# Updating the Period of Performance in Proposal Development

During creation of a proposal, the period of performance (POP) should be entered in Step 6 on the New Proposal Questionnaire. Below are the steps to take in order to update the POP once the proposal is created.



## Updating POP in Proposal Development

1) Click on the Budget tab.



2) Click Un-complete Budget in top right if you are in View Mode. The click Setup tab.

3) On Setup tab, click Period/Dates tab.



4) You can then update the budget periods or shift the start date of the project period, if needed, on this screen. Enter the new dates click Save in top left.

5) To add or remove budget periods, click the Add or Delete buttons.



6) If you click Add, you will get a warning that "This will add an additional one-year budget period to the proposal.  Click Okay.  An additional budget period has been added. You can adjust the dates if needed.

7) If you click Delete, you will be asked if you want to delete the latest period. Click Okay.



8) Click Save in top left once you are finished updating the POP.

9) To check that the dates were updated, go back to the budget tab and review the Period dates in the Budget Summary.



10) Click Complete Budget in top right and then click Done in top left to close.

11) Click on the Internal Uploads & Routing tab and edit the Review Summary form.

12) If there is a check next to Lock Form, then uncheck the Lock Form so the form can update.



13) The new POP will be listed on this form in the Budget Information chart.

Budget Information

| Start Date | End Date | Direct Costs | Indirect Costs | F&A Rate | Total Project |
|---|---|---|---|---|---|
| 01-Sep-2020 | 31-Aug-2021 | $82,399.00 | $22,752.00 | 48.000% | $105,151.00 |
| 01-Sep-2021 | 31-Aug-2022 | $22,399.00 | $10,752.00 | 48.000% | $33,151.00 |
| 01-Sep-2022 | 31-Aug-2023 | $22,399.00 | $10,752.00 | 48.000% | $33,151.00 |
| 01-Sep-2020 | 31-Aug-2023 | $127,197.00 | $44,256.00 | - | $171,453.00 |

14) Once the change is verified, check Lock Form to complete.