

# HELP: How Do I Create a Follow-On Proposal?

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## OTHER RESOURCES

- [HELP: What Application Type Should I Choose?](#)
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## TIPS:

- Be sure to indicate the **Sponsor Number** when asked in question 2.0 on the General Proposal Information smartform

# SPARCS houses the Original Submission

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## Revised Budget

### Instructions for the Department:

- Return to the ORIGINAL SPARCS Funding Proposal
- Verify that the SPARCS Funding Proposal is in a **Pending Sponsor Review** state\*

- Select the SPARCS activity **Notify SPO Of Grant Status**, choose "**Other (Revised Budget)**," and provide verification from the sponsor that a Revised Budget is required.

\* If it is not in a Pending state - reach out to your OSP Specialist to see what is needed to get it to the appropriate state. If it is already Awarded a Revised Budget cannot be created, a Reconciled budget is what is needed.

### **Instructions for OSP:**

- Navigate to the appropriate SPARCS funding proposal
  - Confirm that the *Sponsor* is requesting a Revised Budget
  - Execute the SPARCS activity **Create Revised Budget**
  - Exit out of editing the new record and use the SPARCS activity **Email Proposal Team** to let them know the new record has been created.
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## **Resubmission**

### **Instructions for the Department:**

- Return to the ORIGINAL SPARCS funding proposal
- Verify that the SPARCS Funding Proposal is in the **Not Funded** state\*
- Select the red SPARCS activity button **Create Resubmission**

\* If it is still in a Pending Sponsor Review state:

- Select the SPARCS activity **Notify SPO Of Grant Status**, and choose "Not Funded." Also provide documentation from the sponsor, if available.
- Once the Specialist has updated the record, follow the original instructions

### **Instructions for OSP:**

\* ONLY if the proposal is not in the Not Funded state:

- Navigate to the appropriate SPARCS funding proposal
  - Execute the SPARCS activity **Withdraw Submitted or Not Funded Proposal** and select Not Funded.
  - Use the SPARCS activity **Email Proposal Team** to let them know the record has been updated.
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## **Renewal**

### **Instructions for the Department:**

- Return to the ORIGINAL SPARCS funding proposal
- Verify that the SPARCS Funding Proposal is in the **Awarded** state\*
- Select the red SPARCS activity button **Create Renewal**

\* If it is not in the Awarded state - reach out to your OSP Specialist to see what is needed to get it to the appropriate state.

### **Instructions for OSP:**

- No action is needed by OSP unless not in the Awarded state
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## **Revision (Supplement)**

### **Instructions for the Department:**

- Return to the ORIGINAL SPARCS funding proposal
- Verify that the SPARCS Funding Proposal is in the **Awarded** state
- Select the red SPARCS activity button **Create Revision**

\* If it is not in the Awarded state - reach out to your OSP Specialist to see what is needed to get it to the appropriate state.

### **Instructions for OSP:**

- No action is needed by OSP unless not in the Awarded state
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## **New (related)**

### **Instructions for the Department:**

- Return to the ORIGINAL SPARCS funding proposal
- Select the SPARCS activity **Copy Proposal**
- Use the **Email Specialist** activity to let the OSP Specialist know that this is related to another proposal and how

### **Instructions for OSP:**

- Navigate to the appropriate SPARCS funding proposal

- Select the SPARCS activity **Relate Proposal** and choose the appropriate funding proposal and relationship
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## SPEX houses the Original Submission

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### Revised Budget

#### Instructions for the Department:

- **Reach out to your OSP Specialist and confirm a SPARCS Funding Proposal is required**
- Create a **New Funding Proposal** in SPARCS
- Be sure to indicate **Revised Budget** when asked for Application Type on the General Proposal Information smartform
- Use the SPARCS activity **Add Comment** to indicate the original SPEX #

#### Instructions for OSP:

- Confirm that the *Sponsor* is requesting a Revised Budget and if necessary, explain the difference between a REVISED budget and a RECONCILED budget
  - Use the SPARCS activity **Maintain Metadata** to record the original SPEX #
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### Resubmission, Renewal, Revision (Supplement), New (related)

#### Instructions for the Department:

- Create a **New Funding Proposal** in SPARCS
- Be sure to indicate the appropriate Application Type on the General Proposal Information smartform
- Use the SPARCS activity **Add Comment** to indicate the original SPEX # and any other helpful information

\* NOTE \* When adding a comment, please also indicate if there are any existing SPARCS Funding Proposals that are related to the same SPEX proposal

#### Instructions for OSP:

- Use the SPARCS activity **Maintain Metadata** to record the original SPEX #

- If necessary, use the SPARCS activity **Relate Proposals** and choose the appropriate funding proposal and relationship