

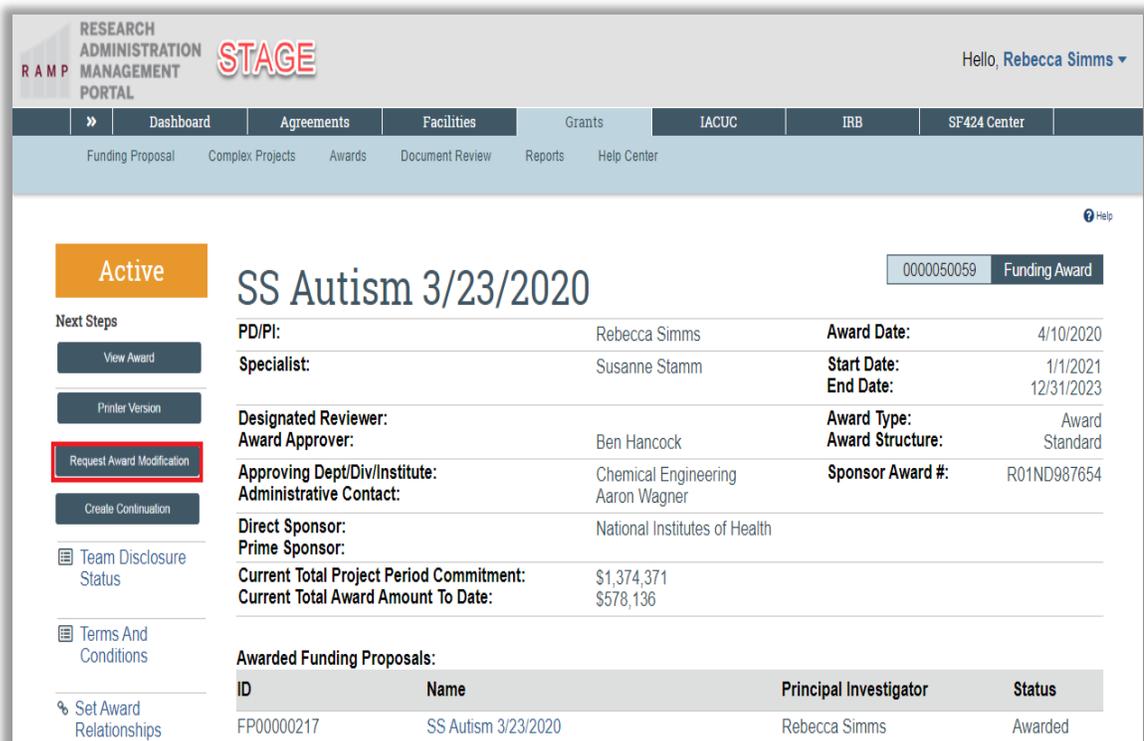
## RAMP GRANTS: HOW TO REQUEST AN AWARD MODIFICATION

### Award Modification Request

Active awards often need to be changed in some way, for example, to address Sponsor requests, update awarded amounts, or account for an approved extension. This procedure shows how to create an award modification request and submit it for review. Grants supports multiple award modification requests for a single award. Typically, the PI, or departmental administrator (Administrative Contact) requests modifications (though several other roles have permissions to do so).

#### To request an award modification

1. Open the award workspace that needs to be changed either from the Dashboard or from the Awards tab on the Grants page.
2. From the award workspace, click **Request Award Modification**.



The screenshot shows the RAMP portal interface. At the top, there is a navigation bar with the RAMP logo and the word 'STAGE' in red. Below the navigation bar, there are tabs for 'Dashboard', 'Agreements', 'Facilities', 'Grants', 'IACUC', 'IRB', and 'SF424 Center'. Under the 'Grants' tab, there are sub-tabs for 'Funding Proposal', 'Complex Projects', 'Awards', 'Document Review', 'Reports', and 'Help Center'. The main content area shows an 'Active' award workspace for 'SS Autism 3/23/2020'. On the left side, there is a 'Next Steps' section with buttons for 'View Award', 'Printer Version', 'Request Award Modification' (highlighted with a red box), and 'Create Continuation'. Below this are links for 'Team Disclosure Status', 'Terms And Conditions', and 'Set Award Relationships'. The main content area displays award details: '0000050059 Funding Award', 'PD/PI: Rebecca Simms', 'Specialist: Susanne Stamm', 'Designated Reviewer: Ben Hancock', 'Award Approver: Ben Hancock', 'Approving Dept/Div/Institute: Chemical Engineering', 'Administrative Contact: Aaron Wagner', 'Direct Sponsor: National Institutes of Health', 'Prime Sponsor: National Institutes of Health', 'Current Total Project Period Commitment: \$1,374,371', and 'Current Total Award Amount To Date: \$578,136'. At the bottom, there is a table for 'Awarded Funding Proposals' with columns for ID, Name, Principal Investigator, and Status.

ID	Name	Principal Investigator	Status
FP00000217	SS Autism 3/23/2020	Rebecca Simms	Awarded

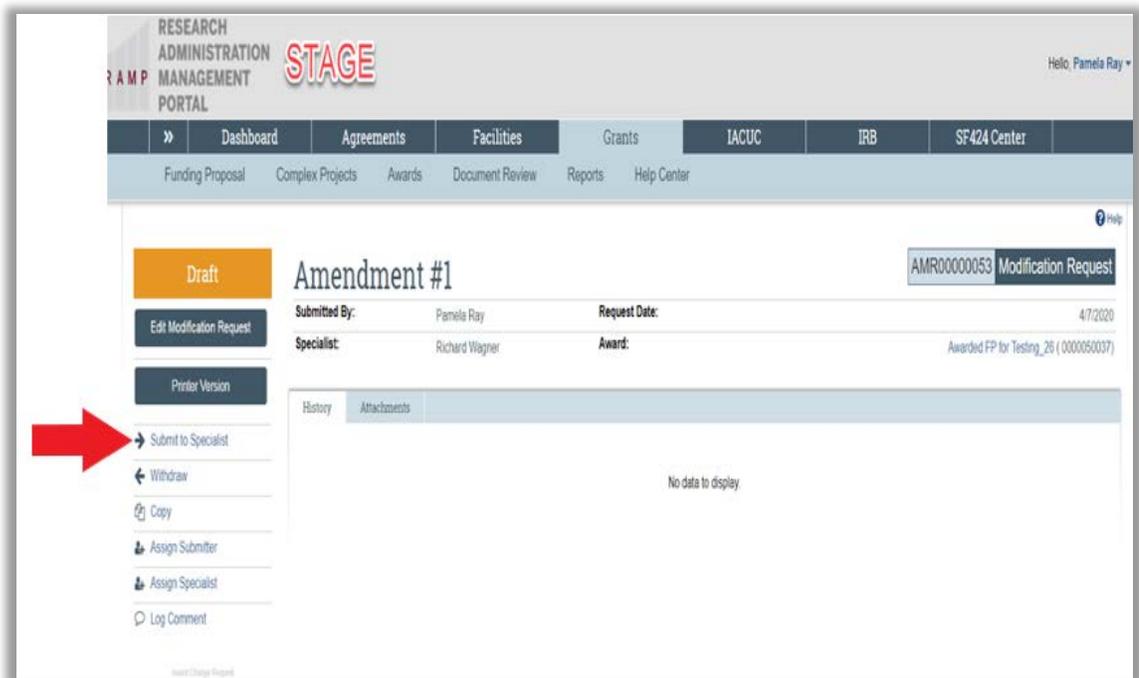
In the SmartForm, enter a meaningful title for the award modification type, complete the description for the modification request, and attach any supporting documents.

The screenshot shows the 'RESEARCH ADMINISTRATION MANAGEMENT PORTAL' interface. The main heading is 'STAGE' in large red letters. Below it, the page title is 'Creating New Award Change Request'. The form is titled 'Request Details' and contains the following sections:

- 1. \* Indicate the award modification type:** A dropdown menu is shown with a red arrow pointing to it. A red box highlights the dropdown options: Revision | Supplement, No Cost Extension, Re-budget, Continuation, Carryover, and Advance/Remove from Advance.
- 2. Date requested:** A date input field containing '4/7/2020' and a calendar icon.
- 3. \* Full description of requested changes:** A large text area for entering details.
- 4. Supporting documents:** A section with a '+ Add' button and a table header 'Name'. Below the header, it says 'There are no items to display'.

- When satisfied with your entries, click **Finish** to save your work and exit the SmartForm. Grants creates the modification request in the Draft state, and takes you to its workspace. The modification request also appears in your inbox until you submit it for review.

4. From the modification request workspace, click **Submit to Specialist**.



5. On the Submit to Specialist form, include any additional comments and/or supporting documents, then click **OK**.

**Submit to Specialist**

**1. Comments:**

**2. Supporting documents:**

+ Add

Name  
There are no items to display

OK
Cancel

The award modification request transitions to the Review state and appears in the assigned specialist's inbox. The next task is for the assigned specialist to review the award modification request.

RESEARCH ADMINISTRATION MANAGEMENT PORTAL

STAGE

Hi! Pamela Ray ▾

» Dashboard
Agreements
Facilities
Grants
IACUC
IRB
SF424 Center

Funding Proposal
Complex Projects
Awards
Document Review
Reports
Help Center

Review

Amendment #1

AMR0000053

Modification Request

**Submitted By:** Pamela Ray
**Request Date:** 4/7/2020

**Specialist:** Richard Wagner
**Award:** Awarded FP for Testing\_26 ( 0000050037)

History
Attachments

Activity	Author	Activity Date
Request Submitted to Specialist.	Ray, Pamela	4/7/2020 4:41 PM

View Modification Request

Printer Version

← Withdraw

📄 Copy

👤 Assign Submitter

👤 Assign Specialist

🔍 Log Comment