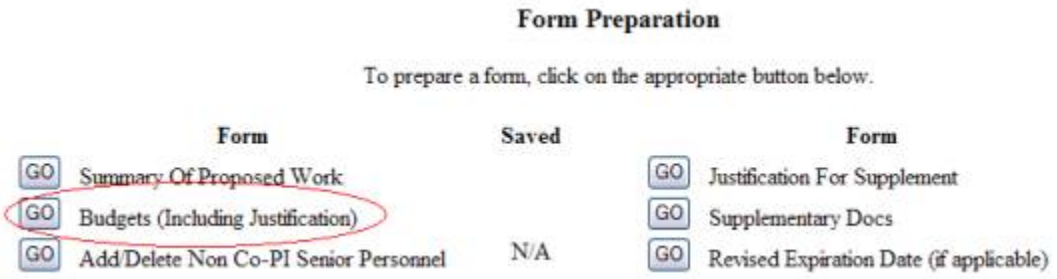

Figure 1 Form Preparation screen. The Go button for Budgets (Including Justification) is circled.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Budgets (Including Justification). The **Project Budget** screen displays (Figure 2). See Budgets (Including Justification) and Create a Budget, Step 2 for instructions on how complete a budget for the subawardee organization.

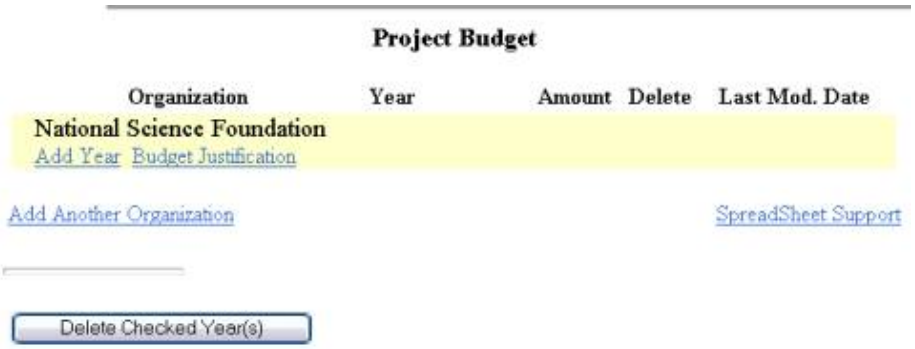

Figure 2 Project Budget screen.

Add/Delete Non-Co-PI Senior Personnel for a Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see Prepare a Supplementary Funding Request or Edit a Supplementary Funding Request as an SPO).

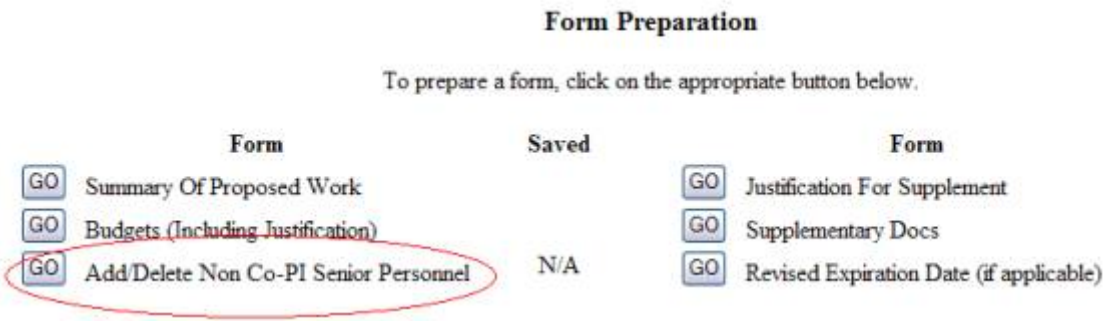

Figure 1 Form Preparation screen. The Go button for Add/Delete Non-Co-PI Senior Personnel is circled.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 2). See Add/Delete Non-Co-PI Senior Personnel for instructions on completing the form.

Figure 2 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen.

Justification for a Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see Prepare a Supplementary Funding Request or Edit a Supplementary Funding Request as an SPO).

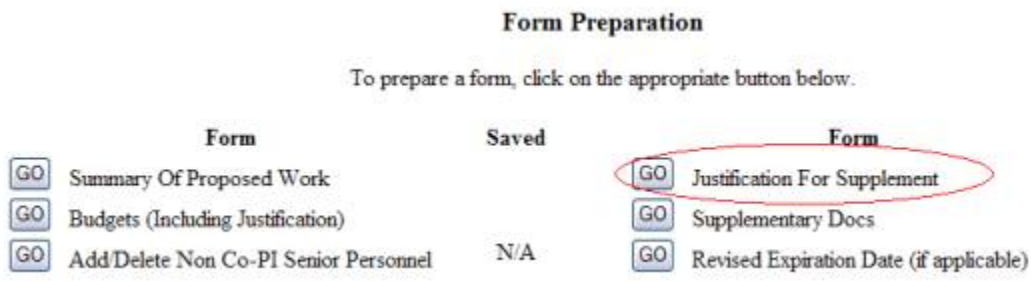

Figure 1 Form Preparation screen. The Go button for Justification for Supplement is circled.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Justification for Supplement. The **Justification for Supplement** screen displays (Figure 2).

Figure 2 Justification for Supplement screen. The Save Text button is circled.

You have these options:

- Enter the Justification for Supplement in the text box
- Upload the Justification for Supplement

Enter the Justification for Supplement in the Text Box

1. On the **Justification for Supplement** screen (Figure 2), type in or copy and paste the Justification for Supplement in the **Justification for Supplement** box.
2. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with a message that the Justification for Supplement data is saved.

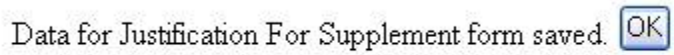

Figure 3 Screen with a message that the Justification for Supplement is saved.

3. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1).

Upload the Justification for Supplement

On the **Justification for Supplement** screen (Figure 4), click the **Transfer File** button. The **Justification for Supplement File Upload** screen displays (Figure 5). See Upload a File for directions.

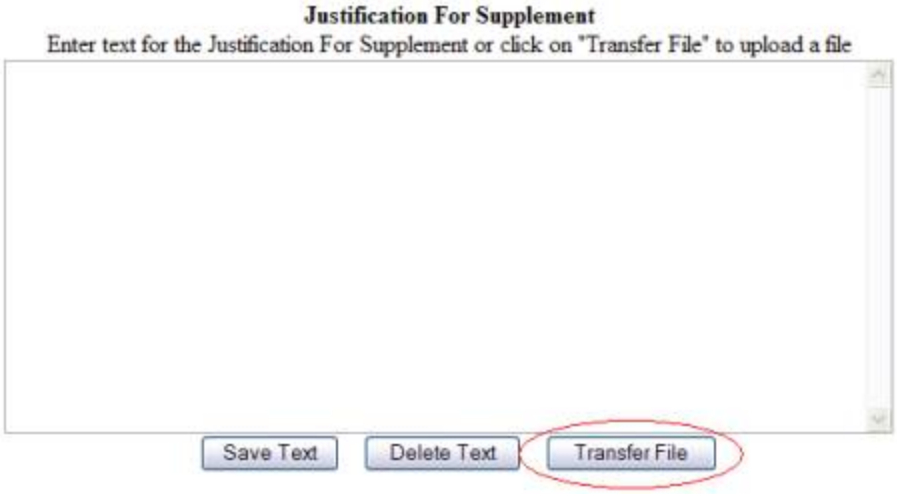

Figure 4 Justification for Supplement screen. The Transfer File button is circled.

Figure 5 Justification for Supplement File Upload screen.

If a Justification for Supplement has already been uploaded, when you click the **Go** button for Justification for Supplement on the **Form Preparation** screen, the **Summary of Proposed File Upload** screen displays (Figure 6) with these options:

- Display Current Justification for Supplement
- Delete Current Justification for Supplement
- Upload a New Justification for Supplement (This option automatically replaces the already uploaded file.)

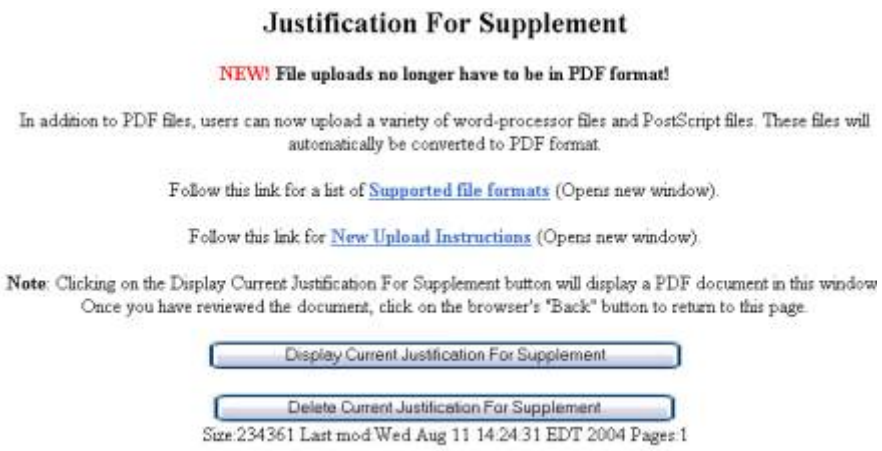

Figure 6 Justification for Supplement File Upload screen with options to view and delete the uploaded Justification.

Display Current Justification for Supplement

Click the **Display Current Justification for Supplement** button (Figure 6).The previously uploaded Justification for Supplement displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Justification for Supplement

1. Click the **Delete Current Justification for Supplement** button (Figure 6). A screen displays with the message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Justification for Supplement

Follow the directions in Upload a File. Uploading a new Justification for Supplement automatically replaces the previously uploaded file.

Enter a New Justification for Supplement in the Text Box

If a Justification for Supplement has already been uploaded and you want to enter a new Justification for Supplement in the text box, do the following:

1. Click the **Delete Current Justification for Supplement** button (Figure 6). A screen displays with a message for you to confirm that you want to delete the file.

2. Click the **OK** button. The **Justification for Supplement File Upload** screen displays.
3. Return to the **Form Preparation** screen.
4. Click the **Go** button for Justification for Supplement. The **Justification for Supplement** screen redisplays with the text box. See Enter the Justification for Supplement in the Text Box.

Supplementary Documents for a Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see Prepare a Supplementary Funding Request or Edit a Supplementary Funding Request as an SPO).

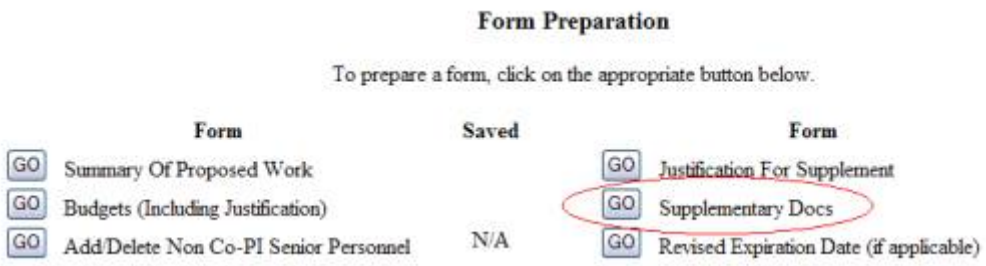

Figure 1 Form Preparation screen. The Go button for Supplementary Docs is circled.

2. On the PI Transfer **Form Preparation** screen (Figure 1), click the **Go** button for Supplementary Docs. The **Supplementary Docs** screen displays (Figure 2). You have two options on this screen:
   - Enter Supplementary Documents in the text box
   - Upload Supplementary Documents

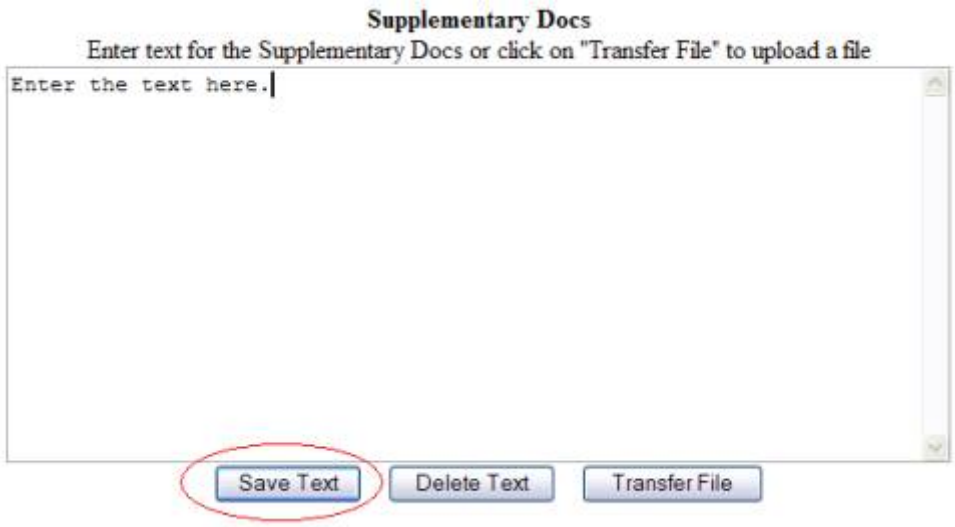

Figure 2 Supplementary Docs screen. The Save Text button is circled.

Enter Supplementary Documents in the Text Box

1. Type in or copy and paste the Supplementary Document in the text box (Figure 2).
2. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with the message that the Supplementary Document data is saved.

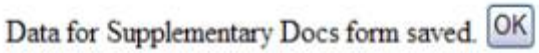

Figure 3 Screen with the message that the Supplementary Document text has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload Supplementary Documents

1. On the **Supplementary Docs** screen (Figure 4), click the **Transfer File** button. The **Supplementary Document File Upload** screen displays (Figure 5). See Upload a File for directions.

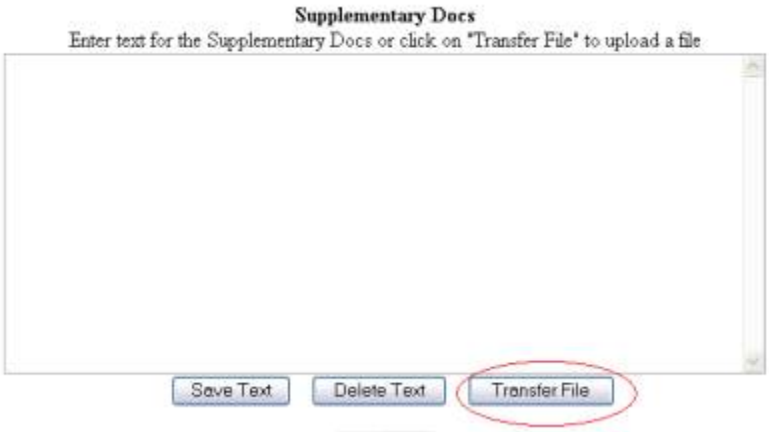

Figure 4 Supplementary Docs screen. The Transfer File button is circled.

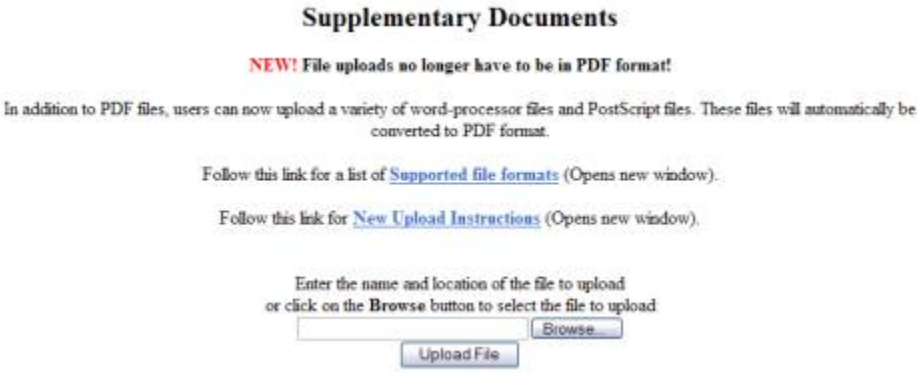

Figure 5 Supplementary Documents File Upload screen.

Once the Supplementary Document has been uploaded, the **Supplementary Document File Upload** screen displays as in Figure 6.

Figure 6 Supplementary Document File Upload screen after a file has been uploaded.

This screen gives you these options:

- Display Current Supplementary Docs
- Delete Current Supplementary Docs
- Upload a Supplementary Document

Note: Uploading a new Supplementary Document will not result in deleting a previously uploaded file.

Display Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 6), highlight the Supplementary Document you want to view in the list.
2. Click the **Display Current Supplementary Docs** button (Figure 6). The file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 6), highlight the Supplementary Document you want to delete in the list.
2. Click the **Delete Current Supplementary Docs** button (Figure 6). A screen displays asking you to confirm that you want to delete the file.

3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Supplementary Document

Follow the directions in Upload a File. Uploading a new file will not replace any previously uploaded files.

Enter a New Supplementary Document in the Text Box

If a Supplementary Document has already been uploaded and you want to write a new Supplementary Document in the text box, do the following:

1. On the **Supplementary Document File Upload** screen (Figure 6), click the **Delete Current Project Summary** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Supplementary Docs File Upload** screen displays (Figure 6).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to Supplementary Docs. The **Supplementary Docs** screen displays with the text box. See Enter the Supplementary Document in the Text Box.

Revised Expiration Date for Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see Prepare a Supplementary Funding Request or Edit a Supplementary Funding Request as an SPO).

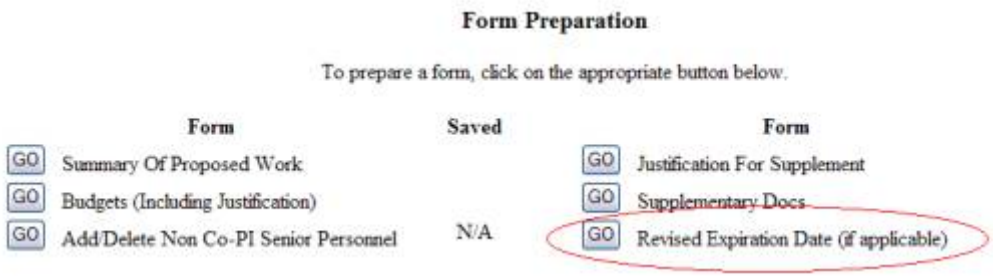

Figure 1 Form Preparation screen. The Go button for Revised Expiration Date is circled.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Revised Expiration Date. The screen displays (Figure 2) for you to enter the revised expiration date.

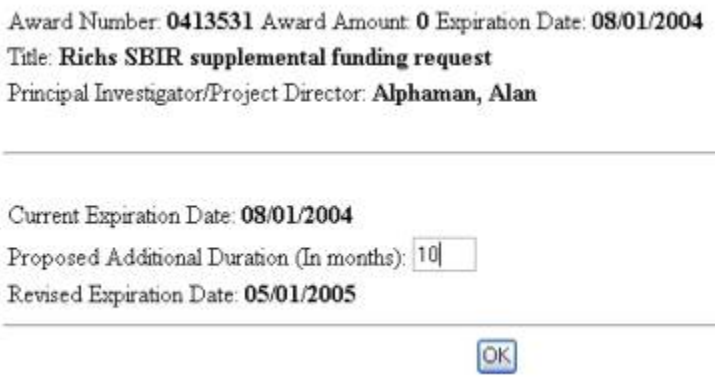

Figure 2 Screen for entering the proposed additional duration of the award.

3. In the **Proposed Additional Duration** box (Figure 2), type the number of months for an extension of the award.
4. Click the **OK** button (Figure 2). The screen displays again with the number you typed.
5. Click the browser back button to return to the **Form Preparation** screen (Figure 1).

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