

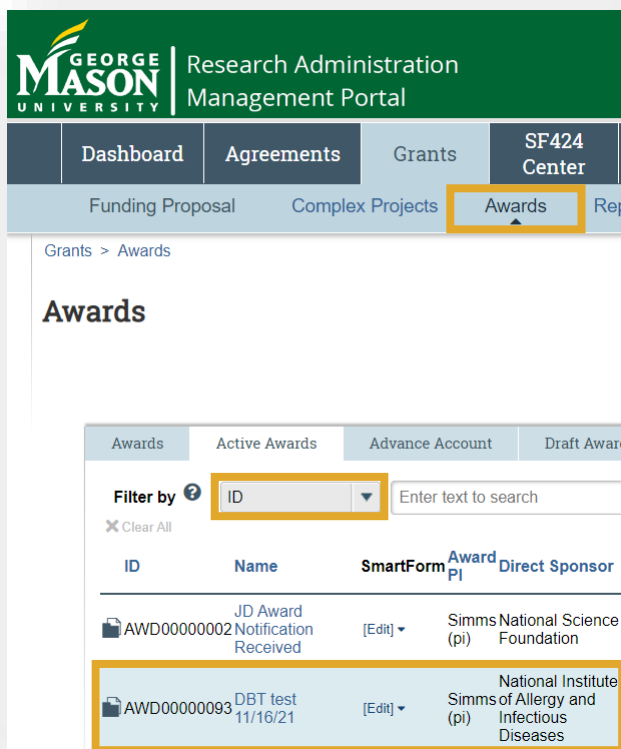


## Request an Award Modification

An Award Modification Request is a mechanism for requesting and update to an existing Award. These may be changes that require sponsor or internal approval to be applied. This project type allows user to initiate and track these requests prior to the application of a Modification.

### STEP 1: Navigate the Awards Workspace

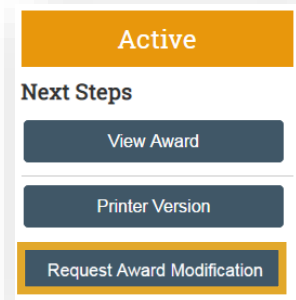
- To initiate a request, Login to [RAMP Portal](#). Navigate to **Grants > Awards > Active Awards** and select the award being modified.



**NOTE:** To request an award modification, the award must be in the **Active** or **Advance Account** state.

### STEP 2: Request Award Modification

- Navigate to the **Request Award Modification** button on the left side of the award workspace.



### STEP 3: Complete Request Details SmartForm

- Complete the SmartForm and include all information available that will assist OSP in processing this award modification request, then select **Finish**.

Creating New: Award Change Request Go

#### Request Details

1. \* Short title:

2. Date requested: 4/4/2022

3. \* Full description of requested changes:

4. Supporting documents:

+ Add

Name
There are no items to display

5. Specialist: Ava Lambert

Enter a descriptive title that will distinguish this modification from any other modifications on this award like, "Continuation for Year 2"

Include any supporting documents relevant to this request. For example, if requesting a continuation, include the Notice of Award, Amendment, DOD Award Modification, or any other similar documentation used to by the Sponsor.

- After completing the SmartForms you will return to the workspace and the record will be in **Draft** state. The record will also be assigned its own ID that begins with "AMR" followed a sequential numeric value.

**Draft** JD Test AMR00000033 Modification Request

Submitted By: Rebecca Simms (pi) Request Date: 5/4/2022

Specialist: Justin Barclay Award: Testing FP (AWD00000132)

History Attachments

### STEP 4: Submit Request for Review

- When ready to route for review, select **Submit to Specialist**.

**Draft**

Edit Modification Request

Printer Version

➔ Submit to Specialist

← Withdraw

📄 Copy

👤 Assign Submitter

💬 Log Comment

- Provide any comments or supporting documents and select **OK**.

- The request will transition from **Draft** to **Review** state.

## STEP 5: Next Steps

- After PI/Dept creates the modification request, the assigned OSP Specialist will be notified and the request will appear in their RAMP inbox. They will then review and request any clarifications or initiate the appropriate follow up steps. Once completed, the record will transition to the **Approved** state.

- At any point in the workflow, you can access the Award Modification Request from the Awards dashboard through the Award Mod Requests tab.

- You can also access the request from the **Modification Requests** section of the **Modifications** tab on the parent Award's workspace:

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Corresponde
<b>Modification Requests</b>								
Name	SmartForm	Execute Activity		▼ Date Modified		State	Submitter	
FP Mod 1	[Form] ▼	Execute Activity... ▼		5/2/2022 1:16 PM		Review	Rebecca Simms (pi)	
<b>Modifications</b>								
ID	Name	SmartForm	Date Created	▼ Date Modified		State	Mod Type	
AWD00000132-MOD001	Modification #1	[Forms] ▼	5/2/2022 1:18 PM	5/2/2022 1:19 PM		Approved	No Cost Extension	

**NOTE:** Multiple modification requests can be submitted in parallel for the same award.