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.

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<th>Grants</th>
<th>SF424 Center</th>
<th>COI</th>
<th>IRB</th>
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<td>Funding Proposal</td>
<td>Awards</td>
<td>Document Review</td>
<td>Reports</td>
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**Awards I - Award Demo (Active State)**

- **PI:** Ryan McGreal
- **Department:** Div. & Allied Engineering
- **College:** COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES
- **Department Administrator:** Sylvie Friel
- **Direct Sponsor:** National Institutes of Health/NIH
- **Direct Sponsor Award ID:** TEST0242000
- **Prime Sponsor:**
  - **Prime Sponsor Award ID:** TEST0242000
- **SPA Administrator:** Emily Trumbe
- **SPA Financial Analyst:** Sue Laburne

- **Funding Award**
  - **Sponsor Award Date:** 2/24/2020
  - **Award Start Date:** 1/1/2021
  - **Award End Date:** 12/31/2025
  - **Sponsor Total Award:** $507,106
  - **Award Amount Released:** $507,106
  - **Remaining Award Amount:** $0
  - **Award Activity:** RESEARCH - Basic - 311
  - **Cost Share:** NO

**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.
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.