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:

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. **Due Date requested** – Enter the date that this request should be completed by. Please note if this is a sponsor required due date in description.
    c. **Full description of requested changes** – Enter a specific 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.

g. **Additional questions** – additional questions will conditionally appear based on the Request Type selected. Answer additional questions and include additional attachments as prompted.

3. After selecting Finish, the system returns you to the Award Modification Request Workspace. If additional updates are necessary, use the Edit Modification Request button. The award modification is in the Draft state and has not yet been submitted for RSP review.
4. **If Dean's Office/Divisional Approval is needed** for the Modification Request Type, create an Ancillary Review to the Division.
   a. **Select the Manage Ancillary Reviews activity.**
      i. Question 1: Select Person: Dean's Office/Division (Org) or Appropriate Personnel
      ii. Question 2: Select Other
      iii. Question 3: Response Required Yes
      iv. Question 4: Comments: Include appropriate details.
      v. Question 5: Attach any appropriate documentation.
      vi. Click OK to close form and send the Ancillary Review Request.
      vii. If approval/review of the Ancillary Request is needed, await a response before submitting the Mod Request to RSP.
5. Select the Submit to Specialist activity to submit the modification request to RSP. In the Submit to Specialist window, add any comments or supporting documents (optional) and select OK.
6. The award modification request transitions to the Review state will be reviewed by RSP. Upon review of the request, RSP will decline the request, return it to the requestor for clarifications, or approve it.

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.	• 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.	• Will this require F&A re-budgeting? • Attach a re-budget worksheet. • May require Division/College/School Approval via Ancillary Review.
New Workday Award Line/Grant or 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.	• Do you need a new Award Line/Grant created? • If yes, now many? • If no, what Award Line/Grant(s) need to be activated. • Requires Division/College/School Approval via Ancillary Review
Award Document 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.	• 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.	• 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.	• Is the award transferring to another institution. • Follow instructions on page for additional requirements.
Change in PI	This request is used when there is a change in contact PI.	• Justification for this request. • Requires Division/College/School Approval via Ancillary Review • Attach sponsor approval
Change in Key Personnel (not including PI)	This request is used when there is an addition or removal in key personnel named in the award who are not the contact PI.	• Justification for this request. • Attach sponsor approval
Cost Share Adjustment	This request is used when there is an addition or change to cost share on the project.	• Justification for this request. • Attach any required supporting documents.
Effort Updates	Used when requesting that RSP send a prior approval request to the sponsor to reduce effort by 25% or more. Updating effort commitments for personnel (at a minimum effort commitments should be tracked for the principal investigator(s)/project director(s) and key personnel who are listed in the Notice of Award).	• For prior approval requests: Prepare a request for approval from the sponsor on department letter head signed by the PI. Use "Request Award Modification" button and select EFFORT UPDATE in RAMP. Attach the signed letter and provide clear and detailed submission instructions in the description field. • For updating effort commitments: Use "Request Award Modification" button and select EFFORT

		UPDATE in RAMP. Include the person, start and end dates, and calendar, academic, summer, and/or cost share in person months in the description field.
Update to Grants Additional Allowed Cost Centers of Functions (i.e., Expanded Edits)	This request is used when there is an addition or removal in cost center. This is not used for transferring awards between units within UW.	• Enter detail justification and attach documents to the record. • Use ancillary review function for divisional approval if necessary.
Other	This type is used for all other requests which do not meet the definition of another type.	• Enter detail justification and attach documents to the record. • Use ancillary review function for divisional approval if necessary. Divisional approval will be required by RSP for Post-Award contract/payment terms/reporting changes.