

## NSF – SUPPLEMENTAL FUNDING REQUESTS

### Requirements:

Green Sheet

\*Summary of Proposed Work

\*Justification for Supplement

\*Budgets (NSF 1030s, budget justification and WHOI budget)

Supplementary Documents (if any)

\*According to NSF, the supplemental request should include these items at a minimum.

### NSF Guidelines Regarding Supplemental Funding Requests (from NSF Grant Proposal Guide NSF 01-2)

*In unusual circumstances, small amounts of supplemental funding and up to six months of additional support may be requested to assure adequate completion of the original scope of work. The grantee must submit a request for supplemental funding to the cognizant NSF Program Officer at least two months before funds are needed. Requests for supplemental funding may be initiated in the FastLane system using the “Supplemental Funding Request” function. Such requests must include a summary of the proposed work, a brief justification, and a budget for the requested funds. Note: A signed paper copy of the revised budget is no longer required to be submitted to NSF because all necessary certifications are provided at the time of submission of the supplemental funding request.*

*Program Officers may make decisions regarding whether or not to recommend a small supplement without merit review of the supplemental request. Requests for larger supplements, or for more than six months, may require additional merit review. Supplemental funding requests will not be approved for such purposes as defraying costs associated with increases in salaries or additional indirect cost reimbursement. Grantees should contact the cognizant Program Officer prior to submitting a request for supplemental funding.*

### To Submit a Supplemental Funding Request:

- Go to Fastlane Home Page: <https://www.fastlane.nsf.gov/fastlane.htm>
- On left hand side of window select *Proposals, Awards and Status*.
- Enter PI Login Information and click on *Login*:
  - PI Last Name
  - PI Social Security #
  - PI Password
- Select *Award and Reporting Function*.
- Select *Supplemental Funding Request*.
- The next window is entitled “List of Current Awards”. Select award which supplement is for and click on *Prepare Supplemental Funding Request*.
- The next window is entitled “Supplemental Funding Request” and lists supplemental requests in progress as well as those that have been submitted. If a request is in progress, select the appropriate request to work on. If creating a new request, select *Create New Supplement Request*.

- The next window is “Form Preparation”. At this point you can upload the required information.

*Summary of Proposed Work* – Brief summary of the work expected to be completed with the supplemental funds.

*Justification for Supplement* – Why is this supplement required?

*Budgets (Including Justification)* – This section includes the NSF 1030 budget forms as well as budget justification and WHOI budget.

*Explanation for Late Request* – NSF requires that supplemental funding requests be submitted at least 45 to 60 days before the expiration date of the award. If request is being submitted within 60 days then an explanation for the late request must be included.

*Supplementary Docs* – Include any additional documents the PI feels is necessary for this request.

*Add/Delete Non Co-PI Senior Personnel* – According to NSF generally lead PIs are the only senior personnel listed on the 1030 budget pages for supplement requests. If there are co-PIs and/time is being requested for them, they need to be entered in this section.

*Revised Expiration Date (if applicable)* – This section is completed if the PI needs to revise the expiration date of the award in order to complete any additional work covered by the supplement. The Proposed Duration is entered in months (e.g. 6 or 12 months).

- **Print Supplemental Funding Request:**  
From anywhere within the Supplemental Funding Request select *Print* from the blue column on the right side of the window. Select either the individual section you wish to print or the entire request.
- The supplemental funding request, along with the green sheet signed by all PIs, is then routed to the Department Administrator and Department Chair for signatures. The request is then forwarded to the Grant & Contract Services office by selecting *Allow SRO Access* from the “Supplemental Funding Request” screen. The hard copy of the request is then routed to Grant & Contract Services (Sandy Botelho-Sherlock, MS #39) where it is reviewed, electronically signed and submitted to NSF via Fastlane.