HELP DOCUMENTATION

FastLane Help System

Revise a Submitted Proposal Budget

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Revise a Submitted Proposal Budget

Revise a Submitted Proposal Budget Introduction

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In the process of granting an award for a proposal, the NSF Program Officer may ask you to submit a Revised Proposal Budget for the proposed project. You can revise a Proposal Budget in this module.

If you are reducing the proposal budget by more than 10%, you *must* submit a Budget Impact Statement with the Revised Proposal Budget.

If you are reducing the proposal budget by less than 10%, you may still submit a Budget Impact Statement, but NSF does not require it.

Note: If an NSF Program Officer has not asked you to submit a Revised Budget but you need to correct a submitted budget, use the Proposal File Update module to correct the submitted budget.

Roles in Revising a Submitted Proposal Budget

The Principal Investigator (PI) *initiates* the revised submitted budget and forwards the revised budget to the Sponsored Project Office (SPO).

The SPO *submits* the revised budget to NSF.

As a PI, you can:
- Access the Proposal Revised Budget screen
- View a budget
- Edit a submitted budget
- Prepare a Budget Impact Statement
- Refresh to the last submitted budget
- Assign a PIN to a Revised Proposal Budget
- Forward a Revised Proposal Budget to the SPO
- Add/delete Senior Personnel

As an SPO, you can do the following:
- View and print a revised budget forwarded by a PI
- Edit a Revised Proposal Budget
- Prepare a Budget Impact Statement
- Refresh to the last submitted budget
- Submit a revised budget to NSF
- View and print a revised budget that has been submitted to NSF

Click on a link above for instructions for that action.

PI Functions

Access the Proposal Revised Budget Screen

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see PI/Co-PI Login). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Managemen**t screen displays (Figure 1).

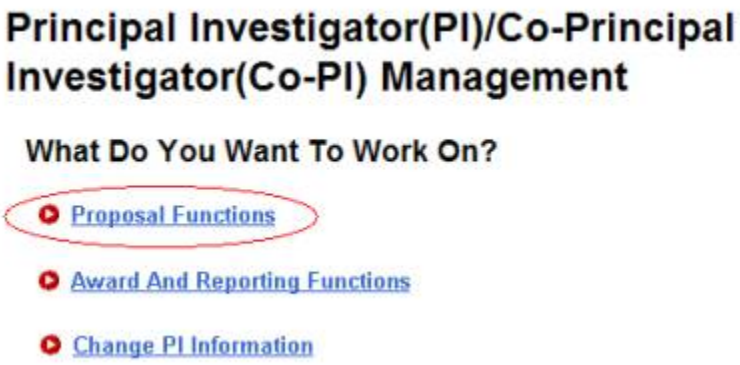


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

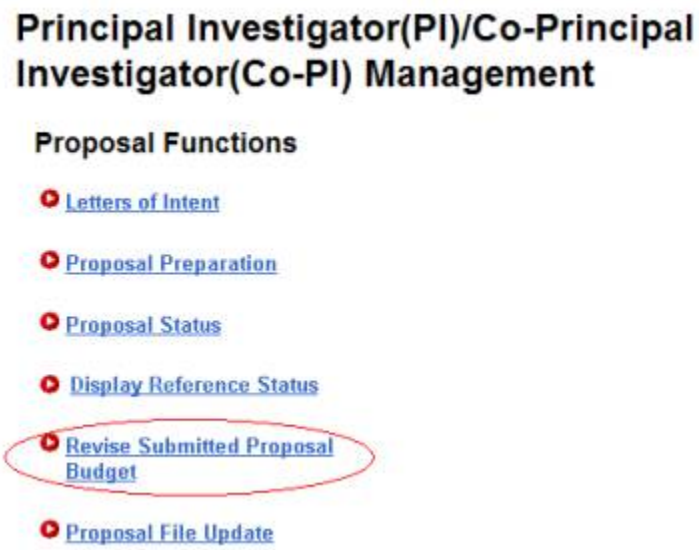


Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Revise Submitted Proposal Budget link is circled.

3. Click **Revise Submitted Proposal Budget** (Figure 2). The **List of Proposals** screen displays (Figure 3) with the list of your organization's proposals.

Figure 3 List of Proposals screen. The View button is circled.

4. Highlight the proposal whose budget you want to revise from the **List of Proposals** (Figure 3).
5. Click the **View** button (Figure 3). The **Proposal Revised Budget** screen displays (Figure 4) with the following options:
   - View the budget
   - Edit the budget
   - Refresh to the last submitted budget
   - Assign a PIN to the Revised Proposal Budget
   - Forward a Revised Proposal Budget to the Sponsored Project Office (SPO)
   - Add/Delete Senior Personnel

   (Click on a link above for instructions for that action.)

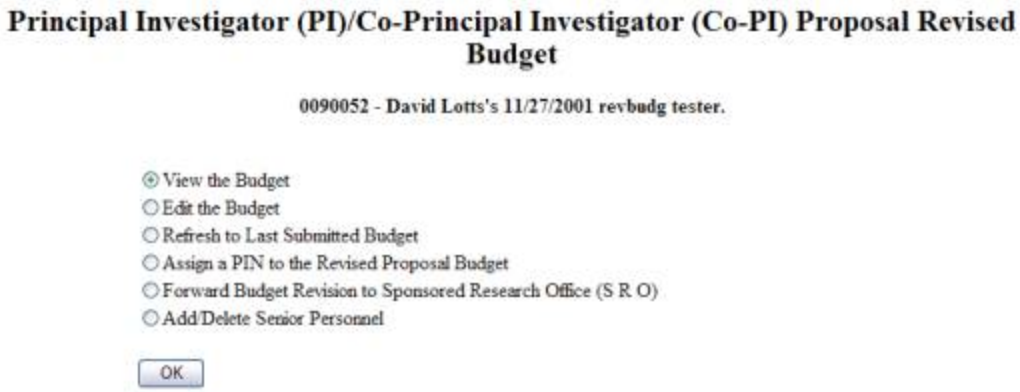


Figure 4 Proposal Revised Budget screen.

View the Budget

1. Access the **Proposal Revised Budget** screen (Figure 1) (see Access the Proposal Revised Budget Screen).

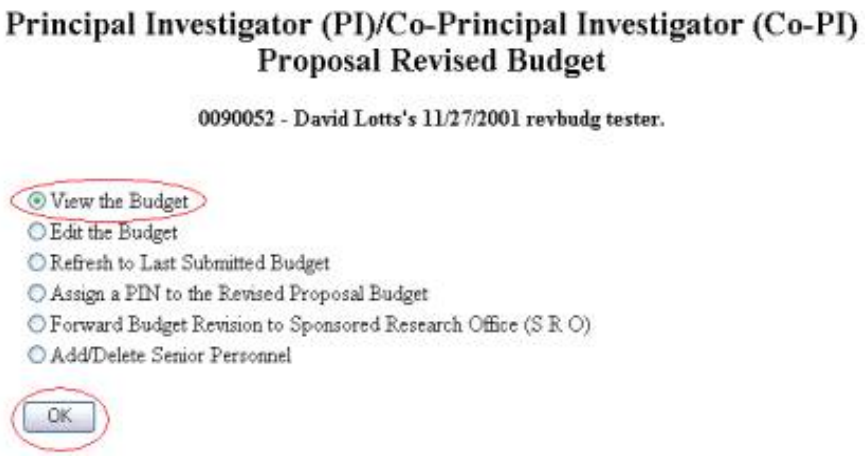


Figure 1 Proposal Revised Budget screen. The radio button for View the Budget and the OK button are circled.

2. On the **Proposal Revised Budget** screen (Figure 1), click the radio button for View the Budget.
3. Click the **OK** button (Figure 1). The **View / Print Revised Budget(s)** screen displays (Figure 2).

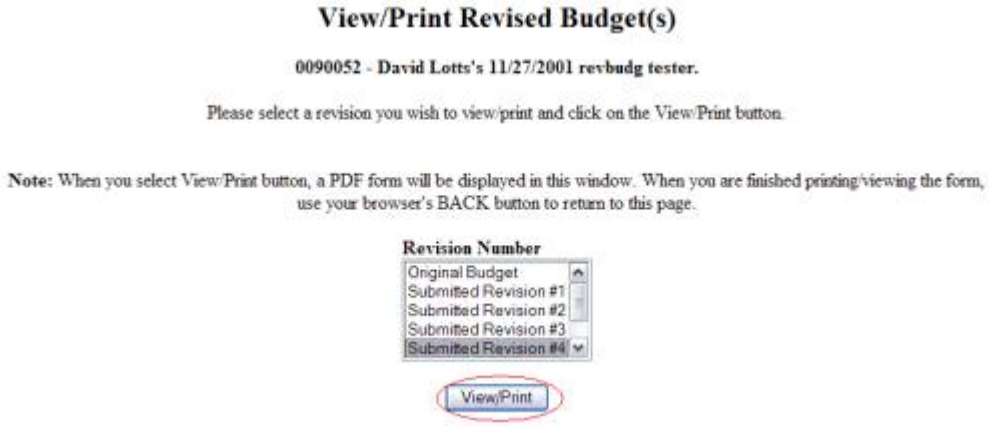


Figure 2 View / Print Revised Budget(s) screen. The View / Print button is circled.

4. Highlight the budget that you want to view from the **Revision Number** list (Figure 2).

5. Click the **View / Print** button (Figure 2). The budget you selected displays (Figure 3) in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

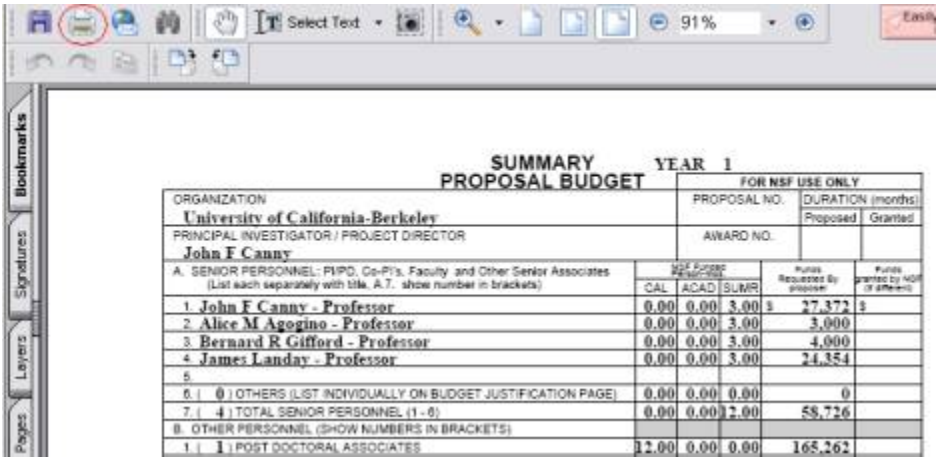


Figure 3 Budget displayed in PDF format. The Print icon is circled.

5. To print the displayed budget, click the **Printer** icon (Figure 3) on the **Budget** display screen. The budget prints.
6. Click the browser back button to return to the **View / Print Revised Budget(s)** screen (Figure 2).

Edit the Submitted Budget

1. Access the **Proposal Revised Budget** screen (Figure 1) (see Access the Proposal Revised Budget Screen).

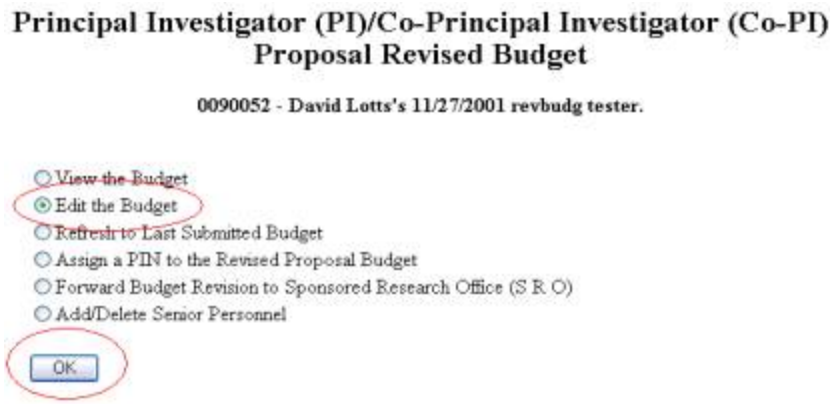


Figure 1 Proposal Revised Budget screen. The radio button for Edit the Budget and the OK button are circled.

2. Click the radio button for **Edit the Budget** (Figure 1).
3. Click the **OK** button (Figure 1). The **Project Budget** screen displays (Figure 2). For instructions for editing any budget year, see Budgets (Including Justification) and Enter the Budget Data Online.

Figure 2 Project Budget screen.

Once you have calculated and saved the edited budget, it is listed as the Working Budget on the **View / Print Revised Budget(s)** screen (Figure 3).

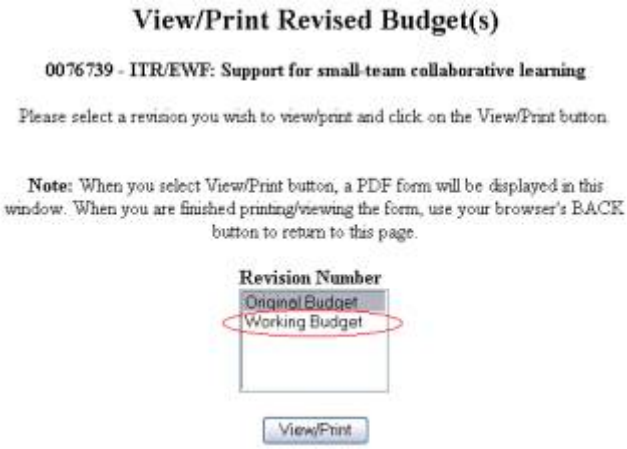
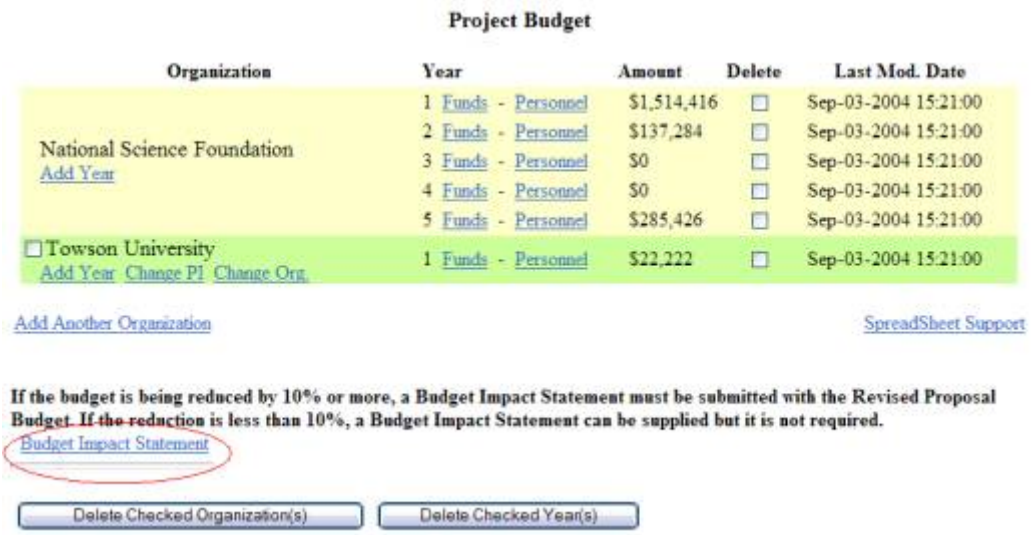


Figure 3 View / Print Revised Budget(s) screen with the new Revised Proposal Budget now listed as the Working Budget (circled).

Prepare a Budget Impact Statement

I*f you are reducing the budget by more than 10%,* you must submit a Budget Impact Statement with the revised budget.

1. Access the **Project Budget** screen (Figure 1) (see Edit the Budget, Step 1 through Step 3).



Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year	1 Funds - Personnel	$1,514,416	☐	Sep-03-2004 15:21:00
	2 Funds - Personnel	$137,284	☐	Sep-03-2004 15:21:00
	3 Funds - Personnel	$0	☐	Sep-03-2004 15:21:00
	4 Funds - Personnel	$0	☐	Sep-03-2004 15:21:00
	5 Funds - Personnel	$285,426	☐	Sep-03-2004 15:21:00
☐ Towson University Add Year Change PI Change Org.	1 Funds - Personnel	$22,222	☐	Sep-03-2004 15:21:00

Add Another Organization SpreadSheet Support

If the budget is being reduced by 10% or more, a Budget Impact Statement must be submitted with the Revised Proposal Budget. If the reduction is less than 10%, a Budget Impact Statement can be supplied but it is not required.

Budget Impact Statement

Delete Checked Organization(s) Delete Checked Year(s)

Figure 1 Project Budget screen. The Budget Impact Statement link is circled.

2. Click **Budget Impact Statement** (Figure 1). The **Budget Impact Statement** screen displays (Figure 2).

Figure 2 Budget Impact Statement screen.

You have these options:

- Enter the Budget Impact Statement in the text box
- Upload the Budget Impact Statement

Enter the Budget Impact Statement in the Text Box

1. Type or copy and paste the Budget Impact Statement in the text box (Figure 2).
2. When finished, click the **Save Text** button under the text box (Figure 2). The **Project Budget** screen displays (Figure 1).

Upload the Budget Impact Statement

On the **Budget Impact Statement** screen (Figure 2), click the **Transfer File** button. The **Budget Impact Statement File Upload** screen displays (Figure 3). See Upload a File for instructions for uploading the Budget Impact Statement.

Figure 3 Budget Impact Statement File Upload screen.

When you have accepted the upload, the **Budget Impact Statement File Upload** screen displays (Figure 4) with these new options:

- Display Current Budget Impact Statement
- Delete Current Budget Impact Statement

Figure 4 Budget Impact Statement screen after you have uploaded a file.

Display Current Budget Impact Statement

Click the **Display Current Project Summary** button (Figure 4). The previously uploaded Budget Impact Statement displays in PDF format. See Adobe Reader for FastLane, if you need to download Adobe Reader.

Delete Current Budget Impact Statement

1. Click the **Delete Current Budget Impact Statement** button (Figure 4). A screen displays with a message for you to confirm the deletion.

2. Click the **Yes** button. The **Budget Impact Statement File Upload** screen displays as in Figure 3.

Refresh to the Last Submitted Budget

1. Access the **Proposal Revised Budget** screen (Figure 1) (see Access the Proposal Revised Budget Screen).

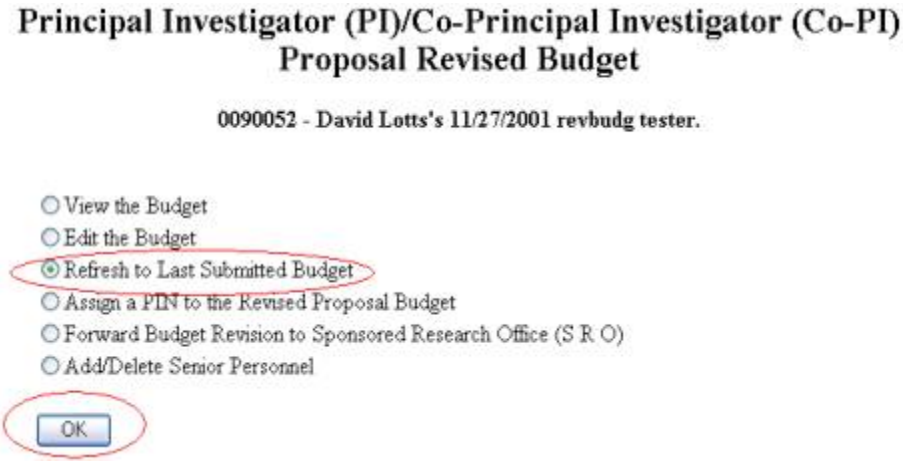


Figure 1 Proposal Revised Budget screen. The radio button for Refresh to Last Submitted Budget and the OK button are circled.

2. Click the radio button for Refresh to Last Submitted Budget (Figure 1).
3. Click the **OK** button (Figure 1). The **Refresh to Last Submitted Budget** screen displays (Figure 2) with a warning that refreshing to the last submitted budget results in the deletion of the Working Budget.

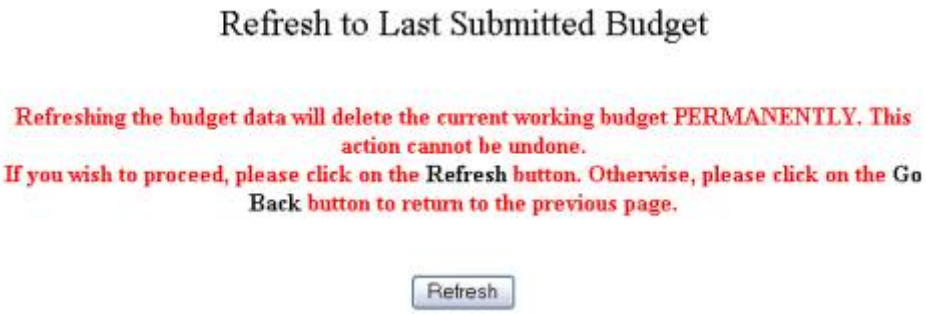


Figure 2 Refresh to Last Submitted Budget screen with the message that refreshing to the last submitted budget deletes the Working (revised) Budget.

4. Click the **Refresh** button (Figure 2). A screen displays (Figure 3) with a message that the refresh was successful.

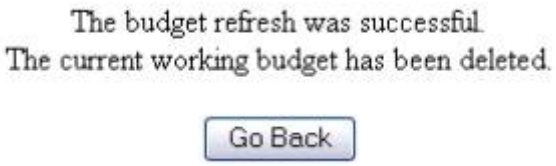


Figure 3 Screen with message that the budget refresh was successful.

5. Click the **Go Back** button (Figure 3). The **Proposal Revised Budget** screen displays (Figure 1).

Assign a PIN to a Revised Proposal Budget

1. Access the **Proposal Revised Budget** screen (Figure 1) (see Access the Proposal Revised Budget Screen).

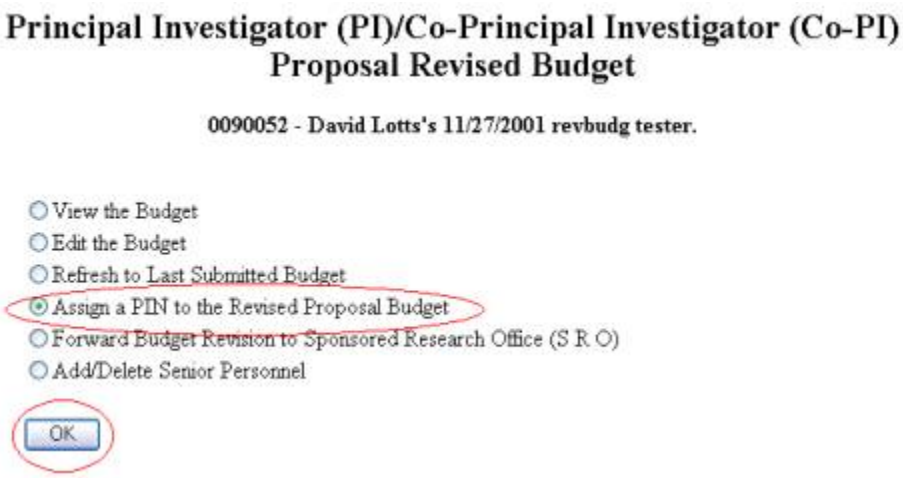


Figure 1 Proposal Revised Budget screen. The radio button for Assign a PIN to the Revised Proposal Budget and the OK button are circled.

2. Click the radio button for Assign a PIN to the Revised Proposal Budget (Figure 1).
3. Click the **OK** button (Figure 1). The **Assign or Change Revised Proposal Budget PIN** screen displays (Figure 2).

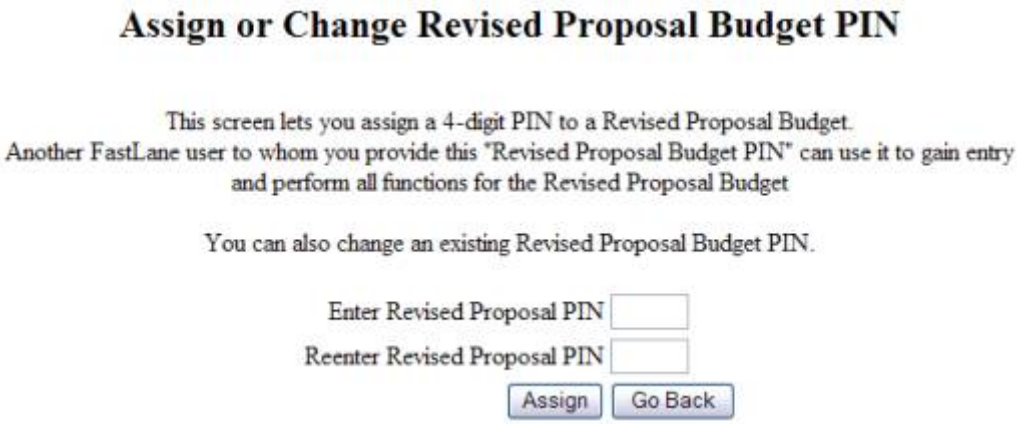


Figure 2 Assign or Change Revised Proposal Budget PIN screen.

4. In the **Enter Revised Proposal PIN** box (Figure 2), type the new PIN.
5. In the **Reenter Revised Proposal PIN** box (Figure 2), type the new PIN again.

6. Click the **Assign** button (Figure 2). The **Revised Proposal Budget PIN** screen displays (Figure 3) with the message that the PIN has been changed for the Revised Proposal Budget.

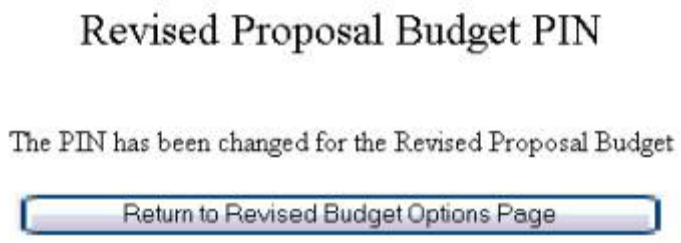


Figure 3 Revised Proposal Budget PIN screen.

7. Click the **Return to Revised Budget Options Page** button (Figure 3). The **Proposal Revised Budget** displays (Figure 1).

Forward a Revised Proposal Budget to the SPO

1. Access the **Proposal Revised Budget** screen (Figure 1) (see Access the Proposal Revised Budget screen).

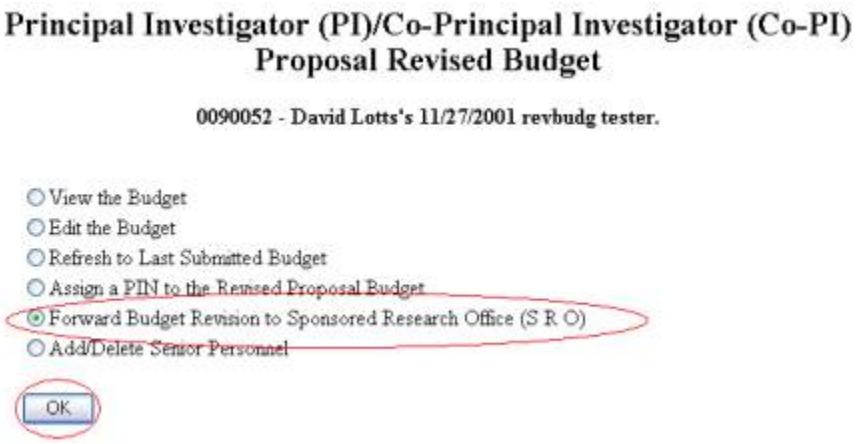


Figure 1 Proposal Revised Budget screen. The radio button for Forward Budget Revision to Sponsored Project Office (SPO) and the OK button are circled.

2. Click the radio button for Forward Revised Submitted Budget to Sponsored Project Office (SPO) (Figure 1).
3. Click the **OK** button (Figure 1). The **Forward Budget Revision to SPO** screen displays (Figure 2).

Figure 2 Forward Budget Revision to SPO screen.

4. Click the **Forward** button (Figure 2). The **Forward Budget Revision** screen displays (Figure 3) with a message that the Revised Submitted Budget has been sent to your SPO.

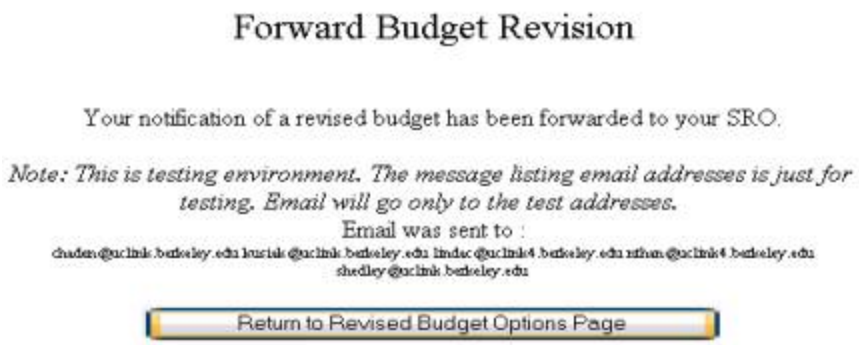


Figure 3 Forward Budget Revision screen.

5. Click the **Return to Revised Budget Options Page** button (Figure 3). The **Proposal Revised Budget** screen displays (Figure 1).

Add / Delete Senior Personnel for Revised Budget

1. Access the **Proposal Revised Budget** screen (Figure 1) (see Access the Proposal Revised Budget Screen).

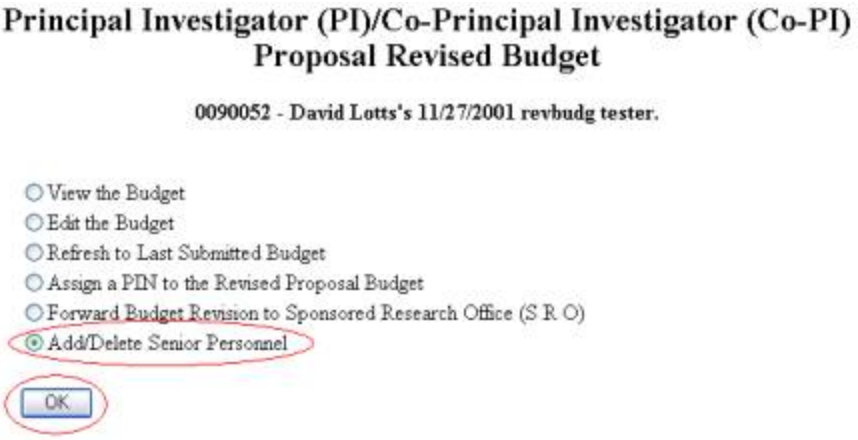


Figure 1 Proposal Revised Budget screen. The radio button for Add / Delete Senior Personnel and the OK button are circled.

2. Click the radio button for Add/Delete Senior Personnel (Figure 1).
3. Click the **OK** button (Figure 1). The **Add / Delete Non-Co-Principal Investigator (PI) Senior Personnel Assigned to Proposal** screen displays (Figure 2).

Figure 2 Add / Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal.

4. See Add a Senior Person, Step 3 and Delete a Senior Person, Step 2 for instructions.

SPO Functions

Revise Submitted Proposal Budget as SPO Introduction

As an SPO, you have these options for working on a Revised Proposal Budget:

- View and print a revised budget forwarded by a PI
- Edit a Revised Proposal Budget
- Prepare a Budget Impact Statement
- Refresh to the last submitted budget
- Submit a revised budget to NSF
- View and print a revised budget that has been submitted to NSF

View and Print a Revised Budget Forwarded by a PI

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). **The Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

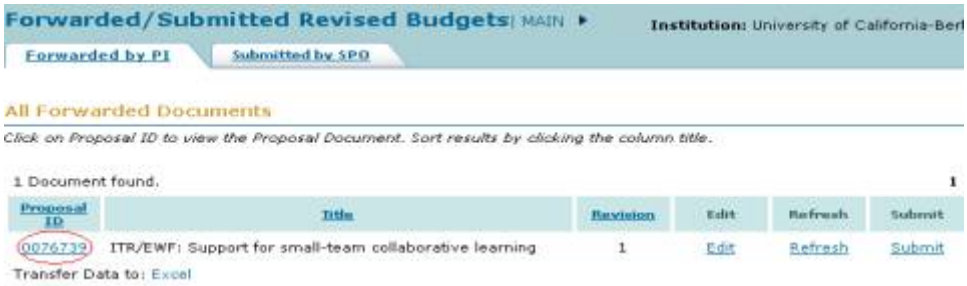


Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab. The Proposal ID link is circled for a revised budget.

3. In the **All Forwarded Documents** list on the **Forwarded by PI** tab (Figure 2), click the Proposal ID number on the row for the proposal whose budget you want to view. The **View/Print Revised Budget(s)** screen displays (Figure 3).

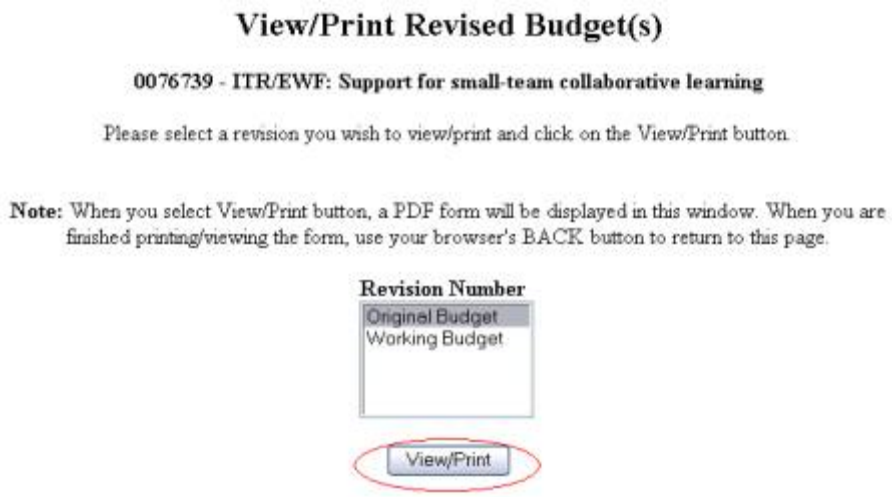


Figure 3 View / Print Revised Budget(s) screen. The View / Print button is circled.

4. Highlight the budget that you want to view in the **Revision Number** list (Figure 3). The Original Budget is the budget submitted with the original proposal. The Working Budget is the latest revised submitted budget.
5. Click the **View / Print** button (Figure 3). The **Summary Proposal Budget** screen displays (Figure 4) with the budget in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

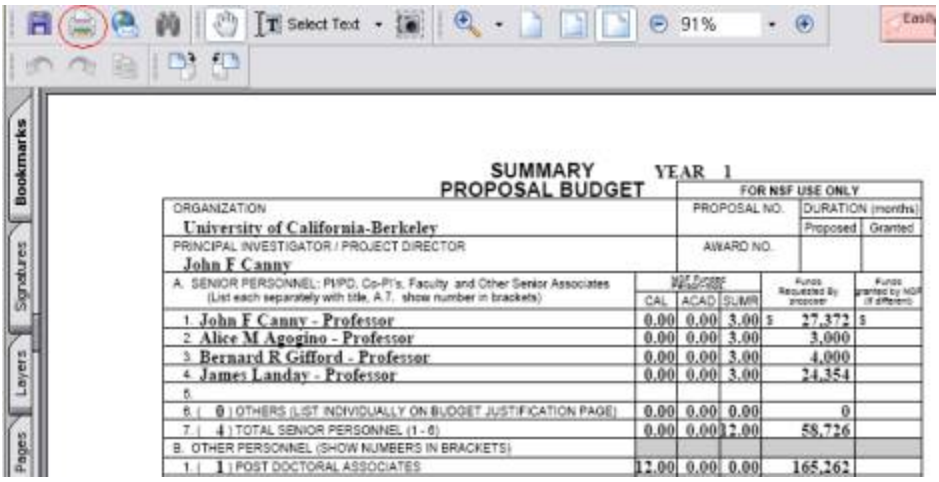


Figure 4 Summary Proposal Budget screen in PDF format. The Print icon is circled.

6. To print the displayed budget, click the **Print** icon (Figure 4) on the **Summary Proposal Budget** screen (Figure 4). The budget prints.
7. Click the back button of your browser to return to the **View / Print Revised Budget(s)** screen (Figure 3).

Edit a Revised Proposal Budget

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab screen. The Edit link is circled for a revised submitted budget.

3. Click **Edit** on the row for the proposal whose revised budget you want to edit (Figure 2). The **Project Budget** screen displays (Figure 3).

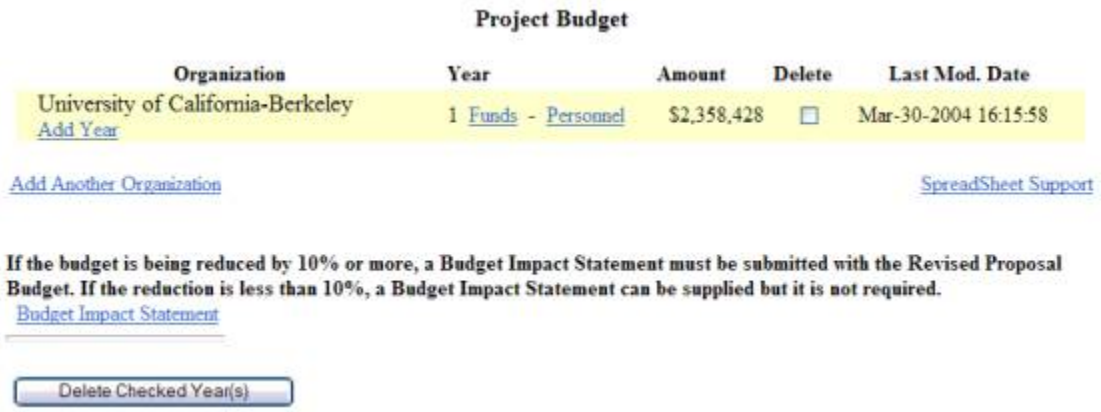


Figure 3 Project Budget screen.

4. To edit any budget year, see Budgets (Including Justification) and Enter the Budget Data Online for instructions.

Once you have calculated and saved the edited budget, it is listed as the Working Budget on the **View / Print Revised Budget(s)** screen (Figure 4).

To access the **View / Print Revised Budget(s)** screen:

1. Return to the **Forwarded / Submitted Revised Budget** screen on the **Forwarded by PI** tab (Figure 2).
2. Click the Proposal ID number on the row for the proposal budget you are working on. The **View / Print Budget(s)** screen displays (Figure 4).

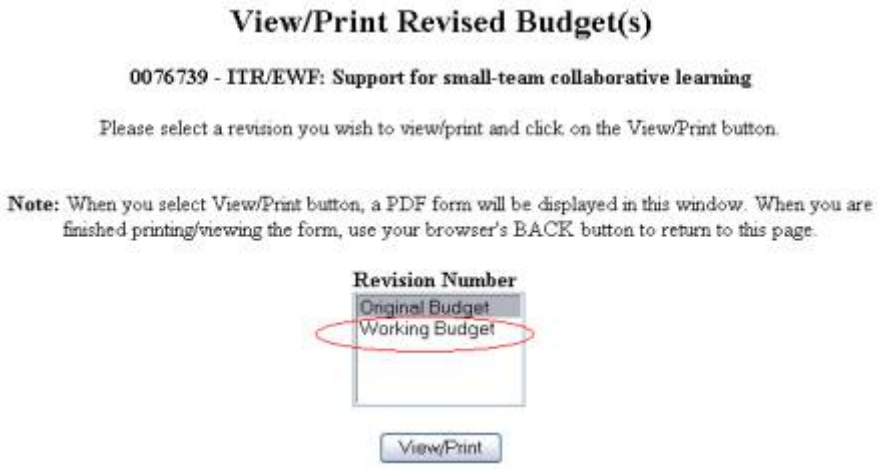


Figure 4 View / Print Revised Budget(s) screen with the edited Revised Budget listed as the Working Budget (circled).

Prepare a Budget Impact Statement as an SPO

If you are reducing the budget by more than 10%, you must also submit a Budget Impact Statement with the Revised Submitted Budget.

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab screen. The Edit link is circled for a revised submitted budget.

3. Click **Edit** on the row for the proposal whose revised budget you want to edit (Figure 2). The **Project Budget** screen displays (Figure 3).

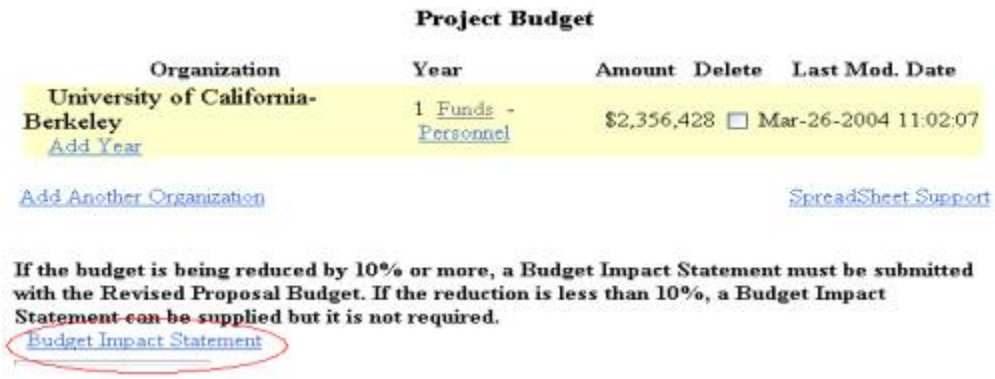


Figure 3 Project Budget screen. The Budget Impact Statement link is circled.

4. On the **Project Budget** screen (Figure 3), click **Budget Impact Statement**. The **Budget Impact Statement** screen displays (Figure 4).

Figure 4 Budget Impact Statement screen.

You have these options:

- Enter the Budget Impact Statement in the text box
- Upload the Budget Impact Statement

Enter the Budget Impact Statement in the Text Box

1. Type or copy and paste the Budget Impact Statement in the text box (Figure 4).
2. Click the **Save Text** button (Figure 4). A screen displays with the confirmation message that FastLane has saved the data.
3. Click the **OK** button. The **Project Budget** screen displays (Figure 3).

Upload the Budget Impact Statement

On the **Budget Impact Statement** screen (Figure 4), click the **Transfer File** button. The **Budget Impact Statement File Upload** screen displays (Figure 5). See Upload a File for instructions.

Figure 5 Budget Impact Statement File Upload screen.

When you have accepted the upload, the **Budget Impact Statement File Upload** screen displays (Figure 6) with these new options:

- Display Current Budget Impact Statement
- Delete Current Budget Impact Statement

Figure 6 Budget Impact Statement File Upload screen after you have uploaded a file.

Display Current Budget Impact Statement

1. On the **Budget Impact Statement File Upload** screen (Figure 6), click the **Display Current Project Summary** button. The uploaded Budget Impact Statement displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

2. Click the browser back button to return to the **Budget Impact Statement File Upload** screen (Figure 6).

Delete Current Budget Impact Statement

1. On the **Budget Impact Statement File Upload** screen (Figure 6), click the **Delete Current Budget Impact Statement** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Budget Impact Statement File Upload** screen displays as in Figure 5.

Refresh to the Last Submitted Budget as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). **The Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

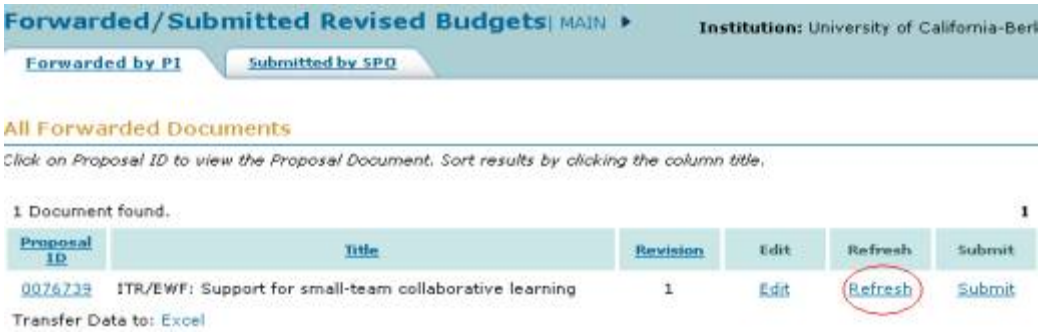


Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab. The Refresh link is circled.

3. Click **Refresh** for the Revised Proposal Budget you want to refresh (Figure 2). The **Refresh to Last Submitted Budget** screen displays (Figure 3) with a warning that refreshing to the last submitted budget deletes the Working Budget, which is the latest revised budget.

Figure 3 Refresh to Last Submitted Budget screen. The Refresh button is circled.

4. Click the **Refresh** button (Figure 3). A screen displays (Figure 4) with the message that the refresh was successful.

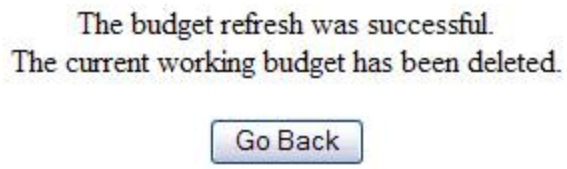


Figure 4 Screen with the message that the refresh was successful and that the Working Budget has been deleted.

5. Click the **Go Back** button (Figure 4). The **Forwarded / Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

Submit a Revised Submitted Budget

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab. The Submit link is circled.

3. Click **Submit** (Figure 2) in the row of the proposal for which you want to submit a Revised Proposal Budget. The **Submit the Revised Budget** screen displays (Figure 3) with the Certification for Authorized Organizational Representative.

Submit the Revised Budget

Please click on the **Sign and Submit** button to Sign and Submit the Revised Budget for Proposal 0076739 revision# 1.

To cancel this action and return to the previous page, click on the **Go Back** button.

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

Certification for Authorized Organizational Representative

By electronically signing the budget, the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

Sign and Submit

Figure 3 Submit the Revised Budget screen. The Sign and Submit button is circled.

4. Click the **Sign and Submit** button (Figure 3). The **Revised Budget Submitted** screen displays (Figure 4) with the message that the Revised Proposal Budget has been submitted to NSF.

Revised Budget Submitted.

For Revised Budgets submitted via FastLane, no signed or unsigned paper copy of the revised budget needs to be mailed to NSF.

The Revised Budget for Proposal 0076739 revision# 1 was submitted and electronically signed.

OK

Figure 4 Revised Budget Submitted screen.

5. Click the **OK** button (Figure 4). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

View and Print a Revised Proposal Budget that has been Submitted

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). **The Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

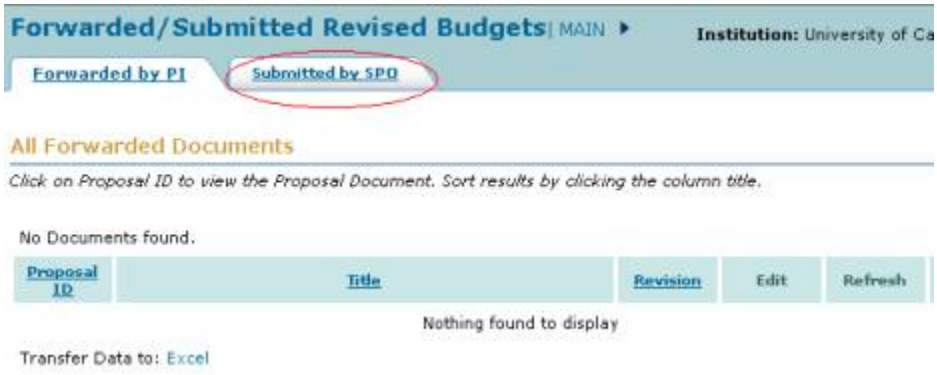


Figure 2 Forwarded/Submitted Revised Budgets screen. The Submitted by SPO tab is circled.

3. Click the **Submitted by SPO** tab on the **Forwarded / Submitted Revised Budgets** screen (Figure 2). The **Forwarded / Submitted Revised Budgets** screen displays on the **Submitted by SPO** tab (Figure 3) with two options:
   - Search by date range for submitted revised budgets
   - View and print a revised budget

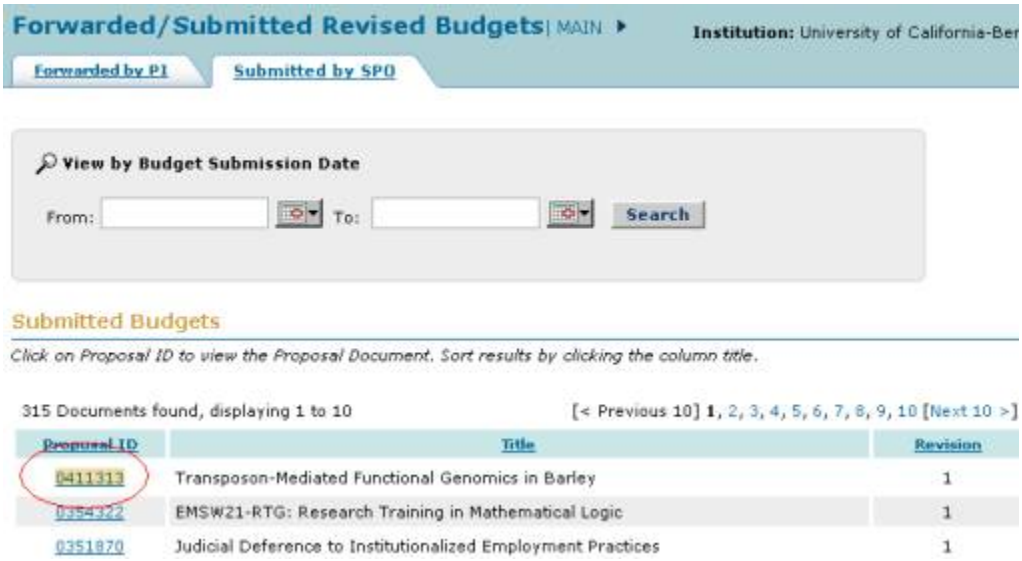


Figure 3 Forwarded / Submitted Revised Budgets screen on the Submitted by SPO tab. The Proposal ID number for a proposal is circled.

Search by Date Range for Submitted Revised Budgets

1. On the **Forwarded / Submitted Revised Budgets** screen on the **Submitted by SPO** tab (Figure 3), type the date ranges in the **From** and **To** boxes in mm/dd/yyyy format.
2. Click the **Search** button (Figure 3). The Submitted Revised Budgets in that date range display in the **Submitted Budgets** section of the screen.

View and Print a Revised Budget

1. On the **Forwarded / Submitted Revised Budgets** screen on the **Submitted by SPO** tab (Figure 3), click the Proposal ID number on the row for the proposal whose budget you want to view. The **View / Print Revised Budget(s)** screen displays (Figure 4).

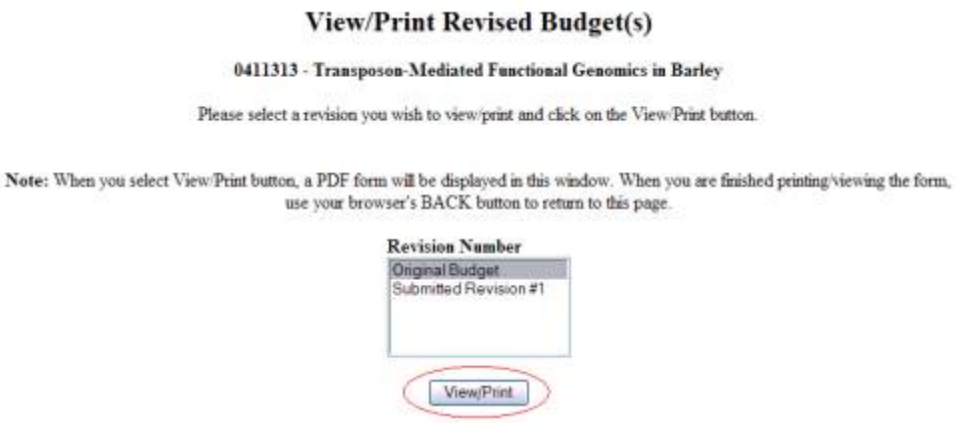


Figure 4 View / Print Revised Budget(s) screen. The View / Print button is circled.

2. In the **Revision Number** box (Figure 4), highlight the budget that you want to view.
3. Click the **View / Print** button (Figure 4). The **Summary Proposal Budget** screen displays you selected displays (Figure 5) with the budget in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

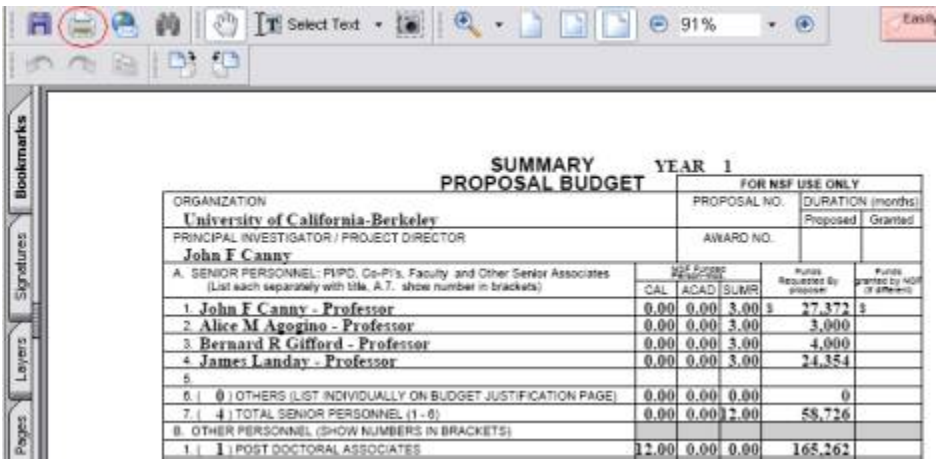


Figure 5 Summary Proposal Budget screen. The Print icon is circled.

4. To print the displayed budget, click the **Print** icon on the **Summary Proposal Budget** screen (Figure 5). The budget prints.
5. Click the browser back button to return to the **View / Print Revised Budget(s)** screen (Figure 4).

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