Award Modification Requests

UVMClick

Instructional Guide

PI/Dept Administrator initiate each request noted below thru the UVMClick - Award Modification Module.

Requests requiring Sponsor Approval: SPA will review request for compliance with sponsor requirements, submit or coordinate submission to the sponsor. Upon reply, SPA will complete the action in UVMClick and PeopleSoft.

	Find Your Request Type	Who Approves Request	Complete SmartForm Question 3	Complete SmartForm Question 4	Complete SmartForm Question 5	Forms or Resources	What SPA will Do
	Request supplemental funds received be released into PeopleSoft financials.					Award Document	
1	First time No-Cost Extension of a federal grant	SPA	No Cost Extension	Provide a brief summary of request.	Upload completed NCE Request Form.	NCE Request Form	SPA will Review & Complete Process
2	No-Cost Extension	Sponsor	No Cost Extension	Provide a brief summary of request. Identify sponsor's eSystem being used.	Upload letter going to sponsor, signed by PI. Letter should explain any 25% or more reduction of time devoted of the PI, Co-PI, Co-I. Upload any other required sponsor documentation.	Sample NCE Request Letter to Sponsor	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
3	Re-Budget of funds within an existing project (allocation)	SPA	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will Review & Complete Process
4	Re-Budget of funds	Sponsor	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
5	Re-Budget of funds restricted to a specific purpose (participant support costs) to other direct cost categories	Sponsor	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
6	Re-Budget of funds that exceed Sponsor limitations (i.e. 10%, 25% of the total budget)	Sponsor	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
7	Re-Budget of funds (increase or decrease) between existing projects (allocations)	SPA	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will Review & Complete Process
8	Re-Budget of funds (increase or decrease) between existing projects (allocations)	Sponsor	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.

	Find Your Request Type	Who Approves Request	Complete SmartForm Question 3	Complete SmartForm Question 4	Complete SmartForm Question 5	Forms or Resources	What SPA will Do
9	Request a normally indirect cost item be charged as a direct cost (federal funds only)	SPA	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will Review & Complete Process
11	Request a new project (allocation) be created, under an existing award	SPA	Budget Allocation Correction	Provide a brief summary of request.	Upload completed New Project Request Form.	New Project Request Form	SPA will Review & Complete Process
12	Request purchase of equipment exceeding $25,000, not originally budgeted for and awarded	Sponsor	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
13	Request a decrease in mandatory cost share amount	Sponsor	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
14	Request additional cost share budgets for SPA approval.	SPA	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will Review & Complete Process
15	Award Set-up, non-competing or competing funds awarded.	SPA	Continuation	PI/Dept Administrators do not request award mods for this action. This is a SPA function.			SPA will Review & Complete Process
16	Request approval to carryover the unspent balance of funds from one budget period to the next budget period.	Sponsor	Carryover	Provide a brief summary of request.	Upload carryover request letter, include a detailed carryover budget, budget justification, and any other sponsor required information.	Carryover Procedures	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
18	Request a Budget Rebalance between direct and indirect cost line items	SPA	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will Review & Complete Process
19	Request a budget correction to the initial budget setup in PeopleSoft	SPA	Processed via PeopleSoft Financials Budget Transfer Journal			Budget Transfer Journal Work Instructions	SPA will Review & Complete Process
20	Request Pre Award Costs after the award is established in PeopleSoft (federal funds only)	SPA	Budget Allocation Correction	Provide a brief summary of request.	Upload completed Pre-Award Request Form	Pre-Award Request Form	SPA will Review & Complete Process
21	Relinquish Award that will be transferred to another University and cut back budget period end date	Sponsor	Early Termination	Provide a brief summary of request, include stop spending date. Identify sponsor's eSystem being used.	Upload sponsor required Relinquishment Statement. Upload other sponsor required information.	Relinquishment Procedures	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.

	Find Your Request Type	Who Approves Request	Complete SmartForm Question 3	Complete SmartForm Question 4	Complete SmartForm Question 5	Forms or Resources	What SPA will Do
22	Terminate award early and cut back budget period end date	Sponsor	Early Termination	Provide a brief summary of request, include stop spending date. Identify sponsor's eSystem	Upload early termination letter, include stop spend date, any other information required by sponsor.		SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
23	Change in PI, Change in contact PI	Sponsor	Personnel Change	Provide a brief summary of request. Identify sponsor's eSystem being used.	Upload letter requesting change, signed by the new PI/contact PI. The letter should address the amount of time devoted to the project by the new PI. Upload updated Other Support document and biosketch of the new PI.	Prior Approval Procedures	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
24	Change of Key Persons specifically identified in the Sponsor Notice of Award	Sponsor	Personnel Change	Provide a brief summary of request. Identify sponsor's eSystem being used.	Upload letter requesting change, signed by the PI. The letter should address the change, amount of time devoted to the project by the new key person. Upload updated Other Support document and biosketch of the new key person.	Prior Approval Procedures	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
25	25% reduction or more in time devoted to the project by the PI and Other Named Key Persons	Sponsor	Personnel Change	Provide a brief summary of request. Identify sponsor's eSystem being used.	Upload letter requesting change, signed by the PI. The letter should explain the circumstance of why the need to reduce effort. Explain any impacts on the project completing on time. Explain how the cost savings will be used to support the project.	Prior Approval Procedures	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
26	Change of Key Persons specifically identified in the Sponsor Notice of Award	Sponsor	Personnel Change	Provide a brief summary of request. Identify sponsor's eSystem being used.	PI/Dept. Admin. sends UVMClick Mod request to Assigned Specialist to process to sponsor need for prior approval request. Once approved by sponsor, SPA RA process through UVM.	Prior Approval Procedures	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
27	Change to NIH Multiple PI Plan	SPA	Personnel Change	Provide a brief summary of request.	Upload letter, signed by the contact PI, requesting the change. Upload a revised Multi-PI Leadership Plan, addressing all changes, per NIH Policy requirements.	Prior Approval Procedures	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
28	Subaward early termination	SPA	Other Changes	Provide a brief summary of request.	Upload letter, signed by the PI, requesting the change.		SPA will Review & Complete Process
29	Add a domestic or foreign Subaward not included in the award	Sponsor	Other Changes	Provide a brief summary of request. Identify sponsor's eSystem being used.	Upload letter requesting change, signed by the PI. The letter should explain why the new subaward is needed. Include the subaward scope of work, budget, budget justification, biosketch of the subaward PI, Co-I.	Prior Approval Procedures	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.
30	Change in Scope/Significant changes/Significant changes in methods/procedures including a change in animal model	Sponsor	Other Changes	Provide a brief summary of request. Identify sponsor's eSystem being used.	Upload letter, signed by the PI, requesting the change. Letter should describe in detail the need for the change.	Prior Approval Procedures	SPA will review/submit request to Sponsor. Upon reply SPA will complete process.