

Figure 6 PDF format display of the submitted proposal. The Print icon is circled.

- 2. Click the **Print** icon on the PDF screen (Figure 6). The document prints.
- 3. Click the back button on the browser of the PDF file to return to the **View Submitted Proposals** screen (Figure 5).

Revise a Submitted Proposal Budget Revise a Submitted Proposal Budget

Print the contents of the Revise a Submitted Proposal Budget book.

In the process of making an award recommendation for a proposal, the cognizant 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 <u>Proposal File Update</u> 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 AOR submits the revised budget to NSF. As a PI, you

can:

- <u>Access the Proposal Revised Budget screen</u>
- View a budget
- Edit a submitted budget
- Prepare a Budget Impact Statement

- <u>Refresh to the last submitted budget</u>
- <u>Assign a PIN to a Revised Proposal Budget</u>
- Forward a Revised Proposal Budget to the SPO
- <u>Add/delete Senior Personnel</u>

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
- <u>Refresh to the last submitted budget</u>
- <u>View and print a revised budget that has been submitted to NSF</u>

As an AOR, you can do all of the above and the following:

• Submit a revised budget to NSF

Click on a link above for instructions for that action.

Revise a Submitted Proposal Budget

Print the contents of the Revise a Submitted Proposal Budget book.

In the process of making an award recommendation for a proposal, the cognizant 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.

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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 <u>Proposal File Update</u> module to correct the submitted budget.

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 <u>PI/Co-PI Login</u>). The Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?



Figure 1Principal 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).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- Letters of Intent
- Proposal Preparation
- Proposal Status Disabled in FastLane. Sign in to Research.gov.

Revise Submitted Proposal Budget

- Proposal File Update
- Research.gov Functions

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.

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badges only when specifi	rally request	edito do se l	y in MSF offici	s of recently submitted proposals. Firs of al. This module chould only be used affin available for Proposal File Update w	r a Froposal is nó longer
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			G	Veri	

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
 - <u>Refresh to the last submitted budget</u>
 - Assign a PIN to the Revised Proposal Budget
 - Forward a Revised Proposal Budget to the Sponsored Project Office (SPO)
 - <u>Add/Delete Senior Personnel</u> (Click on a link above for instructions for that action.)

Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Proposal Revised Budget

0090052 - David Lotts's 11/27/2001 revbudg tester.

View the Budget
 Edit the Budget
 Refresh to Last Submitted Budget
 Assign a PIN to the Revised Proposal Budget
 Forward Budget Revision to Sponsored Research Office (S R O)
 Add/Delete Senior Personnel

OK

Figure 4 Proposal Revised Budget screen.

View the Budget

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

Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Proposal Revised Budget

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0.1	Assign a PIN to the Revised Proposal Budget
OI	forward Budget Revision to Sponsored Research Office (S.R. O
01	dd/Delete Senior Personnel
-	~
10	K))

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).

View/Print Revised Budget(s)

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Please select a revision you wish to view print and click on the View Print botton.

Note: When you select View Pnil button, a PDF form will be displayed in this window. When you are finished printing/viewing the form, use your browser's BACK button to return to this page.

Revision Number	-
Onginal Budgel	÷
Submitted Revision #1	
Submitted Revision #2	
Submitted Revision #3	
Submitted Revesion ##	-

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 <u>Adobe Reader for FastLane</u>.

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121	3 Bernard R Gifford - Professor			3.00		
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31	7 4 TOTAL SENOR PERSONNEL (1-8) 8. OTHER PERSONNEL (3-0W NUMBERS IN BRACKETS)	1.0.00	0,00	12.00	58,726	-

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).

Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Proposal Revised Budget

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1	Retrestrie Last Submitted Budget
1	Assign a PDV to the Revised Proposal Budget
1	\square Forward Budget Revision to Sponsored Research Office (S E \bigcirc)
1	Add Delete Senior Personnel
C	
1	OK)
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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 <u>Budgets (Including Justification)</u> and <u>Enter</u> <u>the Budget Data Online</u>.

Organization	Year	Amount	Delete	Last Mod. Date
	1 Funds - Personnel	\$1,514,416		Sep-03-2004 15:21:00
1. 1	2 Finds - Personnel	\$137,284		Sep-03-2004 15:21:00
Vational Science Foundation	3 Funda - Personnel	\$0		Sep-03-2004 15:21:00
	4 Funds - Personnel	50		Sep-03-2004 15:21:00
	5 Funds - Personnel	\$285,426		Sep-03-2004 15:21:00
Towson University dd Year Change PI Change Org.	1 Funda - Petaonnel	\$22,222		Sep-03-2004 15:21:00
Auother Organization				SpreadSheet Sag
e budget is being reduced by 10% or m get. If the reduction is less than 10%, a				
lget Impact Stittement				

-

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).

View/Print Revised Budget(s)
0076739 - ITR/EWF: Support for small-team collaborative learning
Please select a remnon you wish to view/print and click on the View/Print button
Note: When you select View/Print button, a PDF form will be displayed in this window. When you are finished printing/viewing the form, use your browser's BACE, button to return to flas page. Revision Number
Onginal Budget
A/Refw/Fining.

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

If 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

	Delete	Last Mod. Date
\$1,514,416	5 🗖	Sep-03-2004 15:21:00
\$137,284		Sep-03-2004 15:21:00
\$0		Sep-03-2004 15:21:00
\$0		Sep-03-2004 15:21:00
\$285,426		Sep-03-2004 15:21:00
\$22,222		Sep-03-2004 15:21:00
		SpreadSheet St
	A	St. 0. 7. 10
		A CONTRACTOR OF A CONTRACTOR O
		t be submitted y pplied but it is n

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).

	-
Save Text Delete Text	
Transfer File	

Figure 2

Budget Impact Statement screen.

You have these options:

- Enter the Budget Impact Statement in the text box
- <u>Upload the Budget Impact Statement</u>

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 <u>Upload a File</u> for instructions for uploading the Budget Impact Statement.

	Budgot Impact Statement
	NEW! File uploads no longer have to be in PDF format!
In addition to PDF files, u	sers can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.
	Follow this link for a list of Supported file formats (Opens new window).
	Follow this link for New Upload Instructions (Opens new window).
	Enter the name and location of the file to upload or click on the Browse button to select the file to upload
	Browse Uoload File

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

Budget Impact Statement

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF :

Follow the link for a list of Supported file formate (Opens new window)

Follow this link for Now Upload Instructions (Opens new window)

Note: Clicking on the Display Current Budget Impact Statement button will deplay a PDF document in this window. Once you have reviewed the document, click on the browser's 'Back' button to return to this page.

	Display Gurrent Budget Impact Statement
	Delete Carent Budget Impart Statement
Size 254	1409 Last mod Wed Sep 22 16 14 20 EDT 2004 Pag
are	Enter the name and location of the file to upload thek on the Browse button to select the file to upload
	Elowee.

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

Display Current Budget Impact Statement

Click the **Display Current Budget Impact Statement** button (Figure 4). The previously uploaded Budget Impact Statement displays in PDF format. See <u>Adobe Reader for FastLane</u>, 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 <u>Access the Proposal</u> <u>Revised Budget</u> <u>Screen</u>).

Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Proposal Revised Budget

	0090052 - David Lotts's 11/27/2001 revbudg tester.
O View ti	ie Budget
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O Assign	a PIN to the Revused Proposal Budget
OForwar	d Budget Revision to Sponsored Research Office (S R O)
O Add/D	elete Semor Personnel
	2

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.

Refresh to Last Submitted Budget Refreshing the budget data will delete the current working budget PERMANENTLY. This action cannot be undone. If you wish to proceed, please click on the Refresh button. Otherwise, please click on the Go Back button to return to the previous page. Retresh

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.

The budget refresh was successful. The current working budget has been deleted.

Go Back

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 <u>Access the</u> <u>Proposal Revised</u> <u>Budget Screen</u>).

Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Proposal Revised Budget

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-)	View the Budget
1	🗇 Edit the Budget
1	Refresh to Last Submitted Budget
1	Assign a PIN to the Revised Proposal Budget
1	Forward Budget Revision to Sponsored Research Office (S R O)
	Add/Delete Senior Personnel
(Οκ

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).

Assign or Change Revised Proposal Budget PIN

This screen lets you assign a 4-digit PIN to a Revised Proposal Budget. Another FastLane user to whom you provide this "Revised Proposal Budget PIN" can use it to gain entry and perform all functions for the Revised Proposal Budget

You can also change an existing Revised Proposal Budget PIN.

	Enter Re	ised Proposal PI	N
R	enter Re	ised Proposal PI	N
		Assign	Go Back

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.

Rev	ised Proposal Budget PIN	
he DTN has	hean changed for the Reviewd Proposal Bud	1770

The PIN has been changed for the Revised Proposal Budget

Return to Revised Budget Options Page

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).

Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Proposal Revised Budget

0090052 - David Lotts's 11/27/2001 revbudg tester,

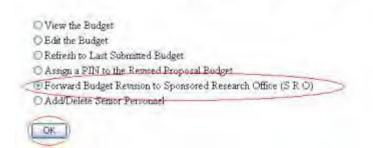


Figure 1 Proposal Revised Budget screen. The radio button for Forward Budget Revision to Sponsored Project Office (SPO) and the OK button are circled.

- 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).

	Forward Budget Revision to SRO
	Note: This is testing environment. The message listing email addresses is just for testing. Email will go only to the test addresses. Please click on the Forward button. To cancel this action and return to the previous page, please click on the Go Back button.
	Prease cack on the Forward outon. To cancel das action and return to the previous page, prease cack on the Oo Back onton.
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.

	Forward Budget Revision
Your notific	ation of a revised budget has been forwarded to your SRO
	ng environment. The message listing email addresses is just for sting. Email will go only to the test addresses. Email was sent to
Chaden Guelnik baleel	ey olu burish gurinik bedoley olu bada gurinist bedoley olu utian gurinist bedoley olu shedleygurinis bedoley adı
C	Return to Revised Budget Options Page

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 <u>Access the Proposal Revised Budget</u> <u>Screen</u>).

Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Proposal Revised Budget

0090052 - David Lotts's 11/27/2001 revbudg tester.

C View the Budget	
C Edit the Budget	
© Refresh to Last Submitted Budget	
Assign a PIN to the Revised Proposal Budy	get
OForward Budget Revision to Sponsored Re	search Office (SRO)
@Add/Delete Senior Personnel	a grand and
(<u>OK</u>)	

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).

	elete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal	
	No Non Co PI Seniar Personnel	
	Market a standard from the	
	a so then Co-Pl Sezer Personnel assigned to Press and #0101112	
Add a new Nun Co P the Southelaw is	Semier Personnel to proposal #0101112 , type the name of the per d clock the "Add Non Co-PI Semior Person to Propagal" button	son u
Add a new Nun Co P the Sout below is	Senior Personnel to proposal #0101112 , type the name of the per d chick the "Add Non Co-PI Senior Person to Propagal" button Smot the first name, nuddle mind, and last name	2061 1
Add a new Nun Co P the Southelaw is	Semier Personnel to proposal #0101112 , type the name of the per d clock the "Add Non Co-PI Semior Person to Propagal" button	2061 8



4. See <u>Add a Senior Person, Step 3</u> and <u>Delete a Senior Person, Step 2</u> 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:

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

As an AOR, you can do all of the above and the following:

• Submit a revised budget to NSF

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
- <u>Refresh to the last submitted budget</u>
- View and print a revised budget that has been submitted to NSF

As an AOR, you can do all of the above and the following:

• Submit a revised budget 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 <u>SPO/AOR Login</u>). The Research Administration screen displays (Figure 1).

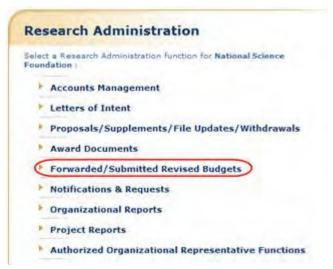


Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

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

Forwar	ded/Submitted Revised Budgets MAIL	F Int	titution: L	Iniversity of C	alifornia-Berl
Eerward	ed by Pl Submitted by SPD				
All Forwa	rded Documents				
Click on Proj	iosal ID to view the Proposal Document. Sort results by click	ing the column	title.		
1 Documer	t found.				1
Proposal ID	Trille	Bastatan.	naist	Parfemals.	Subinat
0076739	ITR/EWF: Support for small-team collaborative learning	1	Edit	Retrash	Submit
Transfer D	ata to: Excel				

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

 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).

	View/Print Revised Budget(s)
007673	9 - ITR/EWF: Support for small-team collaborative learning
Please selec	t a revision you wish to view/print and click on the View/Print button
	married the form the main hears and $\mathbb{D} \wedge \mathbb{C} \mathbb{P}$ but on the return to the mare
inished pristing/	newing the form, use your browser's BACK button to return to this page.
trasne a printing/	
nusned printing,	Revision Number Orginel Budget

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 <u>Adobe Reader for FastLane</u>.

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dures	PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR John E Canny		-41	VARD IN	0	
	A. SENCH PERSONNE_PERO, Co-Pills, Faculty and Other Gentor Associates (Ust each reparately with talk, A.7, shop number to brackets).		ACAD		Areas Reacting Selection	Ramo Emilet IV Mar (Telepert
H	1 John F Canny - Professor	0.00	0.00	3.00	E 27.372	5
	2 Alice M Agogino - Professor	0.00	0.00	3.00	3,006	
871	3 Bernard R Gifford - Professor	0.00	0.00	3.00	4,000	
	# James Landay - Professor	0.00	0.00	3.00	24,354	
	8.			1		
-	B B OTHERS (5.5T NOWOURLEY ON BLODET JUSTIFICATION BAGE)			0.00		_
41	T. I - 4) TOTAL SENIOR RERSONNEL (1-6)	0.00	0.00	\$2.00	58,726	-
51	B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS) 1.1 1 (POST DUCTORAL ASSOCIATES)	1		0.00	165,262	

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.
- 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 <u>SPO</u> Login). The Research Administration screen displays (Figure 1).

Res	earch Administration
Select Found	a Research Administration function for National Science ation :
+	Accounts Management
* 1	Letters of Intent
	Proposals/Supplements/File Updates/Withdrawals
	Award Documents
C	Forwarded/Submitted Revised Budgets
*	Notifications & Requests
٠. ا	Organizational Reports
	Project Reports
*	Authorized Organizational Representative Functions

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).

1000	ded/Submitted Revised Budgets MAIN ed by PI Submitted by SPO	▶ In	stitution: U	niversity of C	alifornia-Ber
THE PLET OF A	arded Documents posal ID to view the Proposal Document, Sort results by clicks	ing the column	title.		
1 Documer	it found.	1			1
Proposal 1D	Title	Revision	Edit	Refresh	Submit
	ITR/EWF: Support for small-team collaborative learning	1	Edit	Refresh	

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).

Organization	Year	Amount	Delete	Last Mod. Date
University of California-Berkeley Add Year	1 Funds - Personnel	\$2,358,428		Mar-30-2004 16:15:58
dd 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 Year(s)

Figure 3 Project Budget screen.

4. To edit any budget year, see <u>Budgets (Including Justification)</u> and <u>Enter the Budget Data</u> <u>Online</u> 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).

View/Print Revised Budget(s)

0076739 - ITR/EWF: Support for small-team collaborative learning

Please select a revision you wish to view/print and thick on the View/Print button

0.00000	Revision Number	
	Engine Budget	
	Working Budget	

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/AOR

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 <u>SPO/AOR Login</u>). The Research Administration screen displays (Figure 1).

	t a Research Administration function for National Science dation :
*	Accounts Management
*	Letters of Intent
	Proposals/Supplements/File Updates/Withdrawals
,	Award Documents
0	Forwarded/Submitted Revised Budgets
*	Notifications & Requests
*	Organizational Reports
	Project Reports
	Authorized Organizational Representative Function

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).

Forwar	ded/Submitted Revised Budgets MAIN	i in	stitution: U	niversity of C	alifornia-Ber
Forward	ed by PI Submitted by SPO				
All Forwa	arded Documents				
Click on Proj	posal ID to view the Proposal Document. Sort results by click	ung the column	title.		
1 Documer	it found.				1
Proposal 1D	nde	Revision	Edit	Refresh	Submit
0076739	ITR/EWF: Support for small-team collaborative learning	1	Edit	Refresh	Submit
Transfer D	ata to: Excel		~		

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).

	Project Bud	lget
Organization	Year	Amount Delete Last Mod. Date
University of California- Berkeley Add Year	1 <u>Funds</u> - <u>Personnel</u>	\$2,356,428 🔲 Mar-26-2004 11:02:07
Add Another Ontenantion		SpreadShept Support
If the budget is being reduced by with the Revised Proposal Budget Statement can be supplied but it is Budget Impact Statement	. If the reduction is	dget Impact Statement must be submitted less than 10%, a Budget Impact

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).

-	Budget Impact Statement	
	Save Text Delete Text	
	Delete tex	
	Transfer File	

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 <u>Upload a File</u> 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

Budget Impact Statement

NEW! File upluads no langer have to be in PDF format!

In addition to PDE files, users can now upload a vanety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of Supported file formats (Opens new window)

Fellow this link for New Upland Instructions (Opens new window)

Note: Cloking on the Doplay Current Budget Impact Statement botton will deplay a PDF decament in this window. Over you have reversed the document, thick on the browner's "Back" botton to entire to the page

Exapley Ouron Budgel Ingrad Statement

Delete Current Budger impact Statement

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

Display Current Budget Impact Statement

- On the Budget Impact Statement File Upload screen (Figure 6), click the Display Current Budget Impact Statement button. The uploaded Budget Impact Statement displays in PDF format. If you need to download Adobe Reader, see <u>Adobe Reader for</u> <u>FastLane</u>.
- 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/AOR
- 1. On the FastLane Home Page screen, log in to Research Administration (see <u>SPO/AOR Login</u>). The Research Administration screen displays (Figure 1).

Research Administration	Res
Select a Research Administration function for National Science Foundation (
Accounts Management	*
Letters of Intent	*
Proposals/Supplements/File Updates/Withdrawals	
Mard Documents	
Forwarded/Submitted Revised Budgets	C
Notifications & Requests	*
Organizational Reports	*
Project Reports	
Authorized Organizational Representative Functions	

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).

Forwar	ded/Submitted Revised B	udgets MAIN	Institution:	University of C	alifornia-Berl
Forward	led by P1 Submitted by SPO				
All Forwa	arded Documents				
Click on Pro	posal ID to view the Proposal Document. Sc	ort results by clicking the c	olumn title,		
1 Documer	nt found.				1
Proposal 1D	Title	Revis	ion Edit	Refresh	Submit
0076739	ITR/EWF: Support for small-team collabo	rative learning 1	£dit	(Refresh)	Submit
Transfer D	ata to: Excel			-	

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.

Refresh to Last Submitted Budget
Refreshing the budget data will delete the current working budget PERMANENTLY. This action cannot be undone. If you wish to proceed, please click on the Refresh button. Otherwise, please click on the Go Back button to return to the previous page.
Refresh

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.

The budget refresh was successful. The current working budget has been deleted.

Go Back

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 (AOR only)

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

Administration screen displays (Figure 1).

Research Administration	Res
Select a Research Administration function for National Science Foundation (
Accounts Management	*
Letters of Intent	*
Proposals/Supplements/File Updates/Withdrawals	
Award Documents	
Forwarded/Submitted Revised Budgets	C
Notifications & Requests	*
Organizational Reports	*
Project Reports	
Authorized Organizational Representative Functions	*

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).

Forwar	ded/Submitted Revised Budgets: Main	·* 10	stitution: L	Iniversity of C	alifornia-Berl
Forward	ed by PI Submitted by SPO				
All Forwa	inded Documents				
Click on Proj	oosal ID to view the Proposal Document. Sort results by click	ing the colum	n title.		
1 Documer	it found.				i.
Proposal IQ	Title	Revision	Edit	Refresh	Submit
0076719	ITR/EWF: Support for small-team collaborative learning	1	Edit	Refrest	(Submit)
Transfer D.	ata to: Excel				-

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.

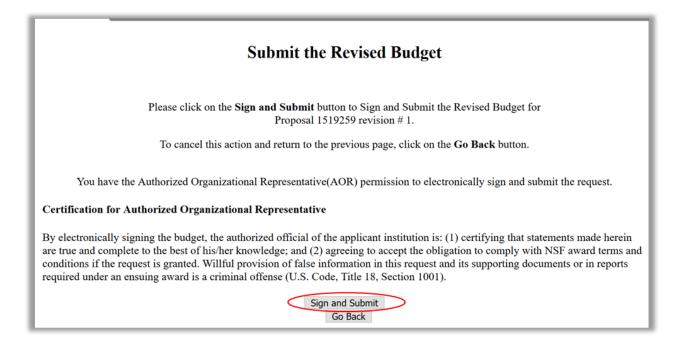


Figure 3 Submit the Revised Budget screen. The Sign and Submit button is circled.

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 MSF
The Revised Budget for Proposal 10076739 revision# 1 was submitted and electronically signed.
```

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 <u>SPO/AOR Login</u>). The Research Administration screen displays (Figure 1).

Rese	arch Administration
Select a Founda	Research Administration function for National Science
+ +	accounts Management
* 1	etters of Intent
• P	roposals/Supplements/File Updates/Withdrawals
	ward Documents
C	orwarded/Submitted Revised Budgets
* •	lotifications & Requests
* 0	Organizational Reports
P P	Project Reports
* *	uthorized Organizational Representative Functions

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).

Forwarded/Sul	etsi Main + Ins	Institution: University of Ca		
Forwarded by PI	Submitted by SPD			
All Forwarded Doc	uments			
Click on Proposal ID to vi	iew the Proposal Document. Sort resu	its by clicking the column	title.	
No Documents found.				
Proposal 10	Title	Revision	Edit	Refresh
	Nothing fou	nd to display		
Transfer Data to: Excel				

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
 - <u>View and print a revised budget</u>

Forwarded	/Submitted Revised Bu	idgets MAIN +	Institution: University of California-Ber
Forwarded by P	Submitted by SP0		
P View by Bu	idget Submission Date		
From:	To:	Searc	<u>h</u>
Submitted Bu	dgats		
Click on Proposal	ID to view the Proposal Document. So	rt results by clicking the co	lumn title.
315 Documents f	ound, displaying 1 to 10	(< Previous 1	0] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next 10 >]
Desmond 1D		Title	Revision
(1411313)	Transposon-Mediated Functional Genomics in Barley		1
0.54322	EMSW21-RTG: Research Training in Mathematical Logic		
0351970	Judicial Deference to Institutionalize	d Employment Practices	1

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).

em,

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.
- 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 <u>Adobe Reader for</u> <u>FastLane</u>.

AI		_	_	_			
0:otiomarks							
8	SUMMARY PROPOSAL BUDGE	YI YI	AR				
8	GRGANIZATION					DUPATION (months)	
54	University of California-Beckeley				d Granted		
a la	PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR John F Canny	. 1	.89	KARDIN		1	
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10.5	1 John F Canny - Professor			3.00	1 27.373	i	
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[gf]	3 Bernard R Gifford - Professor			3.00	4,900		
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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).

Withdraw a Proposal

Withdraw a Proposal (AOR only)

Print the contents of the Withdraw a Proposal book.

If the cognizant NSF Program Officer has not made a funding recommendation on a proposal, you may withdraw it through FastLane.

If the cognizant NSF Program Officer has made a funding recommendation on a proposal and you then try to withdraw it, a screen displays with a warning that this action is not allowed. You must then contact your NSF Program Officer for assistance to withdraw the proposal.

When you withdraw a proposal, you must select the type of withdrawal:

- Withdrawal of a duplicate proposal, in which case also give the Proposal Number of the proposal you want NSF to retain
- Withdrawal because of funding received from elsewhere
- Other type

NSF also requests that you provide a detailed reason for the Proposal Withdrawal.

If you are withdrawing the lead or non-lead proposal from a collaborative proposal, NSF does the following:

- Withdraws the entire collaborative proposal
- Notifies the PI and SPO of the organizations for the other proposals that:
 - The collaborative proposal has been withdrawn.
 - They must submit a new collaborative proposal for NSF to consider the project.