



RAMP - Research Administration Management Portal

How to Request an Award Modification in RAMP

Security Role(s): Study Staff – All UW Employees will have this role.

An award modification request provides a way for users with access to an award to request changes within RAMP. This creates a searchable history of all modification requests in one place.

Some Award Modifications will be initiated and managed by RSP based on sponsor notifications. Units will initiate award modification requests for situations where the request originates with the PI or department/division research administrator. RSP may also initiate award modification requests for tracking purposes, such as situations where RSP must contact a sponsor for prior approval before proceeding with an award modification.

The Award Modification Request SmartForm is a simple form that collects a request title, a date, a description of the change, type of request, and supporting documents. Once completed, the requestor submits the award modification request to RSP for review. RSP can then decline the request, return it to the requestor for clarifications, or approve it.

NOTES:

- Award modification requests and award modifications are listed under the Modifications tab on the Award Workspace.
- Award modification requests and award modifications are two separate records with different states. An approved award modification request will not change an award record – an award modification is required to complete the requested change.

Follow the steps below to request an award modification:

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1. Navigate to the Award Workspace and select the Request Award Modification button.
 2. Complete the following questions on the Request Details page. When complete, select the Finish button.
 - a. **Short title** – Enter a short title for the modification.
 - b. **Date requested** – This field automatically populates with today's date.
 - c. **Full description of requested changes** – Enter a description of the award changes being requested. The table below provides more details for the information required based on request type.
 - d. **Supporting documents** – upload supporting documents if applicable.
 - e. **Specialist** – this automatically populates from the Award. No data entry required.
 - f. **Request Type** – use the table on page 3 to select the type of request and verify the supporting information or attachments required.

Request Type	Request Description	Additional Information
No Cost Extension	The No-Cost Extension request type is used to extend the project period with no additional funds. A no-cost extension must be requested in advance of the end date of the award, but typically not earlier than 90 days before the end date based on agency requirements.	<ul style="list-style-type: none"> Is this the first no-cost extension? Length of extension required. Include justification or attachment as requested. Requires Division/College/School Approval via Ancillary Review
Re-budget	Rebudgeting may be required throughout the life of the project. In some cases, re-budgeting will have to be approved by the sponsor. A re-budget does not increase or decrease the total budget; therefore, the total of all changes must equal zero.	<ul style="list-style-type: none"> Will this require F&A re-budgeting? Attach a re-budget worksheet. May require Division/College/School Approval via Ancillary Review.
New project number/advance spending on subsequent year of funding	This request type is used to setup the next award period for advance spending before receiving official award documentation authorizing the next period.	<ul style="list-style-type: none"> Do you need a new project number created? If yes, how many? If no, what project ID(s) need to be activated. Requires Division/College/School Approval via Ancillary Review
NOA has been received by department/division	This request type is used to forward any sponsor notice that is received directly by the PI and campus, without copy to RSP.	<ul style="list-style-type: none"> Was a continuation or revision/supplement FP record created for this NOA? Attach NOA in supporting documents. Requires Division/College/School Approval via Ancillary Review
Carryover	Carryforward allows unobligated funds remaining at the end of a budget period to be carried forward to the next budget period. Include relevant documentation, such as sponsor correspondence regarding specific carry-forward requests and a detailed budget.	<ul style="list-style-type: none"> Justification for this request. Attach any required supporting documents.
Early Termination or Award Transfer	This request is used for early termination of an award or if the award is transferring to another institution.	<ul style="list-style-type: none"> Is the award transferring to another institution. Follow instructions on page for additional requirements.
Change in Key Personnel (PI change)	This request is used when there is a change in contact PI.	<ul style="list-style-type: none"> Justification for this request. Requires Division/College/School Approval via Ancillary Review
Change in Key Personnel (other than PI change)	This request is used when there is an addition or removal in key personnel named in the award who are not the contact PI.	<ul style="list-style-type: none"> Justification for this request.
Effort Commitment Prior Approval	A change in a key person is the removal or replacement of that key person. It is not a reduction in effort or time that the key person will be working on the project. For these purposes, a "key person" is anyone who was deemed so in the proposal.	<ul style="list-style-type: none"> Complete and attach the commitment update form
Other	This type is used for all other requests which do not meet the definition of another type.	<ul style="list-style-type: none"> Enter detail and attach documents to the record. Use ancillary review function for divisional approval if necessary. Divisional approval will be

		required by RSP for postaward contract/payment terms/reporting changes.
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