

Award Modification Request (AMR) Respond to a Change Request Quick Guide



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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**

Changes and/or clarifications have been requested for Award modification request [AMR00000001](#).

Please review any additional comments provided by [Tom Doe \(specialist 2\)](#).



RAPSS

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FP: Pending Completion	FP: Determination Required	FP: Advance Account Requested	AWD: Pending Response	AWD MOD: Pending Response	AMR: Pending Completion
13	31	0	0	0	1

ID	Name	Modification Event Type	Description	Project State	St:
AMR00000003	testing	Continuation	testing modification request submission	Changes Requested	6/1

Current State

testing

Changes Requested

Next Steps

- Edit Award Mod Request
- Printer Version
- View Differences

CONTACT INFORMATION

SPECIALIST: Tom Doe (Specialist 2) corte:
ADMINISTERING DEPARTMENT: Chemistr
PD/PI: Sandy Doe (PI) cortezpe@rutgers.e
MENTOR: Monika Incze inczem@soe.rutg
PRE-AWARD ADMIN: Dave Doe (Dept Adn
POST-AWARD ADMIN: Shazia Sheikh ss3f

AWARD MODIFICATION REQUESTS

Draft → Specialist Review – Changes Requested → Approved

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Step 3: Review the change request

Review the notification sent by your specialist and use the **Manage Attachments** activity to revise or upload the 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**

Current State
Changes Requested

Next Steps
Edit Award Mod Request
Printer Version
View Differences

My Activities
Complete Change Request
Send Email
Manage Attachments ← 3
Withdraw

My Activities
Complete Change Request ← 4
Send Email
Manage Attachments
Withdraw

Current State
Specialist/Sponsor Review ← 4

Next Steps
Edit Award Mod Request
Printer Version
View Differences

My Activities
Send Email
Manage Attachments
Withdraw

title

CONTACT INFO

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

AWARD MODIFICATION FLOW

Draft → Specialist Review ← 4

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Step 5: Follow the status of your request

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

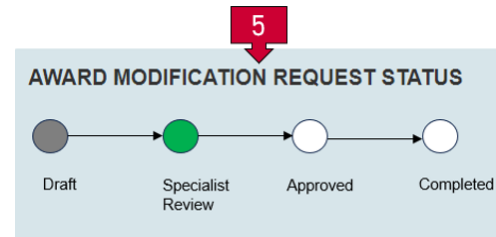
- Request Changes
- Approve the request
- Declined the request

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)**.



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

```

    graph LR
      Draft((Draft)) --> DeptReconciliation((Dept Reconciliation))
      DeptReconciliation --> SpecialistReview((Specialist Review))
      SpecialistReview --> ComplianceReview((Compliance Review))
      ComplianceReview --> FinalReview((Final Review))
      FinalReview --> PendingAccount((Pending Account))
  
```

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)	[Form]	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)	[Form]	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)	[Form]	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 | Enter text to search for | Add Filter | 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	testing	Continuation	Charges 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](#)