

**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.

The screenshot shows the CARA system interface. At the top left is the Baylor University logo and 'CARA' text. Below this is a navigation bar with tabs for 'Dashboard', 'Agreements', 'COI', 'Grants', and 'SE'. Under 'Grants', there are sub-tabs for 'Funding Proposal', 'Complex Projects', 'Awards', 'Reports', and 'Help'. The main content area shows a breadcrumb trail 'Grants > Award Setup Example'. On the left sidebar, there is a section titled 'Active' with a list of 'Next Steps' buttons: 'View Award', 'Printer Version', 'Request Award Modification' (highlighted with a yellow border), and 'Create Continuation'. The main content area displays the title 'Award Setup Example' followed by several input fields for: 'PD/PI:', 'Specialist:', 'Designated Reviewer:', 'Award Approver:', 'Approving Dept/Div/Institute:', 'Administrative Contact:', 'Direct Sponsor:', 'Prime Sponsor:', 'Current Total Project Period Commitment:', and 'Current Total Award Amount To Date:'.

- 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.

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

<b>Award Modifications</b>	<b>Definition</b>
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

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

The screenshot displays the BU CARA system interface. At the top left is the BU CARA logo. A navigation bar contains tabs for Dashboard, Agreements, COI, Grants, and SE. Below this is a secondary navigation bar with links for Funding Proposal, Complex Projects, Awards, Reports, and Help. The main content area shows a breadcrumb trail: Grants > Award Setup Example > test. On the left, a vertical menu of actions is shown, with 'Submit to Specialist' highlighted in a yellow box. Other actions include Draft, Edit Modification Request, Printer Version, Withdraw, Copy, Assign Submitter, and Log Comment. On the right, the title 'test' is displayed above a table with two rows: Submitted By: Conner LeRoy and Specialist: Samara McLennan Test. Below this is a table with tabs for History and Attachments, and a header for Activity and Author.

- 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:

2. Supporting documents:

Name
There are no items to display

OK Cancel