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.](image)

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

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).

![Request for Supplemental Funding](image)

**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.)