RESEARCH ADMINISTRATION MANAGEMENT PORTAL

# RAMP GRANTS: HOW TO REQUEST AN AWARD MODIFICATION

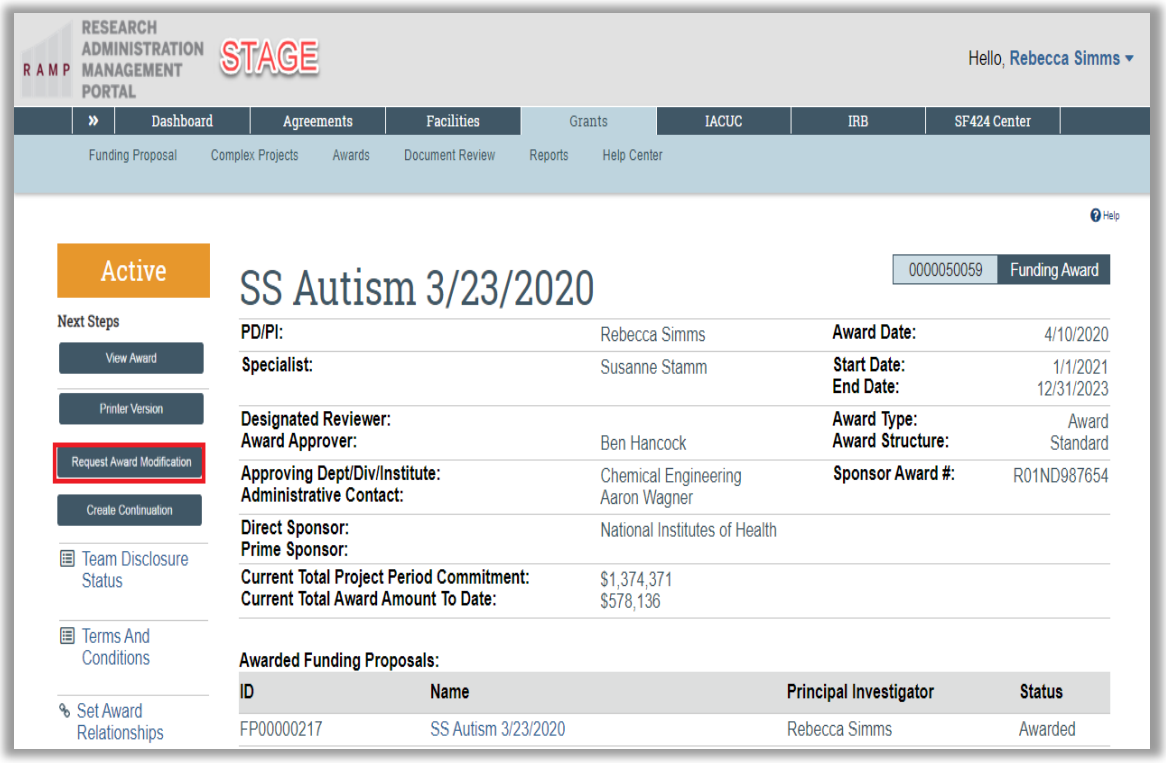
## Award Modification Request

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).

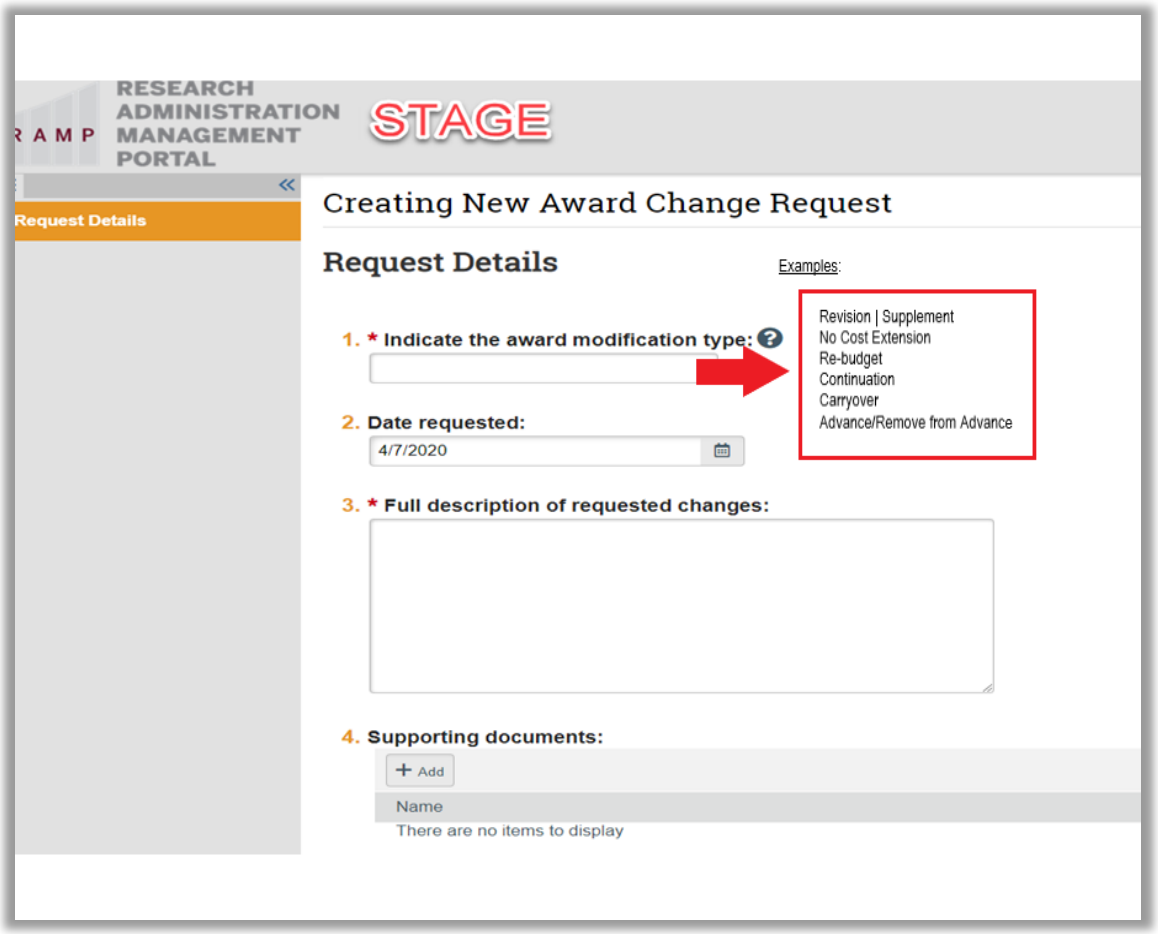
### To request an award modification

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**.

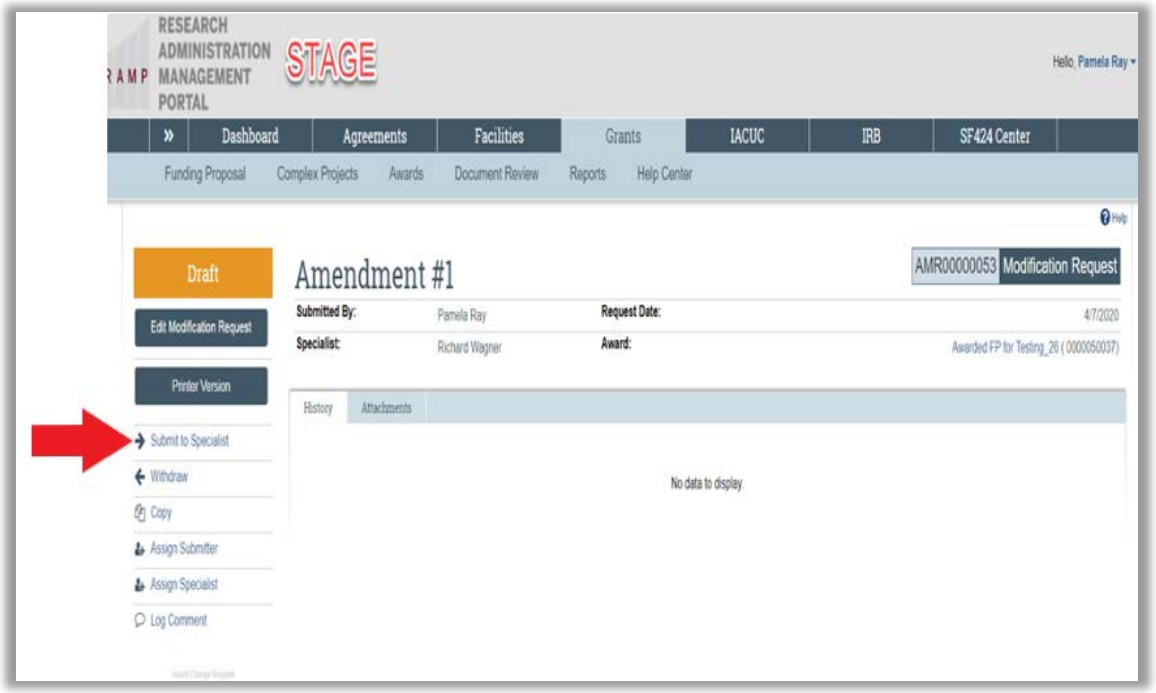


In the SmartForm, enter a meaningful title for the award modification type, complete the description for the modification request, and attach any supporting documents.

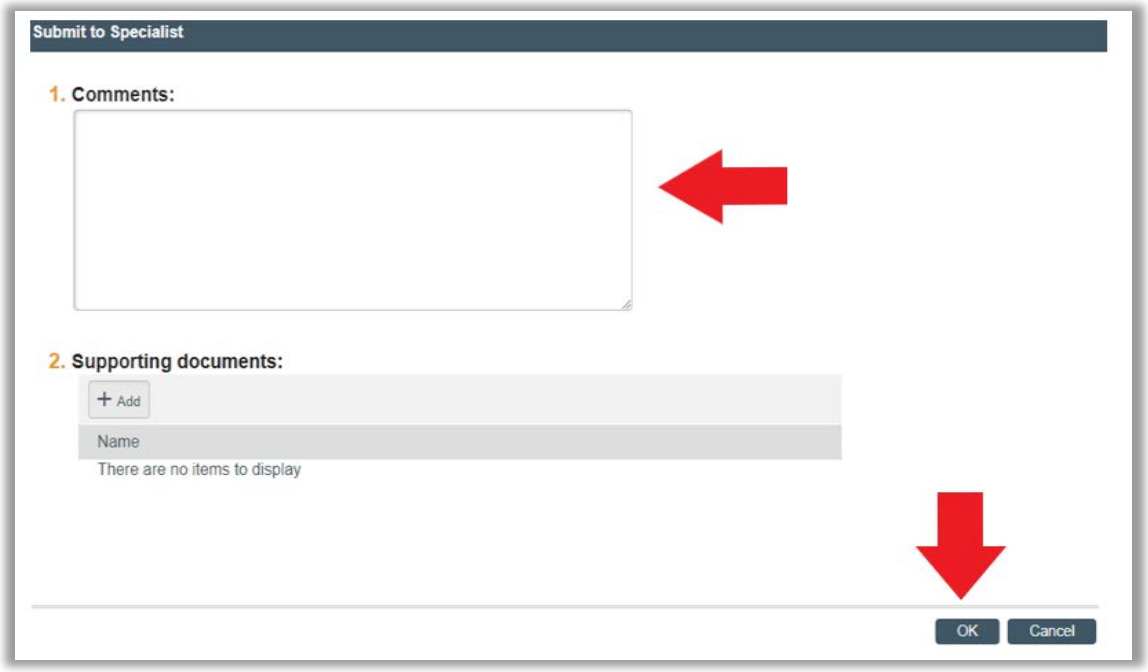


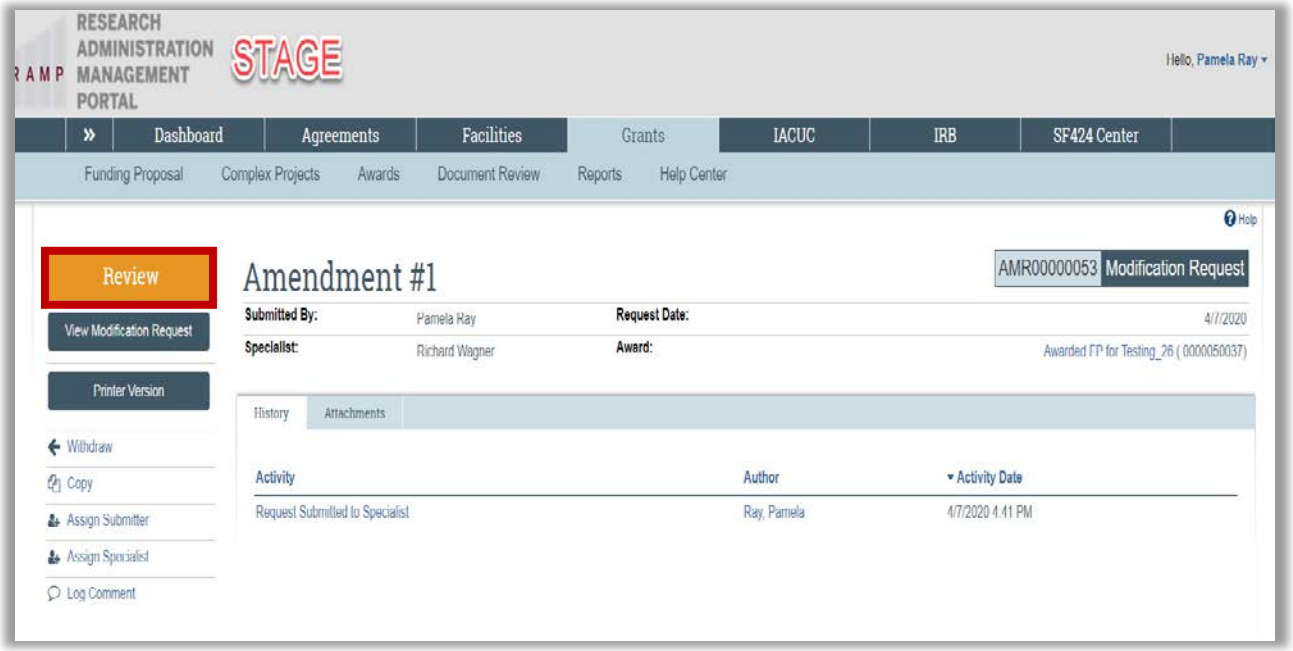

3. When satisfied with your entries, click **Finish** to save your work and exit the SmartForm. Grants creates the modification request in the Draft state, and takes you to its workspace. The modification request also appears in your inbox until you submit it for review.

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**.




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.