

# 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](mailto: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:

## Prepare New

### Step 1: Select type of change

- All
- Budget Activities
- No-Cost Extensions
- Changes in Objectives, Scope, or Methodology and other Significant Changes
- Changes in PI/PD and co-PI/co-PD
- Other

### Step 2: Select notification / request

Reallocation of Funds Provided for Participant Support Costs

Click Here

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.

## Prepare New

### Step 1: Select type of change

- All
- Budget Activities
- No-Cost Extensions
- Changes in Objectives, Scope, or Methodology and other Significant Changes
- Changes in PI/PD and co-PI/co-PD
- Other

### Step 2: Select notification / request

Reallocation of Funds Provided for Participant Support Costs

### Step 3: Enter award number and click 'Prepare New'.

Award Number:

**\*Required**

**\*Revised Amount:**  (In whole dollar amounts) **Warning: Reallocation of all funds out of the participant support costs category may constitute a change in objectives or scope, which would require prior NSF approval.**

**\*Justification for Reallocation of Funds for Participant Support Costs:**

Characters remaining: **1200** (out of 1200 max)

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](mailto:spnsfhhs@purdue.edu) and someone can assist you.

