Requesting an Early Termination for a Sponsored Project in the Grants Portal

In certain instances, a project may be terminated prior to the original expiration date. Possible reasons for early termination include: the PI has expended all of the awarded funding in compliance with the award terms and conditions, and has submitted all project deliverables; the PI is leaving UGA and is not transferring the project or assigning a new PI; and the sponsor has requested an early termination, etc. Award agreements typically include information regarding early termination and should be reviewed by SPA Pre-Award.

An early termination for a Sponsored Project may be requested via the Grants Portal using the steps below, or you can contact your SPA Pre-Award Representative to determine what is needed.

1. Log in to the Grants Portal using your **UGA MyID** and **Password**.

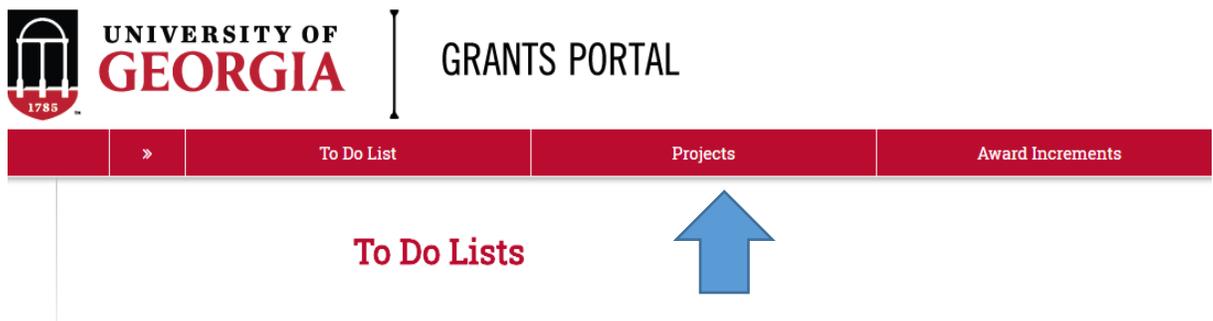2. Click on the "**Projects**" link in the red menu bar to search for the specific project that will be modified.

3. Projects that require action, such as approving the transmittal form, are in your "**Projects To Do List**" at the top of the page. To search for a specific project and initiate a modification request, scroll to the "**Projects**" section of the page.

Projects To Do List

Click on the Name or the Action Required to open the project and complete the required action.

Filter ❓ [_____ ▼] [Enter text to search for] [Go] + Add Filter ✕ Clear All

ID	PI	Project Title	State	OSP Rep	IMS Prop #	Action Required	Grants Assistant
FP00012624	test-copi4	test-test	Awarded	test-deptappr11		Approve Transmittal Data as Investigator	test-deptappr16

1 items ◀ page [1] of 1 ▶ [10] / page

If you cannot find the project you are looking for in the list below try the Detailed Project Search Page.
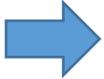
Projects

Filter ❓ [ID ▼] [Enter text to search for] [Go] + Add Filter ✕ Clear All

ID	Project Title	State	PI	Modified Date	OSP Rep	Primary Sponsor	Application Type	Due Date	IMS#
FP00012624	test-test	Awarded	test-copi4	4/23/2018 2:20 PM	test-deptappr11	GA COMMODITY COMM FOR BEEF	New	7/5/2018	
FP00012566	test award with sub	Award Modification Requested	test-pi1	3/19/2018 9:00 AM	test-deptappr11	NATIONAL INSTITUTES OF HEALTH	New	2/16/2018	

4. Click the arrow in the **Filter** dropdown box to select the available search criteria. You can search in a variety of ways, such as by Project Title, PI, etc. Enter the text to search, and click the "**Go**" button. If you want to search using multiple filters, click "**+Add Filter**" and enter additional search parameters.

Projects

Filter ❓ [ID ▼] [Enter text to search for] [Go] + Add Filter ✕ Clear All

ID		State	PI	Modified Date	OSP Rep	Primary Sponsor	Application Type	Due Date	IMS#
	ID Project Title State PI Modified Date OSP Rep Primary Sponsor Due Date IMS#								
FP00012624		Awarded	test-copi4	4/23/2018 2:20 PM	test-deptappr11	GA COMMODITY COMM FOR BEEF	New	7/5/2018	
FP00012566		Award Modification Requested	test-pi1	3/19/2018 9:00 AM	test-deptappr11	NATIONAL INSTITUTES OF HEALTH	New	2/16/2018	

5. Once the correct project is located, click on the project title. This takes you to the project workspace where you will find the "**Request Award Mod**" activity.

test-test
GA COMMODITY COMM FOR BEEF

View Transmittal and Background Info ▼
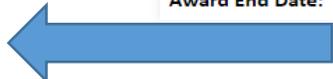
Federal Application Package ▼

General Actions ▼

Communications ▼

Transmittal Actions ▼

Update Permissions List

[Request Award Mod]

PI:	test-copi4 test-copi4
Initiator:	Tammi Childs
Sponsor:	GA COMMODITY COMM FOR BEEF
Proposal Start Date:	9/1/2018
Proposal End Date:	8/31/2020
Award Begin Date:	
Award End Date:	

6. Click the "**Request Award Mod**" button and a pop-up appears. Select "**Early Termination**" from the options provided under **Modification Type**.

Request Award Modification

This is a request to the Pre-Award Office and not to the sponsor. It does not guarantee the Modification will be approved. The Pre-Award Office will submit your request if the award is eligible for the modification. If not they will reject your request.
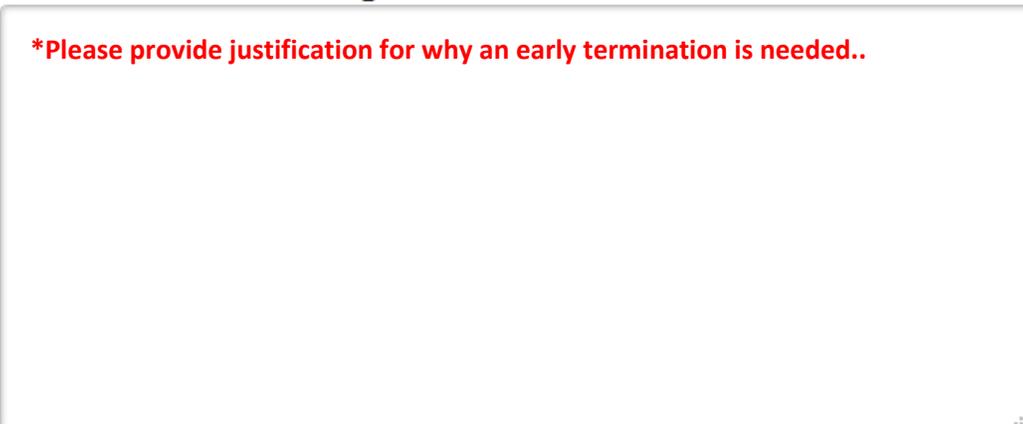
* **Modification Type:**

○ Supplement

○ No Cost Extension

○ Re-budget (Sponsor Approval Required)

○ Non Competing Continuation

○ Carryover (Carryforward restricted accounts only)

○ Change in scope of work

○ Early Termination

○ Pre-Award Spending

○ Change of PI / Co-PI

○ Other Changes

Clear

Justification For Change:

Please provide justification for why an early termination is needed..

Will this modification affect any Subaward / Subcontract?

○ Yes ○ No Clear

Supporting Documentation:

+ Add   **Upload information regarding the effective date of early termination and termination notice if available.**

Name	Version	Description
There are no items to display		

Additional Comments:

Information entered here will display in the project history tab of the project workspace.

OK Cancel

7. Once you have entered all the required information, click the "**OK**" button and the request will automatically route to the appropriate Pre-Award Awarder.

8. The award modification request, including attachments and any additional comments provided, will display in the project history.

Project History	Transmittal Data	Franklin College	Award Increments	Permissions	Follow-On Submissions	Versions	

Filter ❓ Activity ▼ | Enter text to search for | Go | + Add Filter ✖ Clear All

Activity	Description	Author	▼ Activity Date
Award Modification Requested	Request creation of an Award Modification	test-copi4, test-copi4	5/16/2018 10:18 AM
notes for pre-award awarder			
📄 Supplement details			

9. The Project Status will update to "**Award Modification Requested**" on the Project Workspace and the Pre-Award Awarder will receive notification that a Modification is ready for review and processing.

10. SPA Pre-Award will send your request to the sponsor if sponsor approval is required for the change. Once they have the sponsor's approval or if sponsor approval is not required, SPA will process the request and you will get an email letting you know the change has been made. SPA will also alert you if your request is denied by the sponsor or if additional information is required.