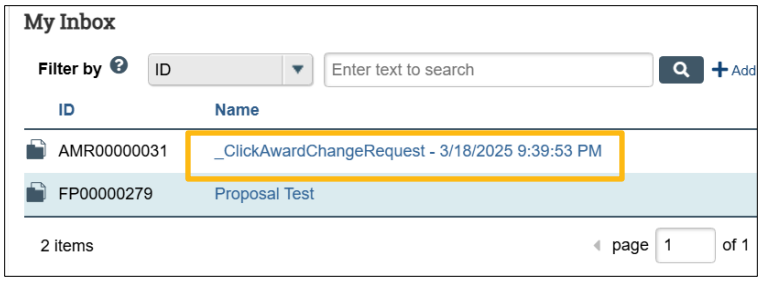
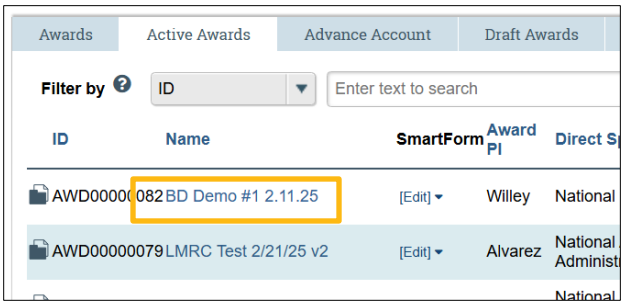
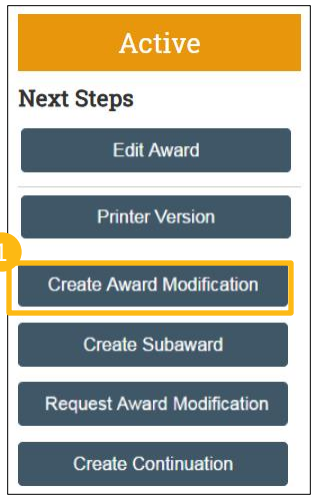
Create and Submit an Award Modification

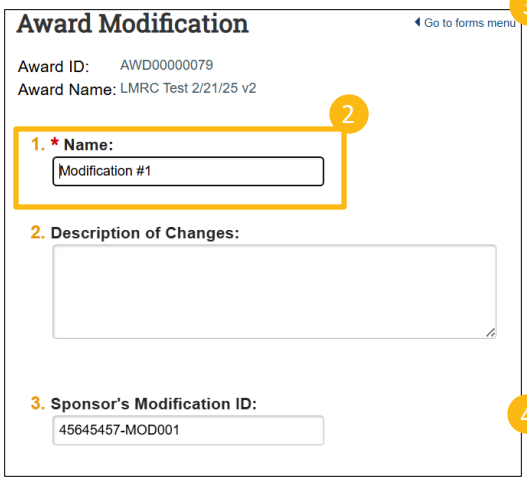
1. **Navigate to your inbox on the Dashboard or go to the Grants page -> Awards tab -> Active Awards. Select the name of the award to be modified.**

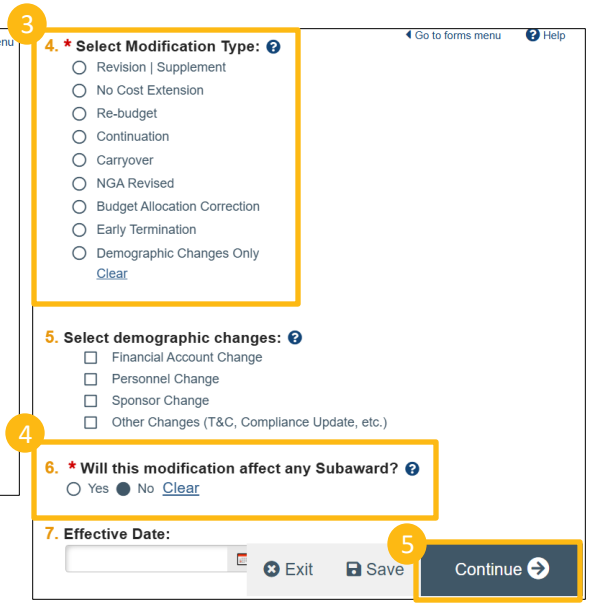




2. **From the award workspace, click Create Award Modification. On the first page of the modification, give the modification a name, select the modification type, indicate if the modification will affect any Subaward, and provide any optional information needed. When you've completed this page, click Continue.**







3. **Continue through the other modification pages, specifying the needed changes to the award. When satisfied with the modification, click Finish on the last page. Submit the modification for review by clicking Submit for Final Review on the award modification workspace. After clicking Submit, the award modification will be sent to a specialist for review who can approve, decline, request changes, or withdraw it. The changes to the modification will not be reflected in the parent award until the specialist officially approves the modification.**

