

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.

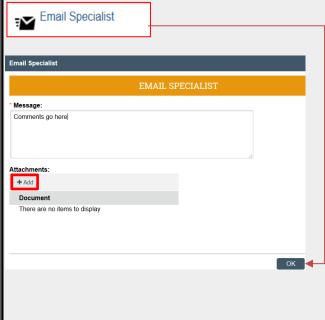
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Request a Modification (Departments)

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.

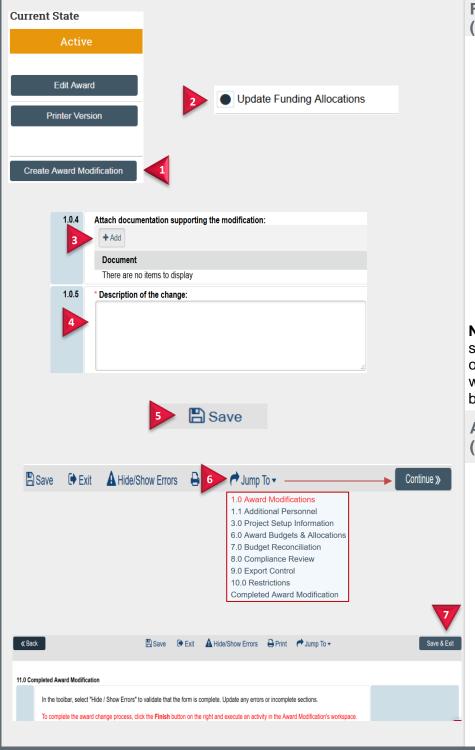
Request a Modification (Department) Open the RAPSS award (AWD) record for which the funding allocation is to be applied and notify your ORSP Grant Specialist or OCC Contract Manager via the Email Specialist activity of the need to process an award modification. Please be sure to upload (add) the requisite 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.



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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.



From the Active State: (Grant/OCC Specialist)

- 1. Click the Create Award Modification tab.
- Select the Update Funding Allocation modification type. See <u>Central Office</u> <u>Cheat Sheet for further guidance.</u>
- 3. Attach any additional supporting documentation.
- 4. Include a **Description** of the change.
- 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)

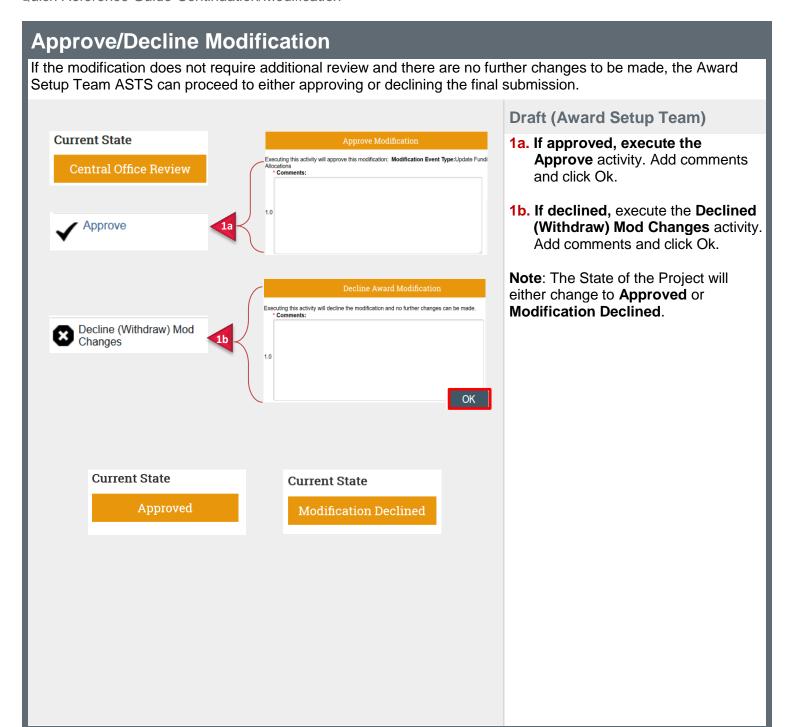
- Once the modification has been assigned, open the document and complete the remaining pages.
 Click Continue to move through the pages.
- 7. Once all remaining smart forms are complete, on the final page click **Save & Exit**.

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

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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** From the Draft State (ASTS) Submit for Review 1. Execute the Submit for Review activity. Edit Award Modification 2. Click Add to select the Reviewers Submit for Review Printer Version and click OK. Select which users m * Rev 3. Add comments and click Ok. + Add **Note**: The State of the project will Reviewer Employer F Role in review process change to **Pending Compliance** There are no items to Comments: Review. * Required OK and Add Another **Pending Compliance Review** (Reviewers) Attachments: 1. Once the reviewers receive and There are no items to display review the modification, execute the Submit Review activity. 2. Select **Yes** or **No** to Approve or Decline the modification. Add comments and click Ok. **Current State** Submit Review Note: The state of the project will Pending Compliance change to **Central Office Review** for further review (if declined) or further processing (if approved). **Central Office Review (ASTS)** Do you approve this submission? Yes O No Clear Under Central Office Review: **ASTS**: Proceed with modification as appropriate. Either address any requests made by the reviewer, if Supporting Documents: + Add declined, or Approve if otherwise. There are no items to display ОК **Current State** Central Office Review

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