

# 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.

The screenshot displays the Rutgers Awards system interface. At the top, there are navigation tabs: My Dashboard, Home, Grants, and Awards. The Awards tab is selected, and a red arrow labeled '1a' points to it. Below the navigation, there is a summary of award statuses: Awarded Proposals (0), Pending Department Reconciliation/Chg Requested (0), Compliance Review (1), Compliance Review > 2 Weeks (1), Outstanding COI (1), COI Complete (0), Pending RFS Account Setup (0), and Compliance Review Complete (1). A red arrow labeled '1b' points to the Pending Department Reconciliation/Chg Requested status.

Below the summary, there are tabs for Awards in Progress, Active Awards, and All Awards. The Active Awards tab is selected, and a red arrow labeled '1c' points to it. A search filter is applied with the ID 'AWD00011515', and a red arrow labeled '1d' points to the search field. Below the search, a table lists awards. The first row is highlighted, showing details for 'Example Project #2' with ID 'AWD00011515'. A red arrow labeled '1d' points to the 'Example Project #2' link.

Below the table, there is a section for 'Current State' showing 'Active' and 'Next Steps' showing 'View Award' and 'Create Award Mod Request'. A red arrow labeled '2' points to the 'Create Award Mod Request' button. To the right, there is a section for 'AWARD INFORMATION' for 'Example Project #2', listing details such as SPECIALIST, DIRECT SPONSOR, PRIME SPONSOR, ADMINISTERING DEPARTMENT, PD/PI, MENTOR, PRE-AWARD ADMIN, POST-AWARD ADMIN, and PARENT PROJECT LINK.

Below the 'Next Steps' section, there is a section for 'Creating New: Award Modification Request'. The 'Award Change Request Details' form is shown, with a red arrow labeled '3' pointing to the 'Award Change Request Details' section. The form includes fields for 'Funding Award', 'Funding Award Title', and 'Administering Department'. It also has sections for '1.0 \* name:', '2.0 \* Date Requested:', '3.0 \* Description of Award Changes:', and '4.0 \* Modification Event Type:'.

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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](#)

## 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**.

**Next Steps**

- Edit Award Mod Request
- Printer Version
- View Differences

**My Activities**

- Submit to Specialist
- Send Email
- Manage Attachments **4**
- Withdraw

**Current State**

Draft **4**

**Next Steps**

- Edit Award Mod Request
- Printer Version
- View Differences

**My Activities**

- Submit to Specialist **5**
- Send Email
- Manage Attachments

**Current State**

Specialist/Sponsor Review **5**

**Next Steps**

- Edit Award Mod Request
- Printer Version
- View Differences

**My Activities**

- Send Email
- Manage Attachments
- Withdraw

**CONTACT INFO**

SPECIALIST: Tom Doe (Specialist)  
ADMINISTERING DEPARTMENT: ...  
PD/PI: Sandy Doe (PI) ...  
MENTOR: Monika Incze ...  
PRE-AWARD ADMIN: Dave Doe ...  
POST-AWARD ADMIN: Shazia ...

**AWARD MODIFICATION FLOW**

Draft → Specialist Review **5**

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## Step 6: Follow the status of your request

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

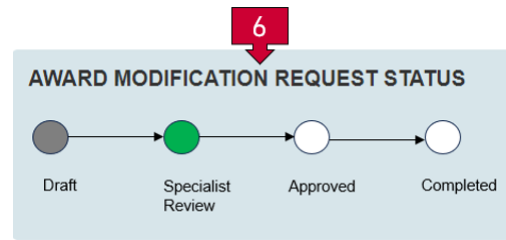
- Request Changes
- Approve the request
- Decline the request

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.

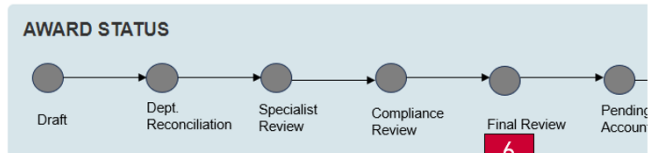
Once the AWD-MOD has been reviewed and processed by RFS, the status of the request will be updated to **Completed**, signifying the request has been closed and the Oracle Financial System updated as appropriate or RFS is in receipt of the documentation to properly manage the award.

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



### AWARD 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



History Attachments Related Activity Modifications & Modification Requests

History Attachments Related Activity Modifications & Modification Requests Contacts and Reviewers Compliance Financial Accounts

### 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

### Award Modification Requests

Filter by ID  Enter text to search for  + Add Filter X Clear All

ID	Name	Modification Event Type	Project State	State Entry Date	Associated Award Modification
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	Request Example #3	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](#)