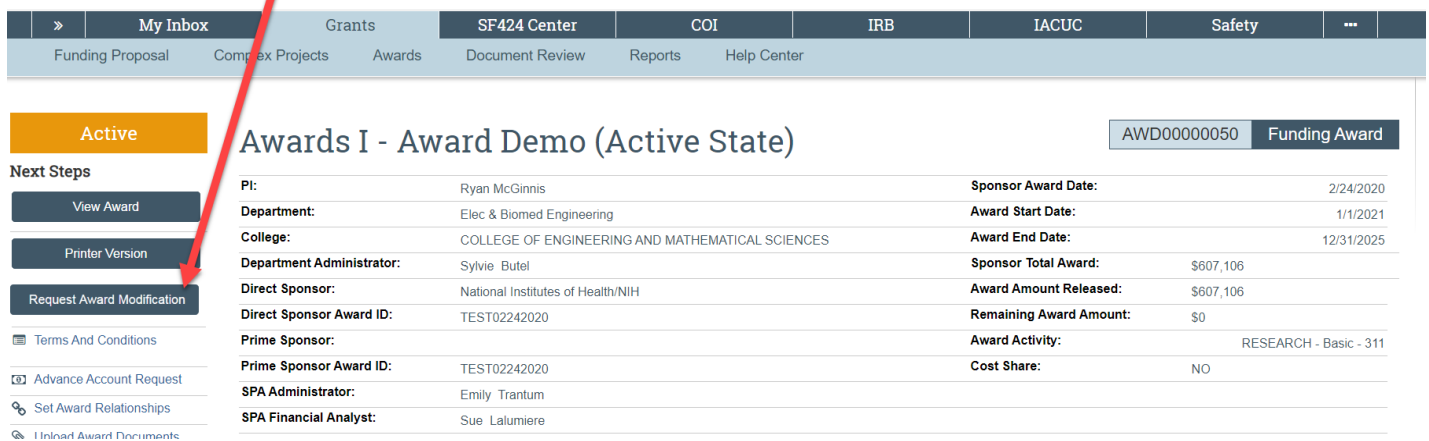


Department Creation and Submission of an Award Modification Request (AMR):

- Navigate to the Active Awards Screen
 - Grants > Awards > Active Awards
- Locate the award to request the award modification for and click on the name.
- With the award displayed, select **Request Award Modification** from the left side of the screen.



The screenshot displays the 'Active Awards' interface. At the top, there is a navigation bar with tabs for 'My Inbox', 'Grants', 'SF424 Center', 'COI', 'IRB', 'IACUC', and 'Safety'. Below this, a sub-navigation bar includes 'Funding Proposal', 'Complex Projects', 'Awards', 'Document Review', 'Reports', and 'Help Center'. The main content area shows the title 'Awards I - Award Demo (Active State)' and a button 'Request Award Modification' highlighted in orange. A red arrow points to this button. To the right of the title, there is a box containing 'AWD00000050' and 'Funding Award'. Below the title, a table lists award details:

PI:	Ryan McGinnis	Sponsor Award Date:	2/24/2020
Department:	Elec & Biomed Engineering	Award Start Date:	1/1/2021
College:	COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES	Award End Date:	12/31/2025
Department Administrator:	Sylvie Butel	Sponsor Total Award:	\$607,106
Direct Sponsor:	National Institutes of Health/NIH	Award Amount Released:	\$607,106
Direct Sponsor Award ID:	TEST02242020	Remaining Award Amount:	\$0
Prime Sponsor:		Award Activity:	RESEARCH - Basic - 311
Prime Sponsor Award ID:	TEST02242020	Cost Share:	NO
SPA Administrator:	Emily Trantum		
SPA Financial Analyst:	Sue Lalumiere		

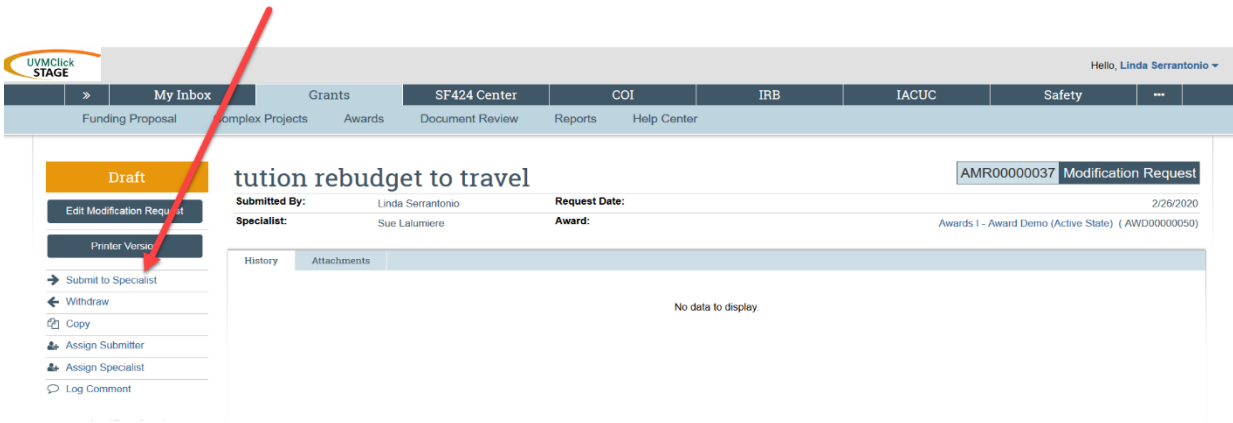
On the left side, under 'Next Steps', there are buttons for 'View Award', 'Printer Version', and 'Request Award Modification'. Below these are links for 'Terms And Conditions', 'Advance Account Request', 'Set Award Relationships', and 'Upload Award Documents'.

- Populate Request Detail screen:
 - Short Title: This name will be used to name the AMR, so be thoughtful on naming it.
 - Date Requested: Defaults to today's date.
 - Type of Modification – Check the type(s) of modification you would like to request.
 - For No Cost Extension, Re-budget, and Carryover requests, you must upload the required information before proceeding with the request.
 - Full Description – enter a description of the request keeping in mind the description should be meaningful to the department and SPA.
 - Select **Finish**.
 - The Award Modification Request is then created and assigned an AMR number.

Request Details

1. * **Short title:**
tution rebudget to travel
2. **Date requested:**
2/26/2020
3. * **Select the type(s) of modifications you are requesting:** [Award Modification Request Guidance](#)
Re-budget
4. * **Upload the completed [Re-budget form](#):**
Re-budget Request Request Form.xlsx(0.01)
5. * **Full description of requested changes:**
Moving \$2000 from tuition into travel and f&a
6. **Supporting documents:**
Name
There are no items to display
7. **Specialist:**
Sue Lalumiere

- The Award Modification Request must be submitted to SPA
 - Select **Submit to Specialist** on left side of screen and click **OK**.



- It has now been submitted to either the assigned RA or FA (depending on Mod type requested) within SPA for processing.