

SUPPLEMENTAL FUNDING

PI's apply for supplemental funding for a variety of reasons but the fundamental information needed to request funding is pretty consistent. Invariably, supplemental funding will require sponsor approval. Depending on the sponsor requirements, the supplement may need to be uploaded and submitted using systems such as grants.gov or fast lane or may simply be emailed to the sponsor. Other sponsors may require that their specific forms such as the PHS 398 budget forms be used. The requirements vary from sponsor to sponsor but all require the below at a minimum.

Please note that since this is new funding a new transmittal and conflict of interest form is needed.

To apply for supplemental funding please provide the following:

- PI name and parent award information.
- The scientific proposal associated with the supplement
- The budget (broken into major cost categories)
- The budget justification (full budget justification)
- If the supplement is for the purchase of equipment a quote from the vendor is usually also required.

If/when the Sponsor awards the supplement the funds will be treated like other awards. If separating financial accountability/reporting is required a new BC project will be setup just for the supplement.

Please forward the above to your respective Pre-Award Team member for submission to the Sponsoring Agency.