LIRA Proposal Supplement Guide

Supplemental funding refers to additional award funding allocated to an auxiliary scope of work to an original project. NSF commonly funds REU Supplements, and you may encounter Administrative Supplements with the NIH, as well as other, similar programs.

When submitting a supplement proposal, the process in LIRA is different from that of a new proposal. The supplement must be entered as an affiliated proposal to the original award. LIRA, as a system, uses the terminology “revision”, which applies to the supplement process.

To start, navigate to the original award in LIRA using search filters on the “Awards” page:

Select the award for which you are submitting supplemental funding and enter the award workspace. From there, navigate to the associated proposal that was submitted to create this award:
With edit access to the previously submitted proposal, you will be able to create a “Revision” to the original record:

Utilizing this action will prompt the system to generate a new proposal record that is affiliated with the original proposal. After completing the required SmartForm to generate the record, the proposal identifier will now include the suffix “_Rev1”: 
Once the new proposal record has been generated, you will follow the same proposal development process and workflow as a new proposal.