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**.

  ![SmartForm Image]

  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 Record Image]

STEP 4: Submit Request for Review

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

![Submit to Specialist Image]
- 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 notified and the request will appear in their RAMP inbox. They will then review and request any clarifications or initiate 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:
NOTE: Multiple modification requests can be submitted in parallel for the same award.