

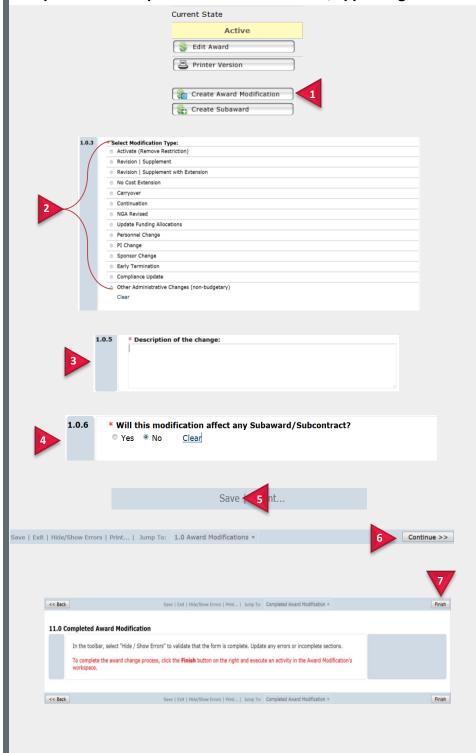
Research Administration & Proposal Submission System (RAPSS) Quick Reference Guide Initiate/Submit a Modification

This document is intended for the ORSP/OCC Specialists, Award Setup Team (AST) and Reviewers (if applicable).

| Initiate a Modification ORSP/OCC Specialists |
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| Submit Modification for Review- Award Setup Team 3 |
| Approve/Decline Modification |

Initiate a Modification- ORSP/OCC Specialist

Throughout the lifecycle of an award, there are both expected and potentially arbitrary circumstances that will require a modification to the Award itself or to the funding allocation that was setup when the award was established. If the department needs to request a modification, they should contact their respective Grant (ORSP) or Contract (OCC) Specialist. The specialist will then initiate the project and work with the Award Setup Team to complete the final submission, approving or declining it.



From the active state of an Award (ORSP/OCC Specialist)

Once a proposal has been awarded and it is determined that a modification is needed:

- 1. Click the Create Award Modification tab.
- 2. Select the Modification Type.
- 3. Include a **Description** of the change.
- 4. Indicate whether the modification will affect any subaward/Subcontract.
- **5.** Once all required fields have been completed, click **Save**.

Note: The modification type selected will determine the associated smart forms to be completed.

The ORSP/OCC Specialist should now exit the forms and "Assign Ownership" to the Award Setup Team (AST) for further processing.

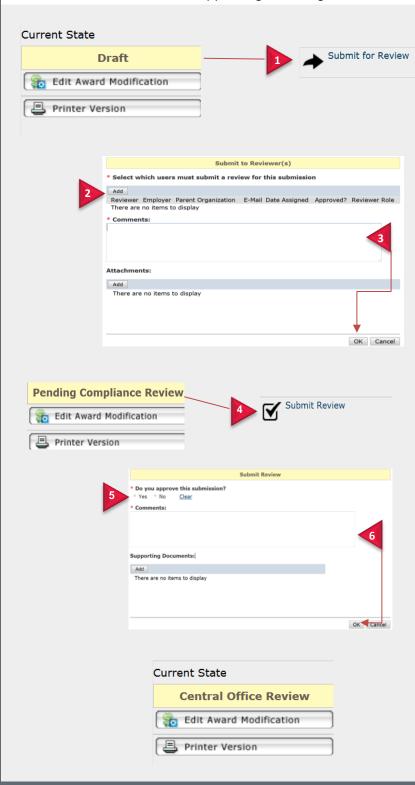
- **6.** The AST can now **continue** through the remainder of the forms and click save once complete.
- 7. Once all remaining smart forms are complete, on the final page click **Finish**.

You will be routed back to the **Awards Workspace**.

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Submit Modification- Award Set Up Team (AST)

Once the ORSP/OCC Specialist has completed the first page of the modification and they assign ownership to the Award Setup Team (AST), the AST will continue further processing. If the modification requires additional compliance or legal review, the Award Setup Team can route the project to those individuals who they've identified as reviewers before approving/declining the modification.



Draft (Award Setup Team)

To submit for additional review:

- From Draft/My Current Actions, execute the Submit for Review activity.
- 2. Add the desired Reviewers.
- 3. Add comments and click Ok.

Note: The state of the project will change to **Pending Compliance Review**.

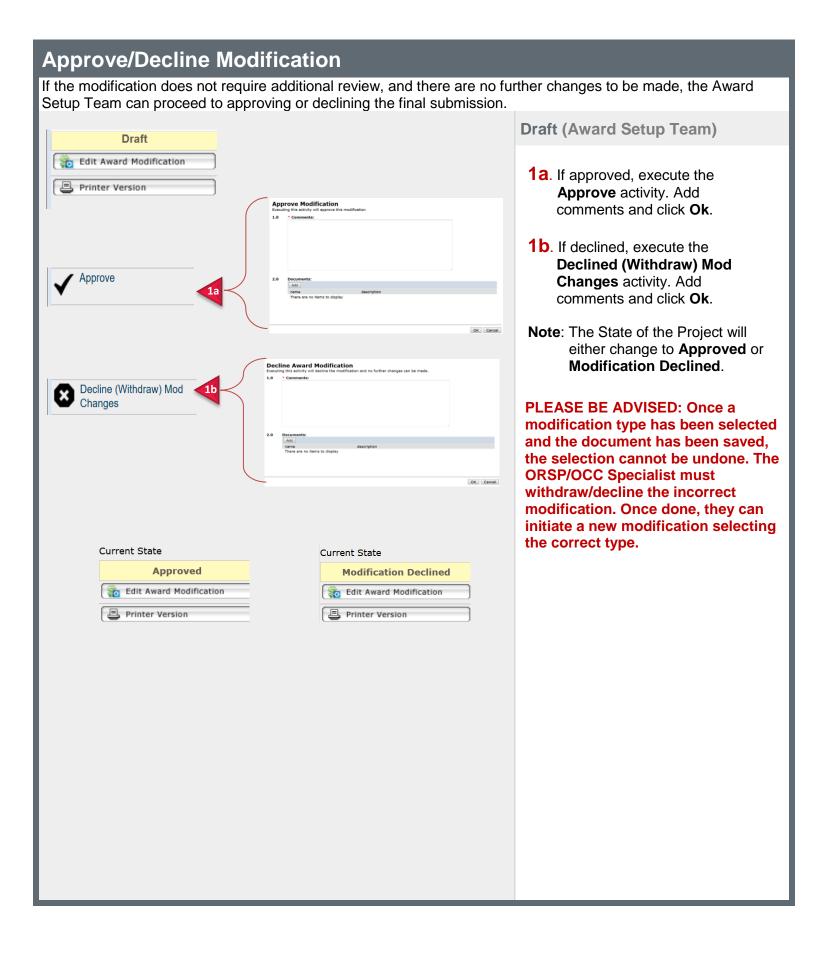
Pending Compliance Review (Reviewers)

Once the reviewers complete their review of the modification:

- Execute the Submit Review activity.
- Select Yes or No to Approve/Decline the modification.
- 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) by the AST.

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