



Creating a Modification and Workflow

Award Workspace

1. Select Create Award Modification.

A dark blue rectangular button with rounded corners and a subtle drop shadow, containing the text "Create Award Modification" in white, sans-serif font.

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.](#)

*** Select Modification Type:**

- Revision | Supplement
- No Cost Extension
- Re-budget
- Continuation
- Carryover
- NGA Revised
- Budget Allocation Correction
- Early Termination
- Demographic Changes Only

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 and edits, if necessary.

Award Modification Workspace

Draft **Modification #4** AWD00000004-MOD004 Modification

Next Steps

- Edit Award Modification
- Printer Version
- Submit for Designated Review
- Submit for Final Review
- Withdraw
- Manage Ancillary Reviews
- Submit Ancillary Review
- Send for Sponsor Approval
- Received Sponsor Response

Parent Award: Demo 6/14/23 **Effective Date:**

Description: **Direct Sponsor:** National Institutes of Health

PD/PI: Eric Larson **Specialist:** Eric Larson

Approving Dept./Center/Institute: Office of Sponsored Programs **School:** SVC Research

COI Compliance: No Financial Compliance: No PAE Select Funder: No

History Administrative Changes Terms And Conditions Funding Actions Personnel Compliance

Activity Author Activity Date

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.

