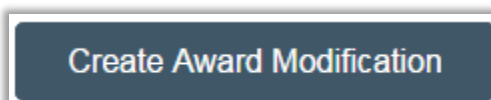## Creating a Modification and Workflow

Award Workspace

1. Select Create Award Modification.

Award Modifications SmartForm

1. Complete the SmartForm selecting the appropriate modification type. Click here to view the modification types with definitions and examples.

2. The selected Modification Type will drive the SmartForms that will follow for updating.
   a. Revision | Supplement – Related Items, Budget Allocations, Budget Reconciliation
   b. No Cost Extension – Budget Allocation
   c. Re-budget – Budget Allocation and Budget Reconciliation
   d. Continuation - Related Items, Budget Allocations, Budget Reconciliation
   e. Carryover - Budget Allocation and Budget Reconciliation
   f. NGA Revised - Related Items, Budget Allocations, Budget Reconciliation
   g. Budget Allocation Correction - Related Items, Budget Allocations, Budget Reconciliation
   h. Early Termination – Early Termination
   i. Demographic Changes Only – First select the change type: Financial Account Change, Personnel Change, Sponsor Change, or Other Changes (T&C, Compliance Update, etc.). Once that is selected you will be directed to the relevant SmartForm.

3. Complete award modification by selecting Finish and continue to modification workflow.

Workflow is available on modifications. Modifications may be sent for Designated Review, if necessary.

Award Modification Workspace

1. If the Specialist or Award Approver needs to be updated, use Assign Specialist or Assign Award Approver activity.

2. Select Submit for Final Review. If the modification is completed, select Approve.

3. If the modification should go to school review, select Submit for Designated Review.

    a. The Designated Reviewer will use Submit for Final Review to return the modification back to OSP.

4. If the modification is completed, select Approve. There are also options to Withdraw, Request Changes, or Send for Sponsor Approval.