

Research Administration & Proposal Submission System (RAPSS) Quick Reference Guide Request an Award Modification (Effective January 1, 2019)

This document is intended for the Departments, Central Office and Reviewers.

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Request a Modification (Departments)

As of **January 1, 2019**, it will no longer be required for a non-competing Continuation to go through an endorsement process utilizing a RAPSS funding proposal. Going forward, these will be processed as an Update Funding Allocation modification to the existing RAPSS award record. Likewise, Revisions, NGA Revised and No Cost Extensions will also follow this same process.

Once this has been submitted, the ORSP Grant Specialist or OCC Contract Manager will be able to take the appropriate action and initiate the RAPSS award modification.

Request a Modification (Department) Open the RAPSS award (**AWD**) record for which the funding allocation is to be applied and notify your ORSP Grant Specialist or OCC Contract Manager via the **Email Specialist** activity of the need to process an award modification. Please be sure to upload (add) the requisite documentation to satisfy the request. This may include but is not limited to the progress report submitted to the sponsor and the notice of award issue by the sponsor.

The screenshot shows the 'Email Specialist' interface. At the top left, there is a blue header with an envelope icon and the text 'Email Specialist'. Below this is a dark blue bar with 'Email Specialist' in white. Underneath is an orange bar with 'EMAIL SPECIALIST' in white. The main area contains a 'Message:' section with a text box containing 'Comments go here'. Below the message box is an 'Attachments:' section with a '+ Add' button highlighted by a red box. Underneath the attachments section is a 'Document' section with the text 'There are no items to display'. At the bottom right of the form area is an 'OK' button, also highlighted by a red box. A red line connects the 'Email Specialist' header to the 'OK' button.

Create/Process Modification (Central Office-ORSP/OCC)

Once the Grant/OCC specialist receives one of the following: Continuation, No-cost extension, Revision or NGA Revised modification request from the department, the specialist will initiate the modification completing the first page of the document. They will then assign the project to the appropriate Award Setup Team Specialist (ASTS) for further processing.

The screenshot shows the 'Current State' of an award modification. The 'Active' state is highlighted in orange. Below this are buttons for 'Edit Award', 'Printer Version', and 'Create Award Modification' (callout 1). A 'Update Funding Allocations' button is also visible (callout 2). The main form area includes section 1.0.4 'Attach documentation supporting the modification:' with an '+ Add' button (callout 3) and a 'Document' list. Section 1.0.5 'Description of the change:' has a text input field (callout 4). A 'Save' button is located below the form (callout 5). The bottom toolbar contains 'Save', 'Exit', 'Hide/Show Errors', 'Print', 'Jump To' (callout 6), and 'Continue' buttons. A dropdown menu for 'Jump To' is open, listing sections from 1.0 to 11.0, with 'Completed Award Modification' selected. A 'Save & Exit' button is at the bottom right (callout 7). The bottom of the page shows the '11.0 Completed Award Modification' section with instructions to click 'Finish' and execute an activity in the workspace.

From the Active State: (Grant/OCC Specialist)

1. Click the **Create Award Modification** tab.
2. Select the Update Funding Allocation modification type. See [Central Office Cheat Sheet](#) for further guidance.
3. Attach any additional **supporting documentation**.
4. Include a **Description** of the change.
5. Once all other required fields have been completed, **Save** the document and assign the modification to the ASTS for further processing.

Note: Once a modification type has been selected and saved, it cannot be changed or undone. The ASTS office must withdraw/decline the incorrect modification before a new modification can be created.

Award Set Up Team Specialist (ASTS)

6. Once the modification has been assigned, open the document and complete the remaining pages. Click **Continue** to move through the pages.
7. Once all remaining smart forms are complete, on the final page click **Save & Exit**.

Note: You will be routed back to the Awards Workspace.

Submit Modification for Review (ASTS/Reviewers)

If it has been determined that the modification requires additional compliance or legal review, the ASTS will route the project to those individuals defined as reviewers before approving/declining the modification.

Current State

Draft

Edit Award Modification

Printer Version

1 → Submit for Review

Submit for Review

Add Ancillary Review

2 → * Select which users m Reviewer: + Add

Reviewer Employer F Role in review process

There are no items to

* Comments:

* Required

OK OK and Add Another

Attachments:

+ Add

There are no items to display

OK

From the Draft State (ASTS)

1. Execute the **Submit for Review** activity.
 2. Click Add to select the Reviewers and click OK.
 3. Add comments and click Ok.
- Note:** The State of the project will change to **Pending Compliance Review**.

Pending Compliance Review (Reviewers)

1. Once the reviewers receive and review the modification, execute the **Submit Review** activity.
 2. Select **Yes** or **No** to Approve or Decline the modification.
 3. Add comments and click Ok.
- Note:** The state of the project will change to **Central Office Review** for further review (if declined) or further processing (if approved).

Current State

Pending Compliance Review

1 → Submit Review

Submit Review

2 → * Do you approve this submission? Yes No [Clear](#)

* Comments:

3 → Supporting Documents:

+ Add

There are no items to display

OK

Central Office Review (ASTS)

Under **Central Office Review**:

ASTS: Proceed with modification as appropriate. Either address any requests made by the reviewer, if declined, or Approve if otherwise.

Current State

Central Office Review

Approve/Decline Modification

If the modification does not require additional review and there are no further changes to be made, the Award Setup Team ASTS can proceed to either approving or declining the final submission.

Current State

Central Office Review

✓ Approve

1a

Approve Modification

Executing this activity will approve this modification: **Modification Event Type:Update Fundi**
Allocations

* Comments:

1.0

✗ Decline (Withdraw) Mod Changes

1b

Decline Award Modification

Executing this activity will decline the modification and no further changes can be made.

* Comments:

1.0

OK

Current State

Approved

Current State

Modification Declined

Draft (Award Setup Team)

1a. If approved, execute the Approve activity. Add comments and click Ok.

1b. If declined, execute the Declined (Withdraw) Mod Changes activity. Add comments and click Ok.

Note: The State of the Project will either change to **Approved** or **Modification Declined**.