

Award Modification Request (AMR) Workspace Quick Guide



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The screenshot shows the AMR workspace interface. On the left is a sidebar with sections: 'Current State' (1) showing 'Draft', 'Next Steps' (8) with buttons for 'Edit Award Mod Request', 'Printer Version', and 'View Differences', and 'My Activities' (7) with options like 'Submit to Specialist', 'Send Email', 'Manage Attachments', 'Assign Specialist', 'Log Comment', and 'Withdraw'. The main area has a header with 'Advance Account' (2) and 'AMR00000006 Modification Request' (3). Below are two columns: 'CONTACT INFORMATION' and 'MOD REQUEST INFORMATION' (4), followed by an 'AWARD MODIFICATION REQUEST STATUS' workflow diagram (5) showing stages: Draft, Specialist Review, Approved, and Completed. At the bottom is a 'History Log' (6) with tabs for History, Comments, and Attachments, and a search/filter section.

1. Current State of Award Modification Request	The current state of the project. This will change depending on the actions taken and where it is currently in the workflow. It may also be seen in the workflow diagram (#5 below)	
2. Short Title of request	The short title of the project as entered in the project smartforms.	
3. Award Modification Request ID	The RAPSS identifier for this request. This will be used in RAPSS notifications and will be used by your specialist when referring to the request.	
4. General Information	General information about the request including contacts, links to the parent award and the associated award modification.	
5. Workflow Diagram	A depiction of where your request is in the workflow.	
6. Additional Information	History	Actions taken by the department or specialist
	Attachments	Supporting documentation
7. My Activities	Actions you can take according to the project state (#1 above)	
8. Additional actions	View the smartforms, edit the smartforms or print the smartforms	

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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](#)