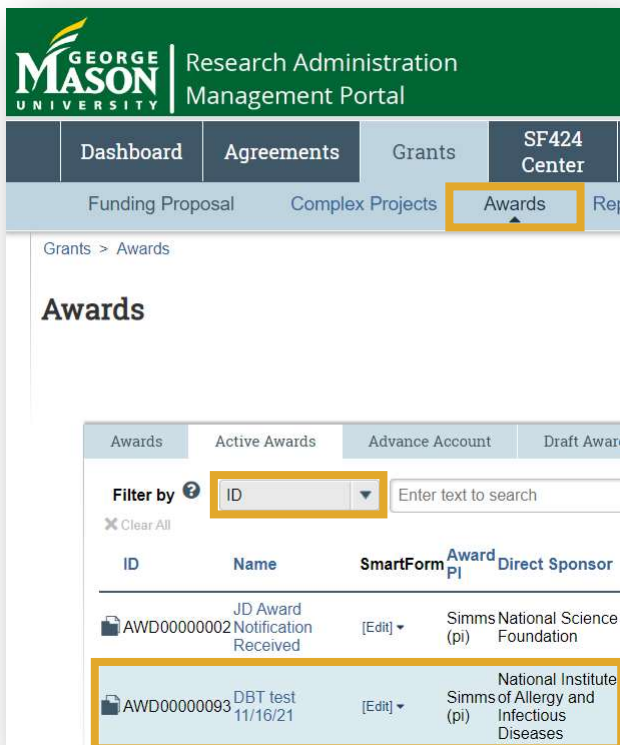


Request an Award Modification

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.



GEORGE MASON UNIVERSITY | Research Administration Management Portal

Dashboard | Agreements | Grants | SF424 Center

Funding Proposal | Complex Projects | **Awards** | Request

Grants > Awards

Awards

Awards | Active Awards | Advance Account | Draft Award

Filter by ? ID [v] Enter text to search

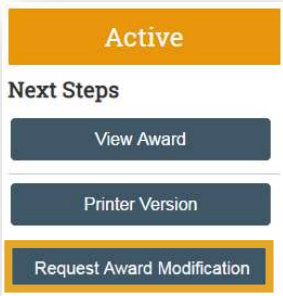
Clear All

ID	Name	SmartForm	Award PI	Direct Sponsor
AWD00000002	JD Award Notification Received	[Edit]	Simms	National Science Foundation
AWD00000093	DBT test 11/16/21	[Edit]	Simms	National Institute of Allergy and Infectious Diseases

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.



Active

Next Steps

View Award

Printer Version

Request Award Modification

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

Request Details

1. * Short title:
2. Date requested:
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

Printer Version

Submitted By: Rebecca Simms (pi)

Request Date: 5/4/2022

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**.

Submit to Specialist

1. Comments:

2. Supporting documents:

+ Add

Name

There are no items to display

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

Review

View Modification Request

Printer Version

← Withdraw

📄 Copy

Continuation Year 2

Submitted By: Rebecca Simms (pi)

Request Date:

Specialist: Ava Lambert

Award:

History

Attachments

Activity

Author

Request Submitted to Specialist

Simms (pi)

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.

Approved

View Modification Request

Printer Version

📄 Copy

👤 Assign Specialist

mod 1 to extend

Submitted By: Kimberly Jervey

Request Date:

Specialist: OSP Assignment

Award:

History

Attachments

Activity

Author

Approved

Administrator

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

Awards	Active Awards	Advance Account	Draft Awards	Awards in Review	Subawards	Award Mod Requests	...
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Filter by ?


ID

Enter text to search

Q

+ Add Filter

✕ Clear All

ID	Name	Execute Activity	State	Award	Award PI	Direct Sponsor	Specialist	Create Date	Modified Date
 AMR00000001	mod 1 to extend	Execute Activity...	Approved	DJM - TEST 2	Administrator	3M Company	Assignment	4/5/2022 10:55 AM	5/4/2022 8:23 AM

- 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.