Step 1: Locate the Award Modification Request

Click the link in the email you received. If you are already logged into the system, you will be taken directly to the record.

IF you are not logged in you will be prompted to enter your NetID credentials.

Alternative method to locate the Award Modification Request record.

3a: Go to the Dashboard

3b: Locate the tile labelled AMR: Pending Completion.

3c: Open the tile and locate the AMR record for which changes are being requested.

Step 2: Respond to a change request

The record will be in a state of Changes Requested
Step 3: Review the change request

Review the notification sent by your specialist and use the Manage Attachments activity to revise or upload any additional supporting documentation requested.

See also: RAPSS-General-Manage Attachments Quick Guide

Step 4: Complete the change request

Use the Complete Change Request activity to notify them that you have provided the necessary information for their review.

Once completed, your Grants Specialist will be notified. The state of the AMR will be Specialist/Sponsor Review
Step 5: Follow the status of your request

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

- Request Changes
- Approve the request
- Declined 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, the status of the request will be updated to Completed, signifying the request has been closed.

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