

Change in Scope 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 “Changes in Objectives, Scope, or Methodology and other Significant Changes” 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

Click Here

Once you have selected this option, proceed to Step 2 to select the appropriate notification change request. Once 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

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

Award Number:

Prepare New Notification / Request

Changes in Objectives or Scope

[← Back to Prepare New Notification / Request](#)

[Policy Guidance](#)

Award Number: 1655438 **Award Title:** Deciphering Molecular Mechanisms Involved in Plant Volatile Emission
End Date: 03/31/2021
Status: New

*Required

*Proposed Changes in Objectives or Scope:

Characters remaining: 1200 (out of 1200 max)

*Justification for Changes in Objectives or Scope:

Characters remaining: 1200 (out of 1200 max)

Save

Save & Submit to NSF

Cancel

Once you come to this screen you will need to define what the proposed changes are and the justification for those changes in the 2nd text box.

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.