Supplement _ NSF

Monday, March 8, 2021   10:06 AM

PI submitting supplement to receive more funding and time.

Need PI's NSF ID & password

Under **Awards & Reporting**, click on **Award Functions**
Next screen, click on **Award and Reporting Functions**
Next screen, click on **Supplemental Funding Requests**

You will see a list of the PI's current awards, click on correct title: "Example: **Simulating a minimal cell: Integrating experiment and theory"**

Then click on **'Prepare Supplemental Funding Request**
Next screen, click on the **proposal ID** and click on **edit.**

Upload a document under **Summary of Proposed Work**
Upload a document under **Justification for Supplement.**

You will need to upload a budget justification. (A very simple statement including the total of the request and that it is being used for the subawardees).

Go to the UIUC budget page and enter the total under 'Subcontracts' and under 'Direct Costs' you will enter MTDC, 58.6, and enter a zero under 'Base'. Click 'calculate & save' at the bottom. It should take you back to the initial budget page screen.
Now you need to click "Add another Organization' and search for the J. Craig Venter Institute to enter the budget (this time enter the details) and justification just as they sent to you.

Once you are finished, click Go Back, then Go Back again until you are at the **Supplemental Funding Request page**. You will then click **Allow SPO Access**. This goes directly to our Pre-Award SPA reviewer, Brian.

Make sure you go into MyProposals, complete it and 'submit to Central office'. This is found on the last page. Then SPA will have both the Fastlane proposal and this piece to review.