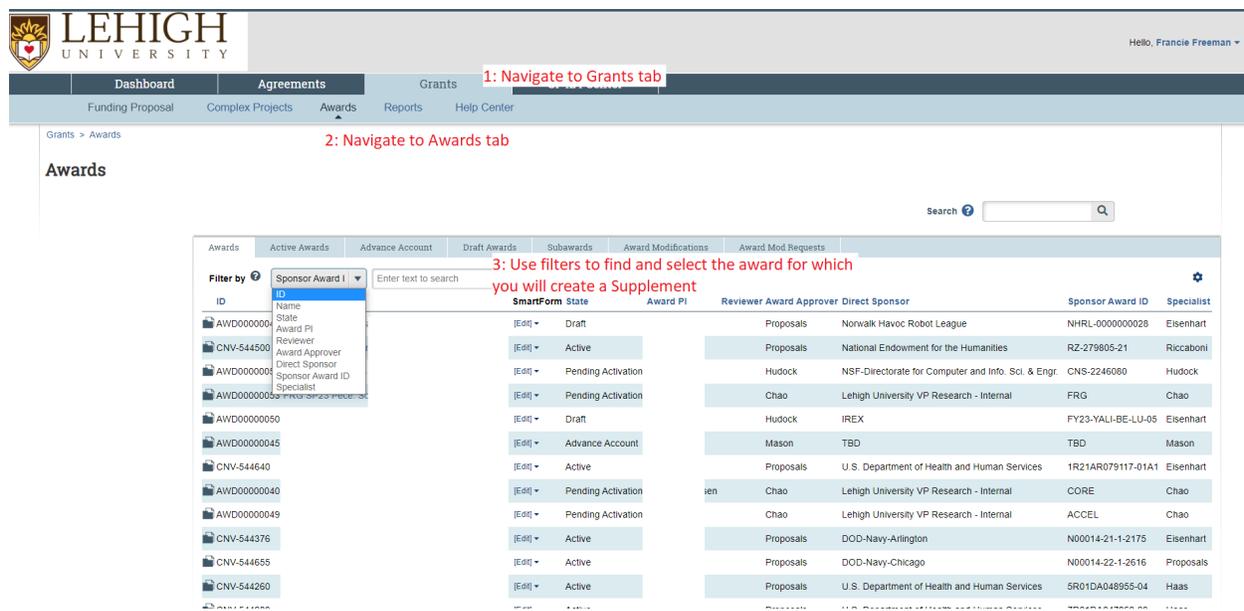


LIRA Proposal Supplement Guide

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:

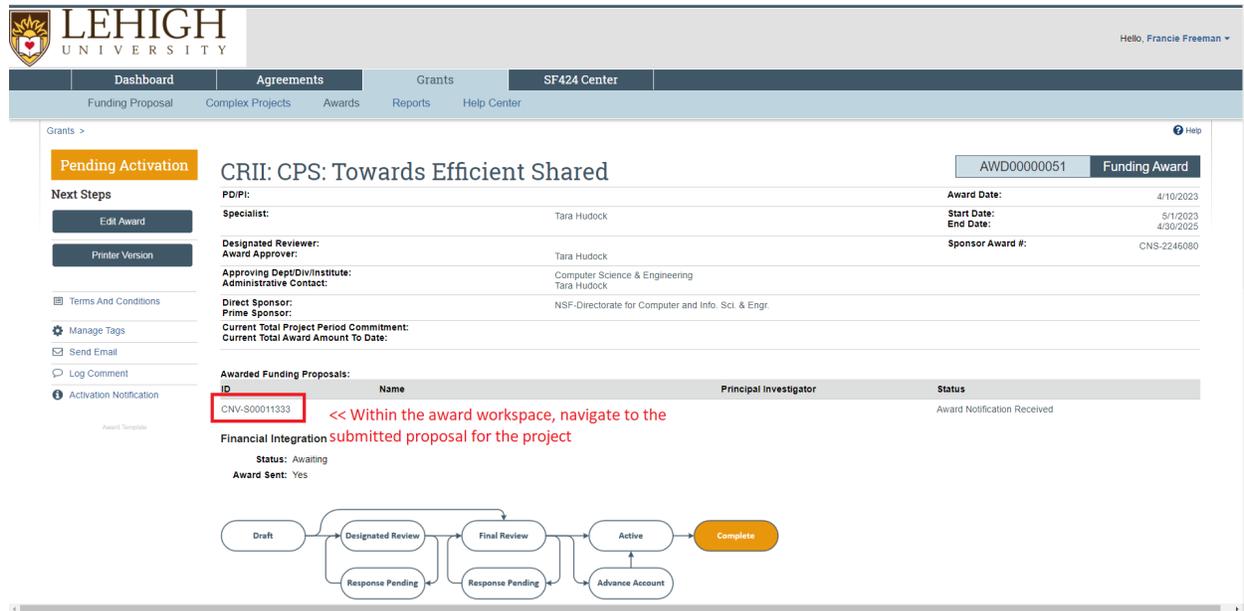


The screenshot shows the LIRA interface with the following navigation steps:

- 1: Navigate to Grants tab** - The 'Grants' tab is highlighted in the top navigation bar.
- 2: Navigate to Awards tab** - The 'Awards' sub-tab is selected under the 'Grants' menu.
- 3: Use filters to find and select the award for which you will create a Supplement** - A filter dropdown menu is open, showing options like 'Sponsor Award ID', 'Name', 'State', 'Award PI', 'Reviewer', 'Award Approver', 'Direct Sponsor', 'Sponsor Award ID', and 'Specialist'.

The main table displays a list of awards with the following columns: ID, SmartForm, State, Award PI, Reviewer, Award Approver, Direct Sponsor, Sponsor Award ID, and Specialist. The table contains several rows of award data, including details like 'Draft', 'Active', 'Pending Activation', and various sponsor names and IDs.

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:



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Dashboard | Agreements | Grants | SF424 Center

Funding Proposal | Complex Projects | Awards | Reports | Help Center

Grants > **Pending Activation** **CRII: CPS: Towards Efficient Shared** AWD00000051 Funding Award

Next Steps

- Edit Award
- Printer Version
- Terms And Conditions
- Manage Tags
- Send Email
- Log Comment
- Activation Notification

PD/PI: Tara Hudock
Specialist: Tara Hudock
Designated Reviewer: Tara Hudock
Award Approver: Tara Hudock
Approving Dept/Div/Institute: Computer Science & Engineering
Administrative Contact: Tara Hudock
Direct Sponsor: NSF-Directorate for Computer and Info. Sci. & Engr.
Prime Sponsor:
Current Total Project Period Commitment:
Current Total Award Amount To Date:

Award Date: 4/10/2023
Start Date: 5/1/2023
End Date: 4/30/2025
Sponsor Award #: CNS-2246080

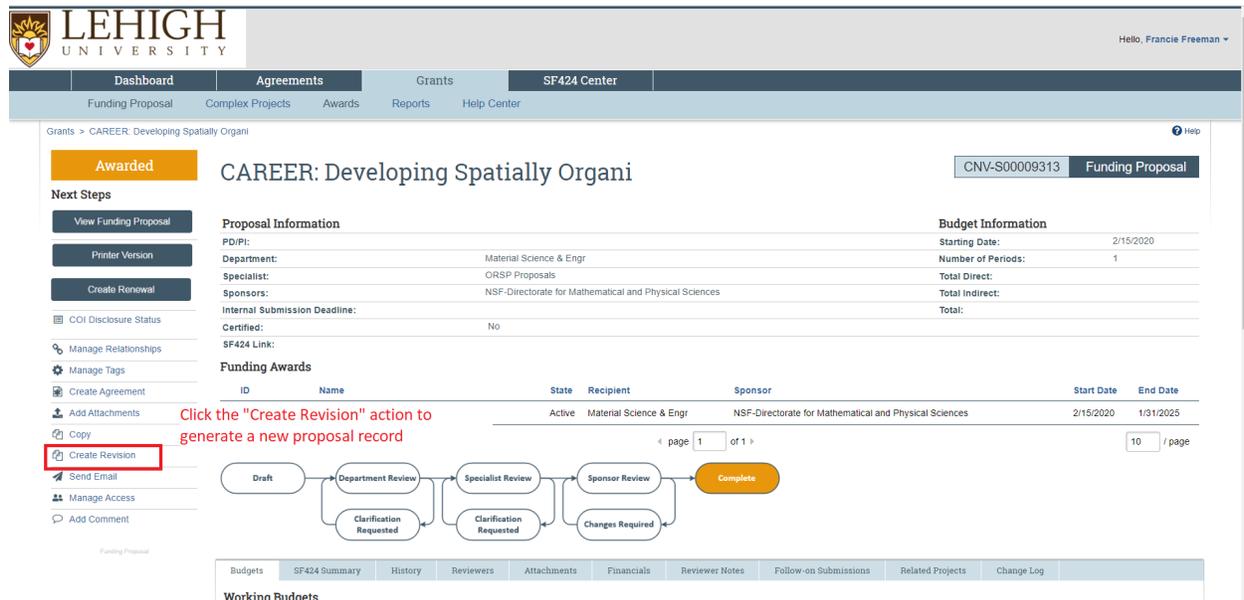
Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
CNV-S00011333	<< Within the award workspace, navigate to the submitted proposal for the project		Award Notification Received

Financial Integration Status: Awaiting
Award Sent: Yes

Workflow: Draft → Designated Review → Final Review → Active → Complete
 Response Pending → Response Pending → Advance Account → Active

With edit access to the previously submitted proposal, you will be able to create a “Revision” to the original record:



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Grants > CAREER: Developing Spatially Organi **Awarded** CNV-S00009313 Funding Proposal

Next Steps

- View Funding Proposal
- Printer Version
- Create Renewal
- OOI Disclosure Status
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Revision**
- Send Email
- Manage Access
- Add Comment

Proposal Information

PD/PI: Material Science & Engr
Department: ORSP Proposals
Specialist: NSF-Directorate for Mathematical and Physical Sciences
Sponsors:
Internal Submission Deadline:
Certified: No
SF424 Link:

Budget Information

Starting Date: 2/15/2020
Number of Periods: 1
Total Direct:
Total Indirect:
Total:

Funding Awards

ID	Name	State	Recipient	Sponsor	Start Date	End Date
		Active	Material Science & Engr	NSF-Directorate for Mathematical and Physical Sciences	2/15/2020	1/31/2025

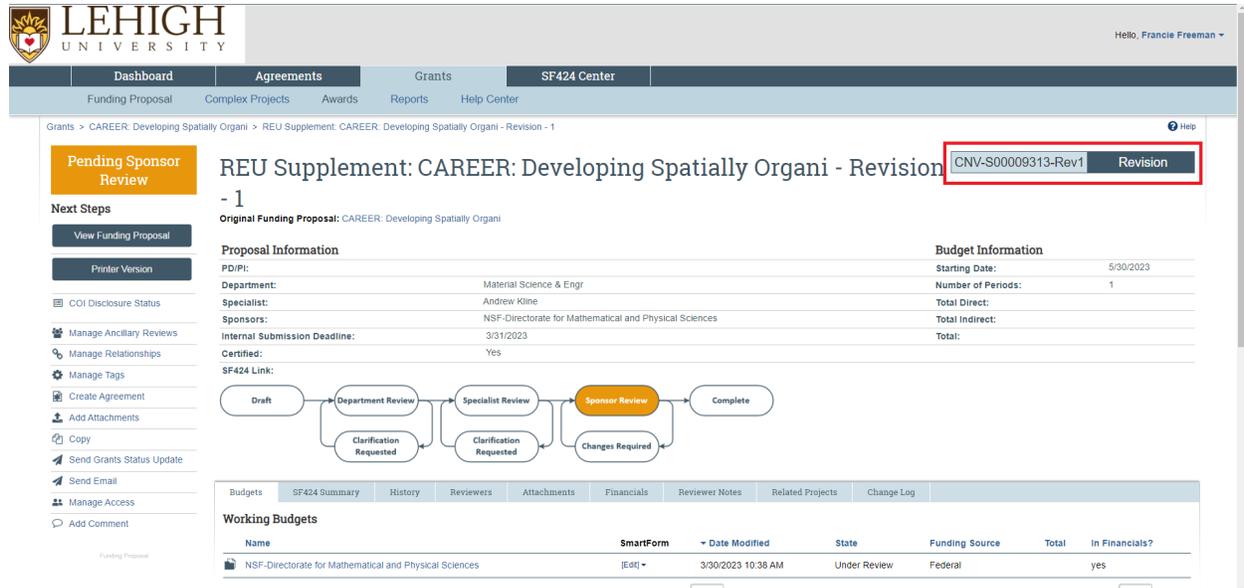
Click the "Create Revision" action to generate a new proposal record

Workflow: Draft → Department Review → Specialist Review → Sponsor Review → Complete
 Clarification Requested → Clarification Requested → Changes Required → Complete

Budgets | SF424 Summary | History | Reviewers | Attachments | Financials | Reviewer Notes | Follow-on Submissions | Related Projects | Change Log

Working Budgets

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”:



The screenshot displays the LIRA system interface for a proposal record. The top navigation bar includes 'Dashboard', 'Agreements', 'Grants', and 'SF424 Center'. The main header shows the proposal title 'REU Supplement: CAREER: Developing Spatially Organi - Revision - 1' and a red-bordered box containing the ID 'CNV-S00009313-Rev1' and the status 'Revision'. The left sidebar lists various actions like 'View Funding Proposal', 'Printer Version', and 'Manage Ancillary Reviews'. The main content area includes 'Proposal Information' (Department: Material Science & Engr, Specialist: Andrew Kline, etc.), 'Budget Information' (Starting Date: 5/30/2023, Number of Periods: 1), and a workflow diagram showing stages: Draft, Department Review, Specialist Review, Sponsor Review (highlighted), and Complete. Below the workflow is a 'Working Budgets' table.

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
NSF-Directorate for Mathematical and Physical Sciences	[Edit]	3/30/2023 10:38 AM	Under Review	Federal		yes

Once the new proposal record has been generated, you will follow the same proposal development process and workflow as a new proposal.