

RAMP GRANTS: HOW TO RESPOND TO A CLARIFICATION REQUEST

When a PI requests a modification to an award, the assigned Specialist may have questions or need clarification on information in the request. The Specialist may perform the “Clarification Requested” activity to have these questions addressed by the PI.

When the assigned Specialist submits a clarification request to the PI, the PI receives an email notification informing them of this request.

To respond to a clarification request, you will need to open the modification request workspace by clicking the link in the email notification or in the My Inbox filter by the State “**Clarification Requested**” and click on the name of the modification that needs your attention.



The screenshot shows the RAMP STAGE portal interface. At the top, there is a navigation bar with tabs for Dashboard, Agreements, Facilities, Grants, IACUC, IRB, and SF424 Center. The user is logged in as Rebecca Simms. The main content area is titled 'My Inbox' and features a filter dropdown set to 'State' with a search box containing 'Clarification Requested'. Below the filter is a table with the following data:

ID	Name	Date Created	Date Modified	State	Coordinator
AMR00000063	Re-budget	4/16/2020 10:39 PM	4/16/2020 10:45 PM	Clarification Requested	Rebecca Simms

The table indicates there is 1 item on page 1 of 1, with 25 items per page. A red box highlights the 'Re-budget' name in the table, and a red arrow points to the 'Create' button in the left sidebar.

On the History tab, click on the “**Clarifications Requested**” link to view the details of the request and any documents associated with the request.

Clarification Requested

Re-budget AMR0000063 Modification Request

Submitted By: Rebecca Simms **Request Date:** 4/16/2020
Specialist: Susanne Stamm **Award:** 3/26/2020 RDL Award (0000050053)

[Edit Modification Request](#) [Printer Version](#)

- **Submit Clarifications**
- ← **Withdraw**
- 📄 **Copy**
- 👤 **Assign Submitter**
- 🗨️ **Log Comment**

Activity	Author	Activity Date
Clarifications Requested Please provide justification for this re-budget	Stamm, Susanne	4/16/2020 10:45 PM
Request Submitted to Specialist Rebudget request	Simms, Rebecca	4/16/2020 10:40 PM

<< Return to Workspace 1 / 2 Next >

Activity Details (Clarifications Requested)

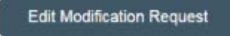
Allows the specialist to return the request to the submitter for clarification

Author: Susanne Stamm (Sponsored Rsch Administration)
Logged For (Award Change Request): Re-budget
Activity Date: 4/16/2020 10:45 PM

Activity Form | Property Changes | Documents | Notifications



1. * Comments:
Please provide justification for this re-budget **Needs Clarification**

2. Supporting documents:
Name
There are no items to display

Return to the workspace and click the  button to make any necessary changes and/or add additional supporting documents to the modification request, then click “Finish.”


Editing: AMR00000063

Request Details

- * Indicate the award modification type:** 
- Date requested:**
 
- * Full description of requested changes:**

Move \$2,000 from Supplies to Trainee Travel.

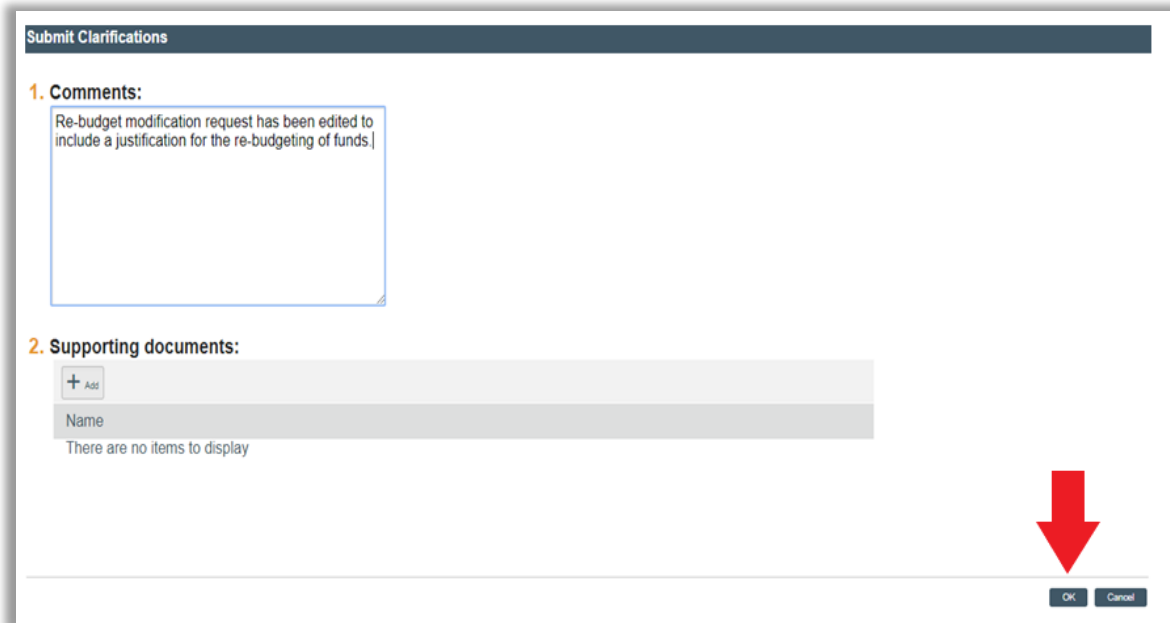
The location of the training has changed and requires rescheduling travel plans, which will be an added expense.


- Supporting documents:**

+ Add

Name
There are no items to display
- Specialist:**
Susanne Stamm

You will need to perform the **Submit Clarifications** activity to send your response to the assigned Specialist. On the Submit Clarifications form, enter comments and supporting documents for your response to the clarification request, and then click OK.



Submit Clarifications

1. Comments:

Re-budget modification request has been edited to include a justification for the re-budgeting of funds.

2. Supporting documents:

+ Add

Name
There are no items to display

OK Cancel

The modification request returns to the **Review** state. The system sends an email notification to the Specialist.

If the response to the clarification requested invites more questions, the Specialist may request additional clarifications. If the response to the clarification request is sufficient, the Specialist will perform the **Approve** activity, supply any comments or supporting documents, and click **OK**. The award modification request moves to the **Approved** state.

The Specialist will then create the requested modification.