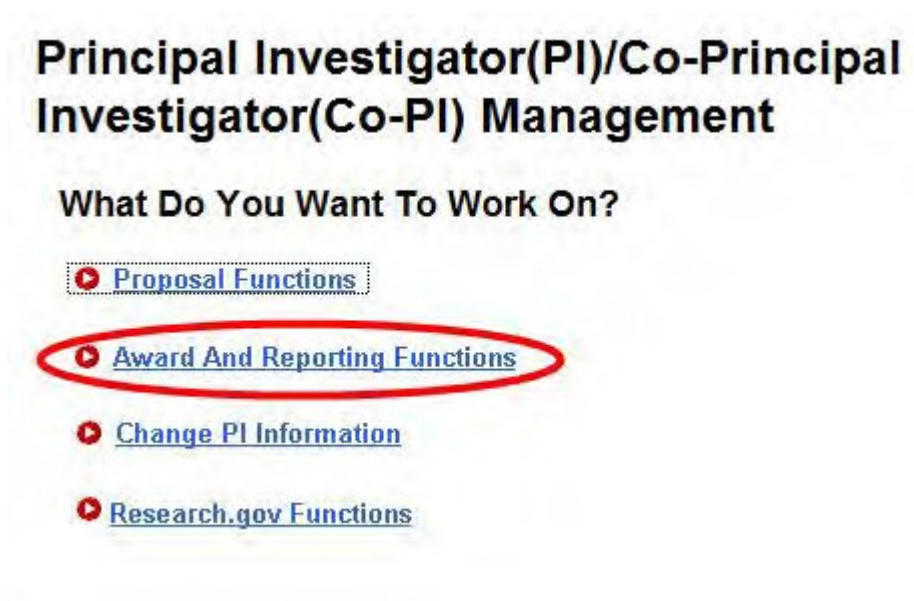


## Prepare a Supplemental Funding Request

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).

# 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](#)

Go Back

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	06/01/2004	Fuchs 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).

FORM: FastLane.AwardPrep04

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 **Request for Supplemental Funding**

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**Award Information** PAPPG

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Award Number: 1600327 Award Amount: 250000 End Date: 06/30/2019  
 Title: **Local Inverse Problems**  
 Principal Investigator/Project Director: **Stefanov, Plamen D**

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**Supplemental Funding Request**

There is no Supplemental Funding Request for this Award. Press "Create New Supplemental Funding Request" Button to Create New Request

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