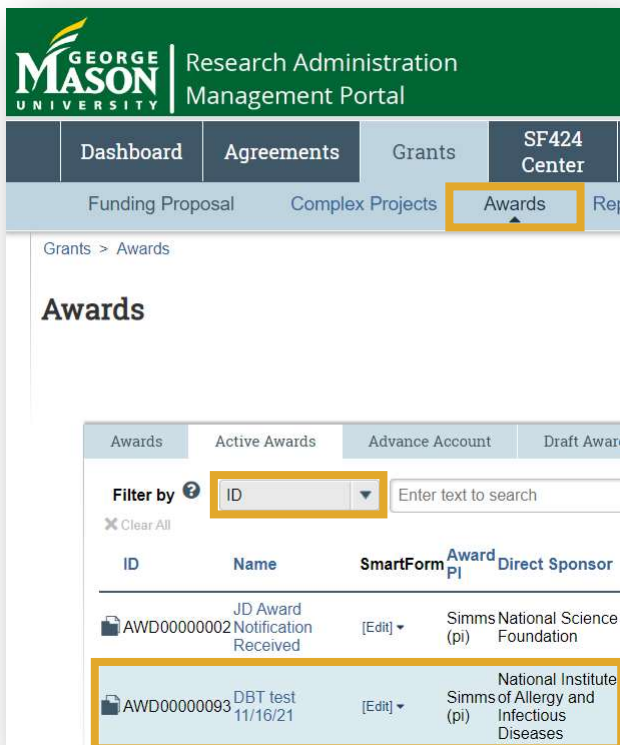# Request an Award Modification

An Award Modification Request is a mechanism for requesting and update to an existing Award. These may be changes that require sponsor or internal approval to be applied. This project type allows user to initiate and track these requests prior to the application of a Modification.

STEP 1: Navigate the Awards Workspace

➢ To initiate a request, Login to RAMP Portal. Navigate to **Grants > Awards > Active Awards** and select the award being modified.
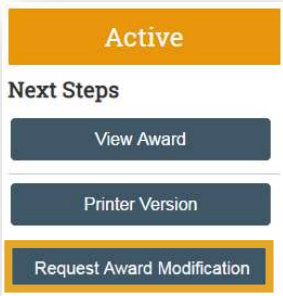
NOTE: To request an award modification, the award must be in the **Active** or **Advance Account** state.

STEP 2: Request Award Modification

➢ Navigate to the **Request Award Modification** button on the left side of the award workspace.

STEP 3: Complete Request Details SmartForm

➢ Complete the SmartForm and include all information available that will assist OSP in processing this award modification request, then select **Finish**.

Creating New: Award Change Request ◄ Go

Request Details

1. *** Short title:**

2. **Date requested:**
   4/4/2022

3. *** Full description of requested changes:**

4. **Supporting documents:**
   + Add
   Name
   There are no items to display

5. **Specialist:**
   Ava Lambert

Enter a descriptive title that will distinguish this modification from any other modifications on this award like, **"Continuation for Year 2"**

Include any supporting documents relevant to this request. For example, if requesting a continuation, include the Notice of Award, Amendment, DOD Award Modification, or any other similar documentation used to by the Sponsor.

➢ After completing the SmartForms you will return to the workspace and the record will be in **Draft** state. The record will also be assigned its own ID that begins with "AMR" followed a sequential numeric value.

Draft	JD Test		AMR00000033	Modification Request
Edit Modification Request	Submitted By: Rebecca Simms (pi)	Request Date:		5/4/2022
Printer Version	Specialist: Justin Barclay	Award:		Testing FP (AWD00000132)
	History Attachments			

STEP 4: Submit Request for Review

➢ When ready to route for review, select **Submit to Specialist**.

Draft
Edit Modification Request
Printer Version
➔ Submit to Specialist
← Withdraw
⎘ Copy
👤 Assign Submitter
💬 Log Comment

➢ Provide any comments or supporting documents and select **OK.**

➢ The request will transition from **Draft** to **Review** state.

STEP 5: Next Steps

➢ After PI/Dept creates the modification request, the assigned OSP Specialist will be notfied and the request will appear in their RAMP inbox. They will then review and request any clarifications or initaite the appropriate follow up steps. Once completed, the record will transition to the **Approved** state.

➢ At any point in the workflow, you can access the Award Modification Request from the Awards dashboard through the Award Mod Requests tab.

➢ You can also access the request from the **Modification Requests** section of the **Modifications** tab on the parent Award's workspace:

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Corresponde

Modification Requests

Name	SmartForm	Execute Activity	▾ Date Modified	State	Submitter
FP Mod 1	[Form] ▾	Execute Activity... ▾	5/2/2022 1:16 PM	Review	Rebecca Simms (pi)

Modifications

ID	Name	SmartForm	Date Created	▾ Date Modified	State	Mod Type
AWD00000132-MOD001	Modification #1	[Forms] ▾	5/2/2022 1:18 PM	5/2/2022 1:19 PM	Approved	No Cost Extension

NOTE: Multiple modification requests can be submitted in parallel for the same award.