Reallocation of Funds for Participant Support in Research.gov

Users will need to login to research.gov at the following address:
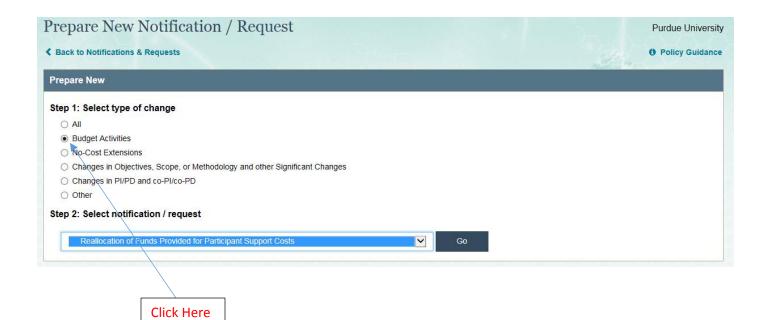
   http://www.research.gov/

You will need to know your NSF ID and password. If you have misplaced or forgotten this information, contact an NSF account manager in SPS at spnsfhhs@purdue.edu

After logging in, you will need to click on the "Notifications & Requests" under the awards and reporting. The screen should look like this:
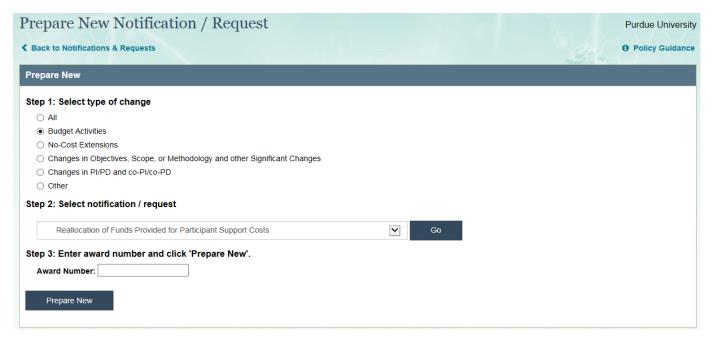

After clicking there, you will need to click on the "Prepare New" request button which is located here.

Once you have clicked on the Prepare New button, it will bring up a list of options as to what type of request the user wishes to make. In this case, the user should select "Budget Activities" as seen below:

Once you have selected this option, proceed to Step 2 to select the appropriate notification change request. In this case that should be "Reallocation of Funds Provided for Participant Support Costs" as shown above. After this is selected click on the "Go" button.

You will then need to proceed to enter the NSF award number, which should be 7 digits long in Step 3 as shown below.

Once you come to this screen you will need to enter the revised amount of Participant Support costs that should be on the project. This should be the total amount that should be on the grant going forward. Then in the justification box you will need to describe the action and how much you are moving from participant support to the other category or categories. Please define the amount for each category so Post-Award will know how to rebudget the funds if approved. It is strongly recommended that you consult with your business office for this type of activity before making this request to know the exact numbers that need to be put into the request.

Once this is completed you will need to click on the "Save & Submit to AOR" button. This will send the request to SPS Post-award for approval.

Before Post-Award can submit the request to NSF, they will require all necessary internal approvals which would include the business office and department head. This can be done either by the prior approval form found at the following location:

http://www.purdue.edu/business/sps/postaward/bs/priorapproval.html

Or once Post-award receives the e-mail notification from NSF of the submitted request from the PI then they can send this e-mail to the business office to obtain the approvals this way.

If you have any questions on this process please contact the NSF Post-Award team at spnsfhhs@purdue.edu and someone can assist you.