

Submitting National Science Foundation (NSF)
Revised Budget to the
Office of Research

After a proposal is submitted to the NSF it is common for the NSF to request a revised budget when a proposal has been recommended for funding.

This request will be sent directly to the Principal Investigator in the form of an email. This email will specify how the budget should be revised.

The Department Administrator should work with the Principal Investigator to make the revisions and upload them to the NSF FastLane system via the “Forwarded/Submitted Revised Budgets” section.

When the department releases the file to Fast lane an email is sent automatically to the Office of Research.

The department will then need to forward the following hardcopy documents to the Office of Research:

1. A mandatory cover sheet
2. A copy of the email from the Program Officer
3. A copy of the revised budget

Once received the Office Research will review the revised budget and submit via the FastLane system.

Please note that no action will be taken until the Office of Research receives both the electronic notification for submission and the hardcopy documents for review.