A ward 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.
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](#)

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**.
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 (AMR)
Create a Request Quick Guide

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