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.
On the History tab, click on the “Clarifications Requested” link to view the details of the request and any documents associated with the request.
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.”
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 Form](image)

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.**