

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).

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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.**

The screenshot shows a web interface for award management. At the top, under 'Current State', there is a yellow 'Active' button and buttons for 'Edit Award', 'Printer Version', 'Create Award Modification' (marked with a red triangle 1), and 'Create Subaward'. Below this is a 'Select Modification Type:' section (marked with a red triangle 2) containing a list of options: Activate (Remove Restriction), Revision | Supplement, Revision | Supplement with Extension, No Cost Extension, Carryover, Continuation, NGA Revised, Update Funding Allocations, Personnel Change, PI Change, Sponsor Change, Early Termination, Compliance Update, and Other Administrative Changes (non-budgetary) with a 'Clear' button. The next section is 'Description of the change:' (marked with a red triangle 3) with a text input field. Below that is a question 'Will this modification affect any Subaward/Subcontract?' (marked with a red triangle 4) with radio buttons for 'Yes' and 'No', and a 'Clear' button. A 'Save' button (marked with a red triangle 5) is located below the question. At the bottom of the main form area, there is a 'Continue >>' button (marked with a red triangle 6). The final screen (marked with a red triangle 7) is titled '11.0 Completed Award Modification' and contains instructions: 'In the toolbar, select "Hide / Show Errors" to validate that the form is complete. Update any errors or incomplete sections. To complete the award change process, click the Finish button on the right and execute an activity in the Award Modification's workspace.' The bottom toolbar includes '<< Back', 'Save | Exit | Hide/Show Errors | Print...', 'Jump To: Completed Award Modification', and 'Finish'.

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**.

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.

Current State

Draft (Award Setup Team)

To submit for additional review:

1. 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:

4. Execute the **Submit Review** activity.
5. Select **Yes** or **No** to Approve/Decline the modification.
6. 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.

Current State

Current State

Approve/Decline Modification

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

Draft

Edit Award Modification

Printer Version

1a Approve

1b Decline (Withdraw) Mod Changes

Approve Modification
Executing this activity will approve this modification

1.0 Comments:

2.0 Documents:

| AD | name | description |
|-------------------------------|------|-------------|
| There are no items to display | | |

OK Cancel

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

1.0 Comments:

2.0 Documents:

| AD | name | description |
|-------------------------------|------|-------------|
| There are no items to display | | |

OK Cancel

Current State

Approved

Edit Award Modification

Printer Version

Current State

Modification Declined

Edit Award Modification

Printer Version

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**.

PLEASE BE ADVISED: Once a modification type has been selected and the document has been saved, the selection cannot be undone. The ORSP/OCC Specialist must withdraw/decline the incorrect modification. Once done, they can initiate a new modification selecting the correct type.