

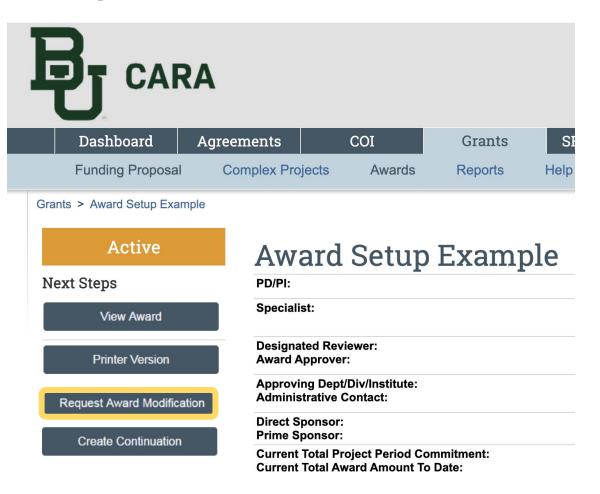


HOW TO REQUEST AN AWARD MODIFICATION

These step-by-step instructions outline the process of requesting modification to an award.

An Award Modification Request is the mechanism the PI/URA can use to notify OVPR that a modification is needed on an award. OVPR will review the request, ensure that the request is appropriate, and if so, close out the request and create the Modification.

- Navigate to the Active Awards screen by clicking Grants, Awards, then Active Awards. Then locate the award you wish to modify.
- Select the **Request Award Modification** from the left side of the screen.



- Fill in **Field 1 Short Title** with the short title of your request, following this naming convention: MOD[#]_[Mod type]_Short Title
- Fill in **Field 2 Date Requested** with the current date if you plan on completing the request today, or the date that the request will be submitted.
- Fill in **Field 3 Full Description of Requested Changes** with a description of the requested change.
- Use **Field 4 Supporting Documents** to attach any supporting documentation needed to understand and/or facilitate the change.
- Field 5 Specialist will show your assigned specialist from the OVPR office.
- **Field 6 Modification Type** will provide you with a checklist of possible types of changes. Check *all* that apply.

Award Modifications	Definition				
Revision/Supplement	Additional award funding				
No Cost Extension	Extend the end date on the award				
Re-Budget	Re-allocation between categories (net \$0 budget change)				
Continuation	Next period award funding				
Carryover	Budget transfer of balance at end of period				
NGA Revised	Finalize award after advanced account (at-risk) spending				
Budget Allocation Correction	Correction/update to existing budget allocations				
Early Termination	Ends an award before the NOA expiration date				
Financial Account	Add or Update award financial account information				
Personnel Change	Add/Correct personnel and effort on the project				
Sponsor Change	A change in Sponsor. These modifications should be reviewed on a case- by-case basis to determine if it there is only a name change or an entity change.				
Other Changes (Terms & Conditions, Compliance Updates, etc.)	Updates to specific demographic fields including dates				

Below is a table of the modification types and their definitions:

• Click the **Finish** button if complete, or click the **Save** button if you need to come back and add/change the request information later.

B CARA										
	Dashboard	Agreem	nents		COI	Grants	SI			
	Funding Proposal	Con	plex Pro	jects	Awards	Reports	Help			
Grar	nts > Award Setup Exam Draft	nple > test	tes	t						
	Edit Modification Request Printer Version		Submitted By: Conner LeRoy			eRoy				
			Speciali History	_	Samara I	McLennan Test				
⇒	Submit to Specialist		Activity		- Attachine and - Attachine an	Author				
÷	Withdraw									
2	Сору									
2+	Assign Submitter									
Q	Log Comment									

• Click **Submit to Specialist** in order to submit your request for modification to the OVPR office. The request will then be routed to the assigned Specialist for review and approval. If changes or additional information is required, the request will be returned to you for revision.

Submit to Specialist		
1. Comments:		
L	(d)	
2. Supporting documents:		
+ Add		
TAdd		
Name		
There are no items to display		

OK Cancel