



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.

Your 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) 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 \(AOR only\)](#)
- [Withdraw a Supplemental Funding Request \(AOR only\)](#)

As an AOR, you must 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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

[Proposal Functions](#)

[Award And Reporting Functions](#)

[Change PI Information](#)

[Research.gov Functions](#)

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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

- ▶ [Notifications and Requests](#)
- ▶ [Continuation Funding Status](#)
- ▶ [View/Print Award Documents](#)
- ▶ [Project Reports System](#)
- ▶ [Supplemental Funding Request](#)
- ▶ [Research.gov Functions](#)

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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).

List of Current Awards

Principal Investigator Name: Alan Alphaman
Department: Division of Information System
Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID -	Inst ID	Exp. Date	Title
0413531 -	4102852000 -	08/01/2004 -	Richs SBIR supplemental funding request
0700000 -	0019893001 -	04/30/2002 -	Doctoral Dissertation Research: The Greate

[Prepare Supplemental Funding Request](#)

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).

Request for Supplemental Funding

Award Information **AAG**

Award Number: **0413531** Award Amount: **0** Expiration Date: **08/01/2004**
Title: **Richs SBIR supplemental funding request**
Principal Investigator/Project Director: **Alphaman, Alan**

Supplemental Funding Request

Temp. Prop ID #	Prop ID #	Status	Proposal Title
7200163	0420047	In Prog	Richs SBIR supplemental funding request
7200141	0420047	Submitted	Richs SBIR supplemental funding request

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 End 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	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Explanation For Late Request	
		Supplementary Documents	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	
<input type="button" value="Go Back"/>			

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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

[Proposal Functions](#)

[Award And Reporting Functions](#)

[Change PI Information](#)

[Research.gov Functions](#)

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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

- [▶ Notifications and Requests](#)
- [▶ Continuation Funding Status](#)
- [▶ View/Print Award Documents](#)
- [▶ Project Reports System](#)
- [▶ Supplemental Funding Request](#)
- [▶ Research.gov Functions](#)

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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).

List of Current Awards

Principal Investigator Name: Alan Alphaman
Department: Division of Information System
Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID -	Inst ID	Exp. Date	Title
0413531 -	4102852000 -	08/01/2004 -	Richs SBIR supplemental funding request
0700000 -	0019893001 -	04/30/2002 -	Doctoral Dissertation Research: The Greate

[Prepare Supplemental Funding Request](#)

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).

Request for Supplemental Funding

Award Information **AAG**

Award Number: **0413531** Award Amount: **0** Expiration Date: **08/01/2004**
Title: **Richs SBIR supplemental funding request**
Principal Investigator/Project Director: **Alphaman, Alan**

Supplemental Funding Request

Temp. Prop ID #	Prop ID #	Status	Proposal Title
7200230	[redacted]	in Prog	Richs SBIR supplemental funding request
7200225	[redacted]	in Prog	Richs SBIR supplemental funding request

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).

Forms for Temp. Proposal #7396346
PRS 11/18/06 Release Functional Verification 15

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	08/17/13
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Explanation For Late Request	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised End Date (if applicable)	

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 End 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/AOR 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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?



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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

[Notifications and Requests](#)

[Continuation Funding Status](#)

[View/Print Award Documents](#)

[Project Reports System](#)

[Supplemental Funding Request](#)

[Research.gov Functions](#)

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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).

List of Current Awards

Principal Investigator Name: Alan Alphaman
Department: Division of Information System
Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID -	Inst ID	Exp. Date	Title
0413531 -	4102852000 -	08/01/2004 -	Richs SBIR supplemental funding request
0700000 -	0019893001 -	04/30/2002 -	Doctoral Dissertation Research: The Greate

[Prepare Supplemental Funding Request](#)

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 view proposal
 - Allow SPO to view and edit proposal
 - Allow AOR to view, edit, and submit proposal(Click on a link above for instructions for that option.)

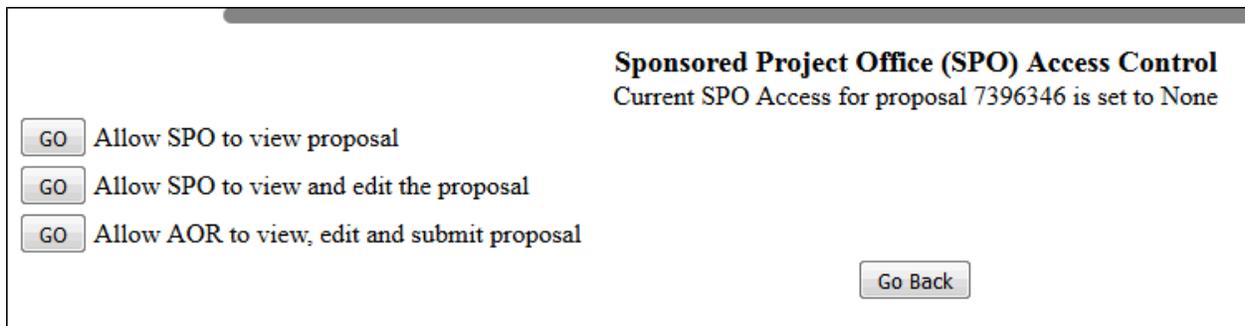


Figure 5 Sponsored Project Office (SPO) Access Control screen.

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](#)).

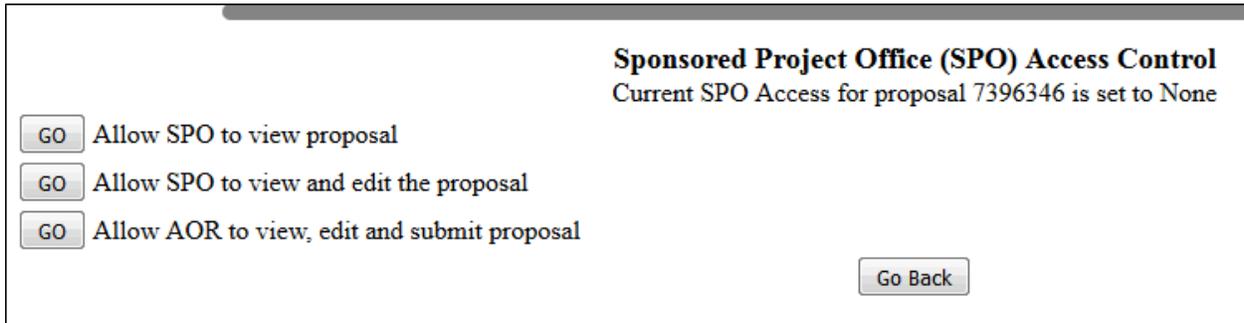


Figure 1 Sponsored Project Office Access Control screen. The Go button for Allow SPO to Only View Proposal But Not Submit is circled.

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](#)).

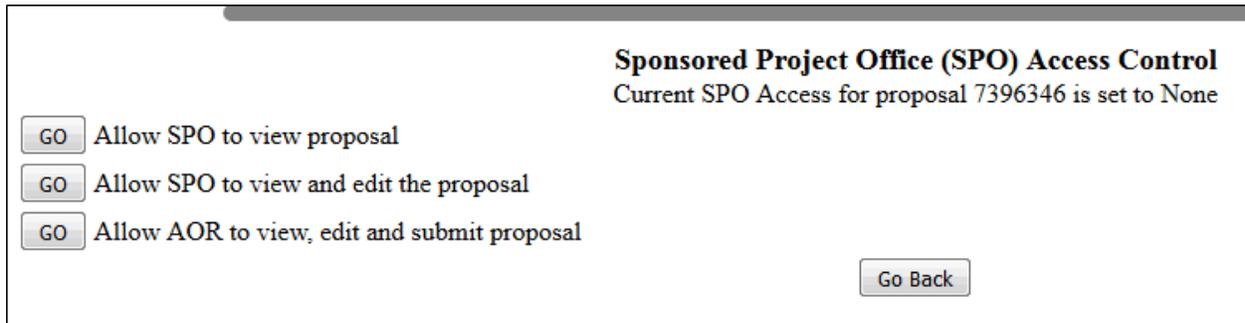


Figure 1 Sponsored Project Office (SPO) Access Control screen.

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 AOR 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](#)).

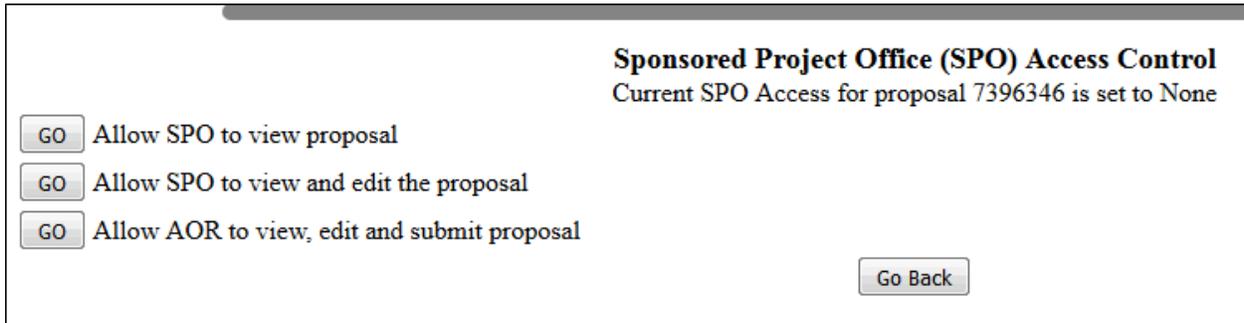


Figure 1 Sponsored Project Office (SPO) Access Control screen.

2. On the **Sponsored Project Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Allow AOR to View, Edit, and Submit Proposal. A screen displays (Figure 2) with a message that the AOR 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.

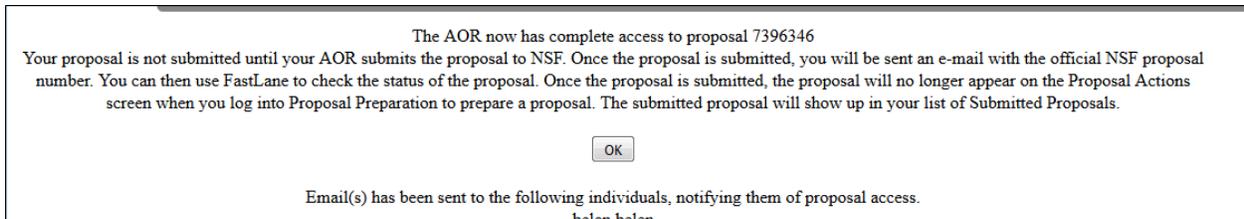


Figure 2 Screen with the message that the AOR now has full access to the Supplemental Funding Request and with the list of people NSF will notify of the AOR's access. The OK button is circled.

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

Remove SPO/AOR Access to a Supplemental Funding Request

1. Access the **Sponsored Research Office (SPO)/AOR 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.

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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

[Proposal Functions](#)

[Award And Reporting Functions](#)

[Change PI Information](#)

[Research.gov Functions](#)

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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

[Notifications and Requests](#)

[Continuation Funding Status](#)

[View/Print Award Documents](#)

[Project Reports System](#)

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[Research.gov Functions](#)

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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).

List of Current Awards

Principal Investigator Name: Alan Alphaman
Department: Division of Information System
Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID -	Inst ID	Exp. Date	Title
0413531 -	4102852000 -	08/01/2004 -	Richs SBIR supplemental funding request
0700000 -	0019893001 -	04/30/2002 -	Doctoral Dissertation Research: The Greate

[Prepare Supplemental Funding Request](#)

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

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

Request for Supplemental Funding

Award Information **AAG**

Award Number: **0413531** Award Amount: **0** Expiration Date: **08/01/2004**
 Title: **Richs SBIR supplemental funding request**
 Principal Investigator/Project Director: **Alphaman, Alan**

Supplemental Funding Request

Temp. Prop ID #	Prop ID #	Status	Proposal Title
7200230 -	*****	In Prog	Richs SBIR supplemental funding request
7200225 -	*****	In Prog	Richs SBIR supplemental funding request

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

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

Print Menu

Please click on the appropriate "GO" button to display the document.
 You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.
 Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the "Print Entire Proposal" option.
 Please be patient and do not continually click the "GO" button.

Summary Of Proposed Work Justification For Supplement
 Budget (Including Justification) Other Supplementary Docs
 Print Entire Proposal

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

- 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](#).
- Click the **Print** icon in the top left of the PDF screen to print the Supplemental Funding Request.

pd_supp_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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

[Proposal Functions](#)

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[Research.gov Functions](#)

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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

- [▶ Notifications and Requests](#)
- [▶ Continuation Funding Status](#)
- [▶ View/Print Award Documents](#)
- [▶ Project Reports System](#)
- [▶ Supplemental Funding Request](#)
- [▶ Research.gov Functions](#)

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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).

List of Current Awards

Principal Investigator Name: Alan Alphaman
Department: Division of Information System
Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID -	Inst ID	Exp. Date	Title
0413531 -	4102852000 -	08/01/2004 -	Richs SBIR supplemental funding request
0700000 -	0019893001 -	04/30/2002 -	Doctoral Dissertation Research: The Greate

[Prepare Supplemental Funding Request](#)

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

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

Request for Supplemental Funding

Award Information **AAG**

Award Number: **0413531** Award Amount: **0** Expiration Date: **08/01/2004**
 Title: **Richs SBIR supplemental funding request**
 Principal Investigator/Project Director: **Alphaman, Alan**

Supplemental Funding Request

Temp. Prop ID #	Prop ID #	Status	Proposal Title
7200230	*****	In Prog	Richs SBIR supplemental funding request
7200225	*****	In Prog	Richs SBIR supplemental funding request

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

- Highlight the Supplemental Funding Request you want to delete (Figure 4).
- 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.

Delete the proposal **Richs SBIR supplemental funding request**
 (7200230) ?

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

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

Temp. Proposal 7200230 has been deleted.

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

- 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\(AOR only\)](#)
 - [Withdraw a Supplementary Funding Request from NSF\(AOR only\)](#)(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](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: NSF

Documents in Progress Withdrawals In Progress Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: 9009878 (Enter 7 digits) PI Last Name: (Enter at least first two characters) Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

1 Document found.

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
9009878	Supplement	View/Edit/	Demo, Terry	eGovernment Technical Challenges	Check	Edit	Submit	Return to PI

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 is displayed with a list of proposal items that have not been completed.

Proposal Errors/Warnings For Temporary Proposal Id 7303964

Proposal Errors

Items listed here will prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- No Title - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- Project Summary - You must enter information in all three text boxes on the Project Summary Page.
- No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the 'Supplementary Documents: Data Management Plan' section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
- The Budget Justification for the Proposing Organization has not been provided. The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Biographical Sketch(es) - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketch file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- No Budget - The Budget has not been completed or uploaded. A budget must be included for each year of support requested.
- No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- No Project Description - The Project Description has not been provided and is required. A Project Description must be uploaded.
- No References Cited - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Current and Pending Support - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

Proposal Warnings

Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- No Program Announcement/GPG Selected - A Program Announcement or Grant Proposal Guide (GPG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- No NSF Unit Selection - An NSF Unit has not been selected on the Cover Sheet form.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 2 Proposals Errors/Warnings screen.

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).

Check a Supplemental Funding Request

Edit a Supplemental Funding Request as an SPO/AOR

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

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

91 Documents found, displaying 1 to 10 [[< Previous 10](#)] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [[Next 10 >](#)]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6443525	Supplement	View/Edit/Submit	Alphaman, Alan	Rules	Check	Edit	Submit	Return to PI
6443520	Proposal	View/Edit/Submit	Alphaman, Alan	David's test of DUE	Check	Edit	Submit	Return to PI

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 End 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](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters) Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

91 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next 10 >]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6443328	Supplement	View/Edit/Submit	Alphaman, Alan	Rules	Check	Edit	Submit	Return to PI
6443326	Proposal	View/Edit/Submit	Alphaman, Alan	David's test of DUE	Check	Edit	Submit	Return to PI

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).

View Proposal

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.

Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.

Please be patient and do not continually click the "GO" button.

<input type="button" value="GO"/> Summary Of Proposed Work	<input type="button" value="GO"/> Justification For Supplement
<input type="button" value="GO"/> Explanation For Late Request	<input type="button" value="GO"/> Budget (Including Justification)
<input type="button" value="GO"/> Other Supplementary Docs	<input type="button" value="GO"/> Print Entire Proposal
<input type="button" value="Go Back"/>	

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](#).

pd_supp_funding_request

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 (AOR only)

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).

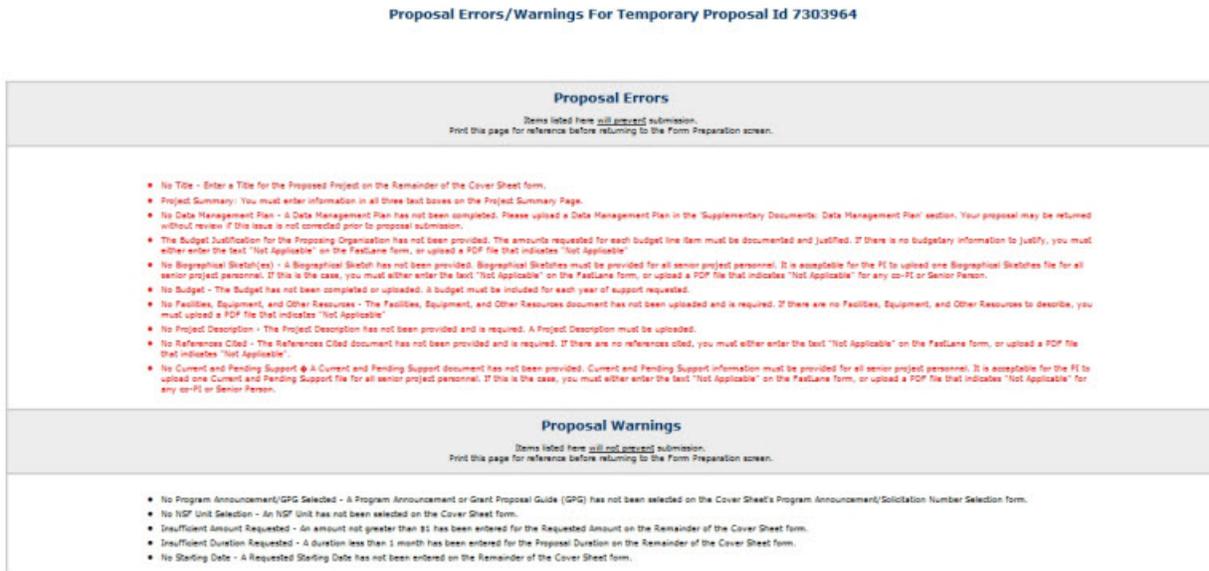


Figure 2 Upper portion of the Proposal Errors/Warnings screen with links to the rest of the screen.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

- No
 Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

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.

Institution Information

DUNS Number: DUNS Qualifier:

Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.

The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.

Name: Alan Alghaman
Phone: 7032925000
Fax: 7032925500
E-mail: kchelita@nsf.gov

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

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.

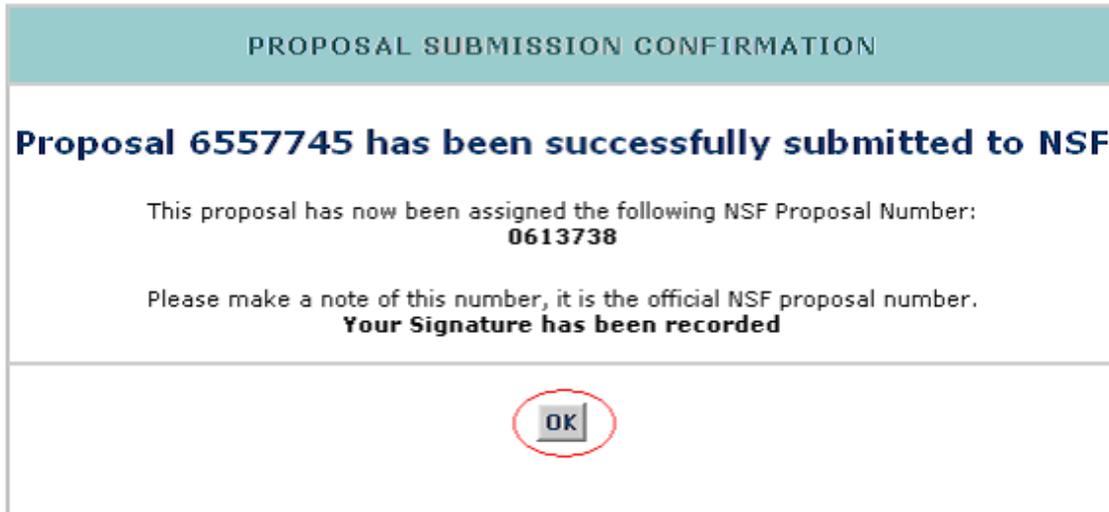


Figure 5 Proposal Submission Confirmation screen with the message that the Supplemental Funding Request has been submitted to NSF and with the NSF number for the Supplemental Funding Request.

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.

Please confirm that you want to return the Supplemental Funding Request TPI # 6443526. This action will remove SPO access to this document.

In the text window below, you may enter a note to the PI indicating why you are returning this Supplemental Funding Request.



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.

Supplemental Funding Request for TPI No. 6443526 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 (AOR only)

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

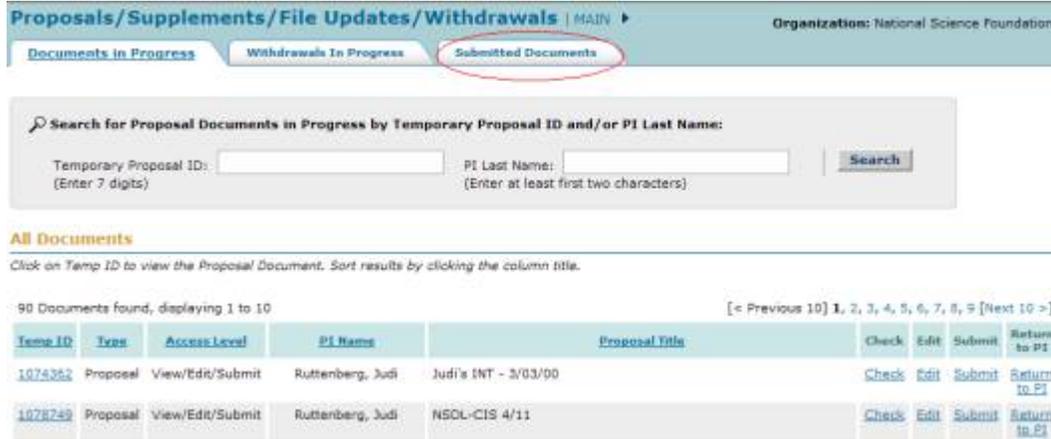


Figure 1 Proposals/Supplements/File Updates/Withdrawals on the Documents in Progress tab. The Submitted Documents tab is circled.

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).

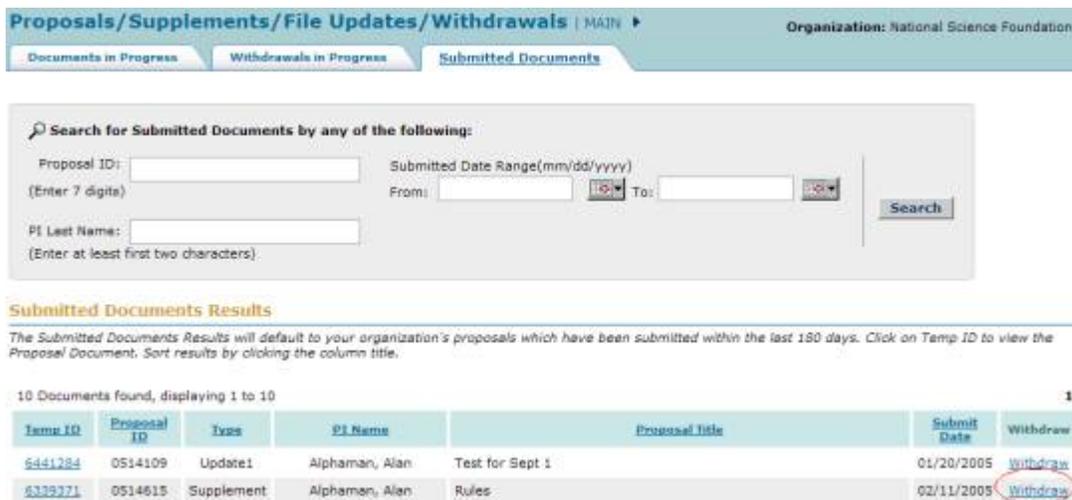


Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

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

Withdraw a Supplemental Funding Request (AOR only)

Proposal Withdrawal

Proposal Information **GPG**

Proposal Number to be Withdrawn: 0514615
Title: Rules

Withdrawal Type (Choose one)

Withdraw Duplicate Proposal
You must enter the proposal number that you wish NSF to retain:

Funding Elsewhere

Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

Rationale for Withdrawal

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

4. Under **Withdrawal 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.

Proposal Withdrawal

Proposal Information **GPG**

Proposal Number to be Withdrawn: 0514615
Title: Rules

Submitting this Notification of Proposal Withdrawal will result in the withdrawal of a proposal from the NSF.

Are you sure that you want to submit this Notification of Proposal Withdrawal?

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 End 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/AOR](#)).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Explanation For Late Request	
		Supplementary Documents	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	
<input type="button" value="Go Back"/>			

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).

Summary Of Proposed Work

Enter text for the Summary Of Proposed Work or click on "Transfer File" to upload a file

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.

Data for Summary Of Proposed Work form 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.

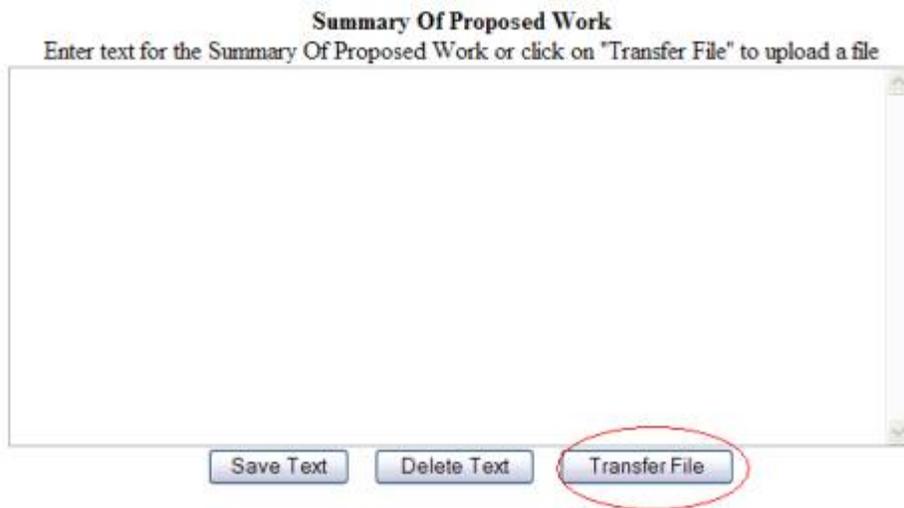


Figure 4 Summary of Proposed Work screen. The Transfer File button is circled.

Summary Of Proposed Work

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

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.)

Summary Of Proposed Work

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Summary Of Proposed Work button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size: 234361 Last mod: Wed Aug 11 14:13:14 EDT 2004 Pages: 1

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 redisplay 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/AOR](#)).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work	04/14/10	<input type="button" value="GO"/> Justification For Supplement	04/14/10
<input type="button" value="GO"/> Budgets (Including Justification)	04/14/10	<input type="button" value="GO"/> Explanation For Late Request	
Supplementary Documents			
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	04/14/10

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.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation				
Add Year	Budget Justification			
Add Another Organization		SpreadSheet Support		
<input type="button" value="Delete Checked Year(s)"/>				

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/AOR](#)).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Explanation For Late Request	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	

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.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

To Delete a Non Co-PI Senior Personnel assigned to Proposal #6443558 select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel.

To Add a new Non Co-PI Senior Personnel to proposal #6443558, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

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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/AOR](#)).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Explanation For Late Request	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	

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).

Justification For Supplement

Enter text for the Justification For Supplement or click on "Transfer File" to upload a file

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.

Data for Justification For Supplement form 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.

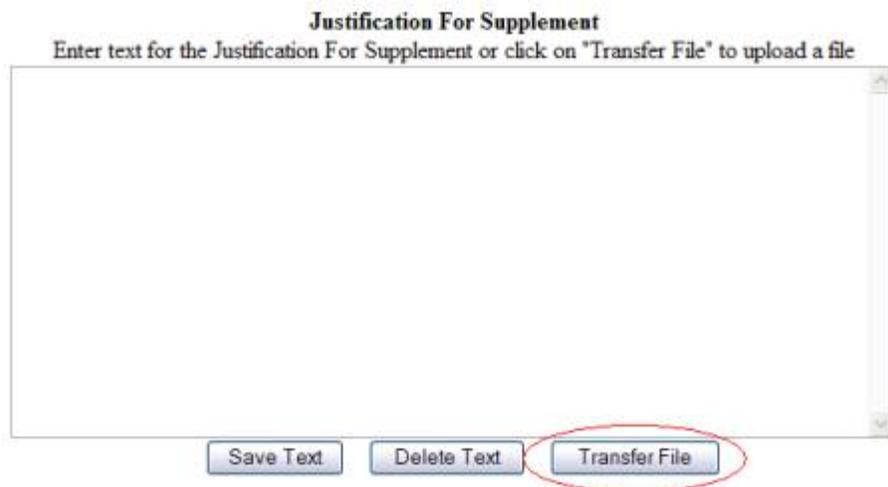


Figure 4 Justification for Supplement screen. The Transfer File button is circled.

Justification For Supplement

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload or click on the **Browse** button to select the file to upload.



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.

pd_supp_funding_request

3. Return to the **Form Preparation** screen.
4. Click the **Go** button for Justification for Supplement. The **Justification for Supplement** screen redisplay with the text box. See [Enter the Justification for Supplement in the Text Box](#).

Other 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/AOR](#)).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Explanation For Late Request	
	N/A		
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel		Supplementary Documents	
		<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	

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

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

Other Supplementary Docs

Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Enter text here.

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

Enter Other Supplementary Documents in the Text Box

1. Type in or copy and paste the Other 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 Other Supplementary Document data is saved.

Data for Other Supplementary Docs form saved.

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

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

Upload Other Supplementary Documents

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

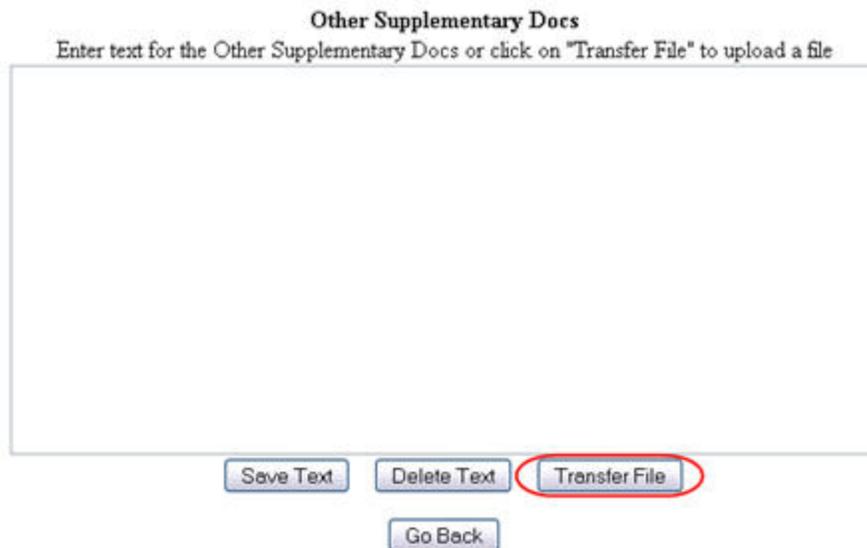


Figure 4 Other Supplementary Docs screen. The Transfer File button is circled.

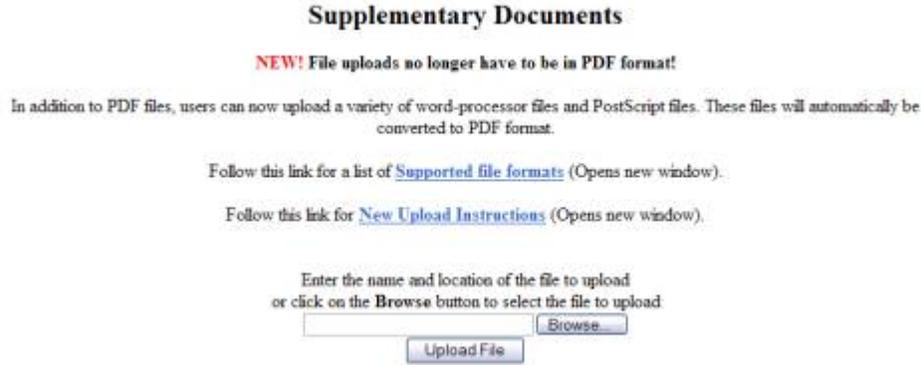


Figure 5 Supplementary Documents File Upload screen.

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 Other Supplementary Docs. The **Other Supplementary Docs** screen displays with the text box. See [Enter the Other Supplementary Document in the Text Box](#).

Revised End 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/AOR](#)).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Explanation For Late Request	
		Supplementary Documents	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	
<input type="button" value="Go Back"/>			

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

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

Award Number: **0413531** Award Amount: **0** Expiration Date: **08/01/2004**
 Title: **Richs SBIR supplemental funding request**
 Principal Investigator/Project Director: **Alphaman, Alan**

Current Expiration Date: **08/01/2004**
 Proposed Additional Duration (In months):
 Revised Expiration Date: **05/01/2005**

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).