Award Modification Request (AMR) Create a Request Quick Guide

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An Award Modification Request (**AMR**) is used to request a change to an **active award**. The request is initiated from the main award record and is submitted to your Grants Specialist for review. Once the request is approved, your pre-award setup specialist will be notified. They will begin the process initiating associated award modification in the system.

Before you take any action, consult with your Grants Specialist if you have any questions.

Step 1: Locate the award

Open the award for which you want to initiate the award modification request. The award must be in an *Active* state to initiate the request.

1a: Goto the **Awards** tab
1b: Click on **Active Awards**
1c: Enter the **RAPSS AWD ID** in the search field
1d: Click the link to open the record.

Step 2: Click Create Award Modification Request

Click the Create Award Modification Request button to initiate the request.

Step 3: Complete the smartform

Select the type of modification you are requesting.

Additional information regarding the types of requests may be found in the accompanying help text.

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Step 4: Upload the supporting documentation

Use the **Manage Attachments** activity to upload the supporting documentation into the request.

See also: RAPSS–General–Manage Attachments Quick Guide

Next Steps
- Edit Award Mod Request
- Printer Version
- View Differences

My Activities
- → Submit to Specialist
- ✉ Send Email
- 📎 Manage Attachments ← [4]
- ← Withdraw

Current State
Draft

Next Steps
- Edit Award Mod Request
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My Activities
- → Submit to Specialist ← [5]
- ✉ Send Email
- 📎 Manage Attachments

Step 5: Submit the request for review

Use the **Submit to Specialist** activity to notify your grants specialist. Once received, they will review the documentation provided.

The workspace will indicate the request is under **Specialist/Sponsor Review**.

Current State
Specialist/Sponsor Review ← [5]

Next Steps
- Edit Award Mod Request
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My Activities
- ✉ Send Email
- 📎 Manage Attachments
- 🗑 Withdraw

title

CONTACT INFOR

SPECIALIST: Tom Doe (Special
ADMINISTERING DEPARTMEN
PD/PI: Sandy Doe (PI) cortezpe
MENTOR: Monika Incze inczem
PRE-AWARD ADMIN: Dave Do
POST-AWARD ADMIN: Shazia

AWARD MO **ATION** ← [5]

Draft → Specialist Review

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Step 6: Follow the status of your request

Upon review, your specialist may do one of the following:

- Request Changes
- Approve the request
- Decline the request

See also: RAPSS–Award Modification Request States Quick Guide

Once the request is **Approved**, your award setup Specialist will be notified. They will initiate the Award Modification (AWD–MOD) associated with the request.
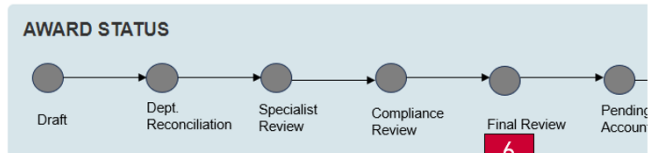
Once the AWD–MOD has been reviewed and processed by RFS, the status of the request will be updated to **Completed**, signifying the request has been closed and the Oracle Financial System updated as appropriate or RFS is in receipt of the documentation to properly manage the award.

From the parent award workspace, you can see the associated **Award Modification Requests** (AMR) and **Award Modifications** (AWD_MOD).

AWARD MODIFICATION REQUEST STATUS

Draft → Specialist Review → Approved → Completed
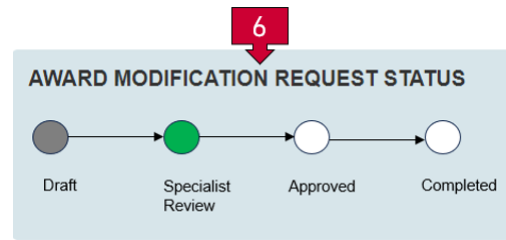
AWARD INFORMATION

SPECIALIST: Tom Doe (Specialist 2)
DIRECT SPONSOR: National Institute of General Medical Sciences
PRIME SPONSOR: United States Department of Health and Human Services
ADMINISTERING DEPARTMENT: Chemistry and Chemical Biology
PD/PI: Sandy Doe (PI)
MENTOR: Monika Incze
PRE-AWARD ADMIN: Dave Doe (Dept Admin)
POST-AWARD ADMIN: Shazia Sheikh
PARENT PROJECT LINK: FP00033648 Awarded

AWARD STATUS

Draft → Dept. Reconciliation → Specialist Review → Compliance Review → Final Review → Pending Account

History | Attachments | Related Activity | Modifications & Modification Requests

Award Modifications

ID	Name	SmartForm	Execute Activity	Date Created	Date Modified	State	Oracle Award Number	Oracle Project Account Number	Modification Event Type	Administrative Change
AWD00011515-MOD001	Example Project #2 (Continuation)	[Forms]	Execute Activity...	5/18/2023 10:57 AM	5/18/2023 11:54 AM	Approved	123456	987654	Continuation	Budget Reallocation	Re-budget	Carryover	Additional Project Account
AWD00011515-MOD002	Example Project #2 (Revision	Supplement)	[Forms]	Execute Activity...	5/18/2023 11:33 AM	5/18/2023 12:43 PM	Approved			Revision	Supplement	Compliance Update	Remove Restriction
AWD00011515-MOD003	Example Project #2 (Other Administrative Changes)	[Forms]	Execute Activity...	6/8/2023 8:51 AM	6/8/2023 8:51 AM	Draft			Other Administrative Changes	Other Update

3 items — page 1 of 1

Award Modification Requests

Filter by ID

ID	Name	Modification Event Type	Project State	State Entry Date	Associated Award Modificati
AMR00000001	Request Example #1	Continuation	Completed	5/18/2023 11:54 AM	AWD00011515-MOD001
AMR00000002	Request Example #2	Revision	Supplement	Completed	5/18/2023 12:43 PM	AWD00011515-MOD002
AMR00000003	testing	Continuation	Changes Requested	6/19/2023 2:01 PM	

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Related Quick Guides

Award Modification Requests

- RAPSS–Award Modification Request (AMR) Create a Request Quick Guide
- RAPSS–Award Modification Request (AMR) Respond to a Change Request Quick Guide
- RAPSS–Award Modification Request (AMR) Workspace Quick Guide
- RAPSS–Award Modification Request (AMR) Workflow and States Quick Guide

General

- RAPSS–General–Manage Attachments Quick Guide
- RAPSS–General–Terminology Quick Guide
- RAPSS–General–Dashboard Quick Guide