PERIS™ MyFunding Modification Matrix

The purpose of this document is to define the Award Modification types in MyFunding and the processes that must be followed for SPA to ultimately process the award/project modification(s) in PRISM RPA. For more information on processing award modification changes, please visit the SharePoint site.

Unless otherwise noted, the modification should include the NOA or related sponsor provided documents confirming the update and any required school specific or OSP documents

Modification Type	Definition	Process Notes
Revision/Supplement	Modification that adds supplemental funds to support an existing award. This should only be used when the sponsor sends a Supplement for a specific scope of work. SPA will establish a new project number for this action to track budget and spend separately. If the modification is for a non-supplemental increase in funds or other amendment revision, the NGA Revised type should be used.	Create one budget allocation, reconciled to subcode 8130; when activated, complete an on-line BMR to allocate the budget accordingly
No Cost Extension	Modification that extends the end date of a project without adding (or decreasing) funding	If internal NCE, please notate/attach approvals and enter the new end date within the MOD comments
Re-budget	Only use if Sponsor requires approval for re-budgeting (otherwise enter directly in the on-line research BMR application)	When approved, create an on-line BMR and attach the approval information
Continuation	Modification to add a new year of funding to an existing award. For some sponsors such as the NIH, this is can be generated from a continuation proposal request and not from an AMR.	Create one budget allocation, reconciled to subcode 8130; when activated, complete an on-line BMR to allocate the budget accordingly
Carryover	Modification that carries money forward from one budget period into another. If carryover is specifically awarded as part of a continuation, a separate MOD is not required, and the cumulative amount will be activated by SPA with the continuation.	Note the approved amount of carryover in the MOD comments; SPA will activate the carryover funding in subcode 8130, complete an on-line BMR to allocate the budget accordingly
NGA Revised	Modification type used for both changes in terms and conditions and/or changes to funding amounts not specifically in a Continuation or Supplement record. This type can have one or more modifications in one action.	When the modification is an increase in funding, create one budget allocation, reconciled to subcode 8130; when activated, complete an on-line BMR to allocate the budget accordingly (see guidance for decreases)
Early Termination	Modification to terminate an award and set the status to terminated, any changes to funding would be in an NGA Revised type. OSP will determine if this is needed when the termination AMR is submitted.	If the award is terminating soon and the budget is being reduced, the reduction can be handled with a closing memo to SPA; otherwise it is an NGA revised
Sponsor Change	Modification to change the sponsor. Used when a sponsor changes its legal name or when another sponsor subsumes a sponsor.	Attach sponsor notification of the name/entity change
Demographic Changes Only	Modification to make demographic changes (ex: CAN for an NIH award, department point of contact)	Note in the comments the type of change requested

Update February 2023