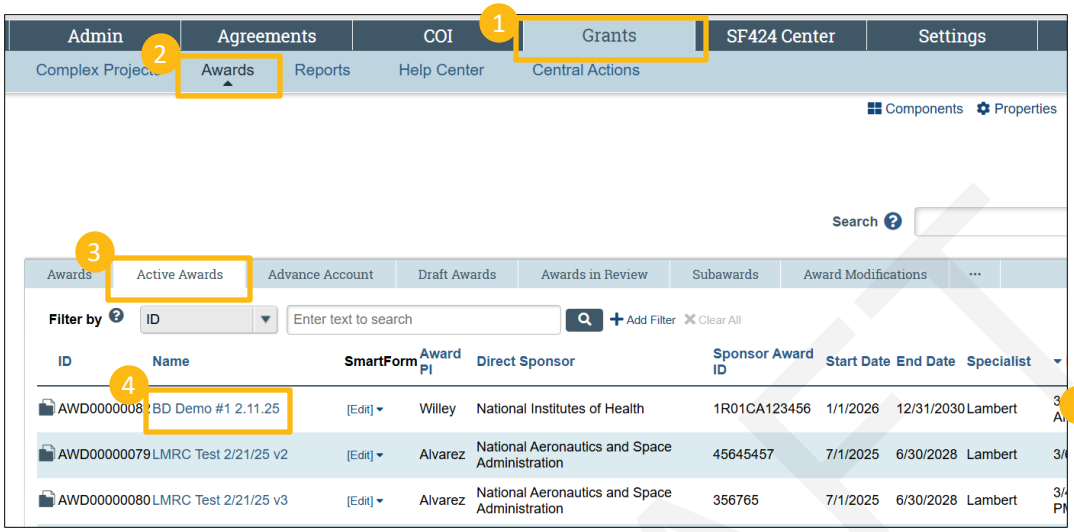
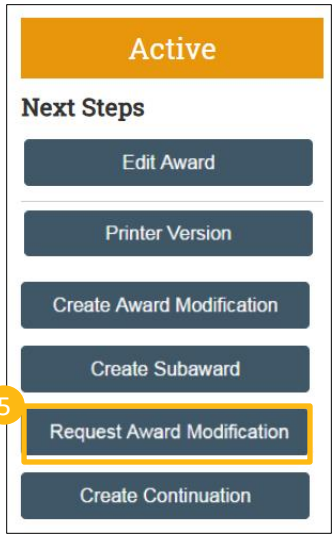
Request an Award Modification

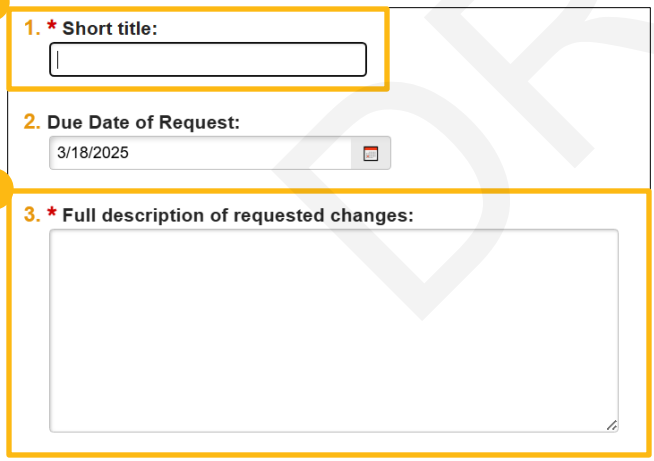
During the lifecycle of a research project, active awards often require changes, for example, budget adjustments, no cost extensions, or personnel changes. This job aid shows how to create an award modification request and submit it for review. Note: Make sure to follow any local unit-defined business processes regarding any additional approvals that should be collected prior to submitting the request for OSP review. Those approvals, where needed, should be documented and attached to the request prior to submitting for OSP review.

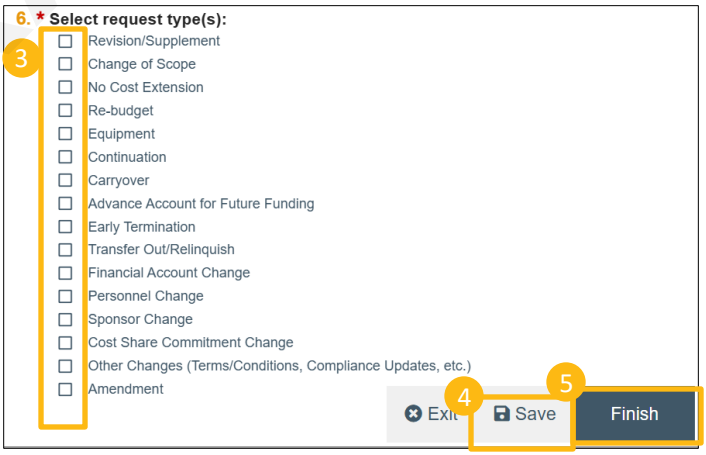
1. **Open the award that needs to be changed from the Grants Awards page under the Active Awards tab, then select Request Award Modification. Note: this button only appears on awards in Active or Advance Account states.**



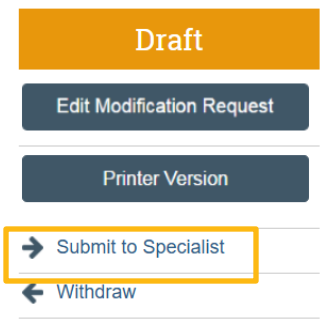


2. **In the smartform, enter a title and description for the modification request, and supply any of the optional information. For question 6, select the request type(s). Multiple changes can be included within a single request. Click Save to generate the additional pages based on the type(s) selected, then click Continue to go to the next page. After completing each page, click Continue until you reach the last page, then click Finish to save your entries and exit the smartform.**





3. **From the award modification request workspace, click Submit to Specialist. On the Submit to Specialist form, optionally supply any instructions and supporting documents, then click OK.**



The award modification request transitions to the Review state and appears in the assigned Specialist's inbox for their review and processing.

DRAFT