1. Log into UVMClick – Use the link at the bottom of the SPA webpage or go directly to grants.connect.uvm.edu. Click the green Login button, and enter your UVM NetID and password.

2. Click the Grants Tab, click Awards, Search for the applicable award (% = wildcard)

3. Click on the “Name” (title) to open the record

4. Click Request Award Modification on the left side of the Funding Award screen to create the Modification Request SmartForm. Complete the SmartForm.
5. When you are ready to submit your request to SPA, click the Submit to Specialist activity.

Note: If you are not yet ready to submit, you may leave the page and return to the Modification Request SmartForm later by opening the funding award, scrolling down to the Modification Requests list, clicking the Name of the Modification Request, then clicking Edit Modification Request.

Please keep in mind that SPA will not receive or be able to begin processing your NCE request until you have completed the Submit to Specialist activity.