

Requesting or Receiving Additional funds in the Grants Portal

A Supplement is an additional allocation of project funding provided by a sponsor to a grant recipient in response to a formal request. Supplements are awarded for a specific purpose and are related to the parent award. Supplemental requests are considered formal proposals, and require SPA sign-off and approval. Generally speaking, notification that additional years of funding have been approved on a project come directly to SPA and a request is not needed to process the new funds from the department. These additional years of funding are called non-competing continuations. On occasion, the notice of additional funding goes straight to the PI or department instead of SPA. In these cases, you can use the modification feature in the Portal to quickly and accurately deliver the notification documents to SPA for processing.

Requesting or receiving additional funds should be processed 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**.



Login as:

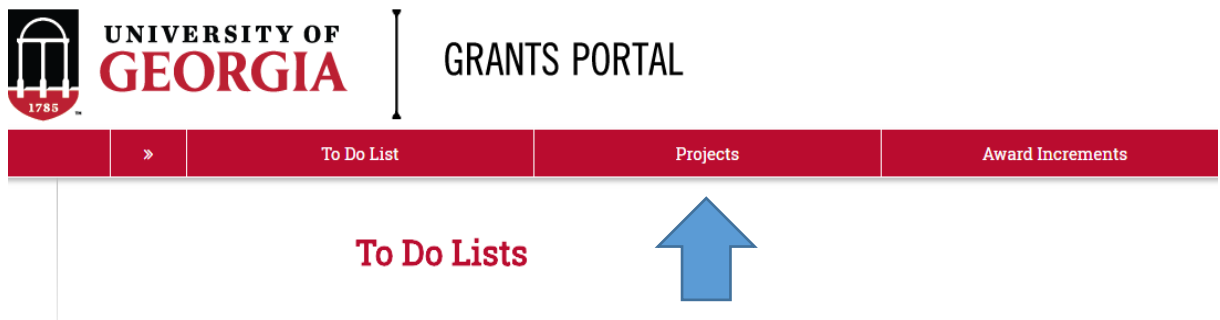
User Name:

Password:

Login

Login 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. If you don’t have anything in your To Do list, you will only see the Projects section on this page.



If you cannot find the project you are looking for in the list below try the [Detailed Project Search Page](#).

Projects

Search in ID Q [+ Add Filter](#) [x Clear All](#)

Please enter search criteria to display data, or hit **Q** to view all items.

- 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 Go [+ Add Filter](#) [x Clear All](#)

| ID | Project Title | State | PI | Modified Date | OSP Rep | Primary Sponsor | Application Type | Due Date | IMS# |
|------------|---------------|------------------------------|------------|-------------------|-----------------|-------------------------------|------------------|-----------|------|
| FP00012624 | | Awarded | test-copi4 | 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 | |

- 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.

Edit Transmittal and Background Info ▼

Print Transmittal and Background Info

Status Activities ▼

Federal Application Package ▼

General Actions ▼

DLSA Actions ▼

Communications ▼

SPA Pre-Award Actions ▼

Submit to Sponsor ▼

Transmittal Actions ▼

Update Permissions ▼

Request Award Mod

Workflow Status: Draft University Review Sponsor Review Awarded Project Complete

Neuroimaging approaches to improve prediction of smoking escalation among young adult electronic nicotine delivery

NATIONAL INSTITUTES OF HEALTH / Mentored Research Scientist Career Development Award in Tobacco Regulatory Research (K01 - Indep

| | | | |
|-----------------------------|-------------------------------|---|--------------------|
| PI: | Jiaying Liu | Management Unit: | J Liu - (43250465) |
| Initiator: | Mysti Scheuer | DLSA: | Kimberly Cherewick |
| UGA's Sponsor: | NATIONAL INSTITUTES OF HEALTH | Pre-Award Proposer: | Roberta Cooper |
| Proposal Start Date: | 7/1/2020 | Pre-Award Awardee: | Melissa Mottley |
| Proposal End Date: | 6/30/2025 | Post-Award Accountant: | Linda Davis |
| Award Begin Date: | | Post-Award Invoicing Accountant: | Savannah Mowery |
| Award End Date: | | Due Date: | 11/8/2019 |

- Click the “Request Award Mod” button and a pop-up appears. Select “Requesting or Receiving Additional Funds – Supplements, non-competing continuations, etc.” from the options provided under **Modification Event Type**.

7. Award Modification Description

Award Modification Description

Award ID:

Award Name:

1. * **Name of Modification:**

Descriptive of what mod will accomplish


2. **Description of Changes:**

This should summarize the requested change. For example, add \$50,000 for diversity supplement for Jane Doe for the period of 01/01/2021 – 12/31/2021. This is the info that is displayed on the award modification work space under Mod Description on the Award Checksheet.

3. * **Sponsors Modification ID:**

Sponsor's identifier

4. * **Modification Event Type:**

- Pre-Award Spending
- Pending Award on Future Increments
- Re-budget, add chart string/s or account code/s
- Add a Subaward, not anticipated within the proposal
- Non Competing Continuation
-  Requesting or Receiving Additional Funds – Supplements, non-competing continuations, etc.
- Decrease Award Amount
- Change in scope of work
- Change of PI / Co-PI or Senior and Key Personnel
- PI/Co-PI Disengagement
- Request to Carryover funds from one year to the next
- Administrative Changes
- Early Termination
- No Cost Extension
- Reports
- Residual Balance
- [Clear](#)

8. This will open a section where you will provide additional information about your request.

Requesting or Receiving Additional Funds

1. * **Additional Funds Request Type:**

Supplement
Non-Competing Continuation

Have you received a Notice of Award?: Yes No [Clear](#)

The information required will be determined by your selections. If you select **Supplement** and answer **Yes** to the question, **Have you received a Notice of Award?**, you will be prompted to select the FP# associated with the submitted supplement proposal and a copy of the Notice of Award.

Reports
 Residual Balance
[Clear](#)

Requesting or Receiving Additional Funds

1. * **Additional Funds Request Type:**
Supplement

Submitted Supplement:
[None] ...

* **Have you received a Notice of Award?:** Yes No [Clear](#)

5. * **Effective Date:**
[Date Picker]

6. **Supporting Documents:**
[+ Add](#)

| ID | Name | PI First Name | Last Name | Organization | Date Created |
|----------------------------------|--|---------------|-----------|---------------------------------------|--------------------|
| <input type="radio"/> FP00004944 | Prevention of platelet adhesion and activation in microfluidic devices | | | College of Engineering | 3/27/2018 10:40 AM |
| <input type="radio"/> FP00005724 | Wang NSF Career | | | College of Engineering | 7/6/2015 PM |
| <input type="radio"/> FP00008500 | testing May 26 2016 | | | College of Pharmacy | 5/24/2016 2:31 PM |
| <input type="radio"/> FP00014040 | Test for GRASP Training Cartee | | | Franklin College of Arts and Sciences | 3/8/2018 AM |
| <input type="radio"/> FP00014042 | Training for GRASP | | | Franklin College of Arts and Sciences | 3/8/2018 10:00 AM |

[OK](#)

Requesting or Receiving Additional Funds

1. * **Additional Funds Request Type:**
Supplement

Submitted Supplement:
[None] ...

* **Have you received a Notice of Award?:** Yes No [Clear](#)

* **Add Notice Of Award Attachment:**
[File Input] [Choose File](#)

If you answer **No** to the question **Have you received a Notice of Award?**, you will only select the FP# associated with the supplement proposal and will not get the prompt to attach the Notice of Award.

If you select **Non-competing Continuation**, you will get a different set of requirements. If you haven't received the Notice of Award, select **No** and provide the requested information.

Requesting or Receiving Additional Funds

1. * **Additional Funds Request Type:**

* **Have you received a Notice of Award?:** Yes No [Clear](#)

Sponsor Contact Name:

Sponsor Contact Phone Number:

Sponsor Contact Email:

Sponsors Notice of Intent to Award:
 [Choose File](#)

If the funding amount received differs from the amount proposed, SPA will request a budget or clarification on where the budget cut should occur. If you already have a matching budget via UGA Budget Template, feel free to provide it here with an optional document upload.

Budget Document:
 [Choose File](#)

If you have received the Notice of Award, select **Yes** and provide the requested information.

Requesting or Receiving Additional Funds

1. * **Additional Funds Request Type:**

* **Have you received a Notice of Award?:** Yes No [Clear](#)


* **Add Notice Of Award Attachment:**
 [Choose File](#)

If the funding amount received differs from the amount proposed, SPA will request a budget or clarification on where the budget cut should occur. If you already have a matching budget via UGA Budget Template, feel free to provide it here with an optional document upload.

Budget Document:
 [Choose File](#)

9. Enter remaining information. The **effective date** is when the change is intended to start. **Supporting documents** are items considered relevant to the request that were not included in the official proposal submission. This could be updated compliance info, emails, etc. **Other Departments, Cost Share Departments, and Over the Cap Departments** is where you will provide the department unit numbers, amounts, and charts/strings/allocation names associated with the mod.

5. **Effective Date:**



6. **Supporting Documents:**

| Name | Description |
|-------------------------------|-------------|
| There are no items to display | |

7. **Other Departments:**

| Other Unit | Ar |
|-------------------------------|----|
| There are no items to display | |

8. **Cost Share Departments:**

| Cost Share Unit |
|-------------------------------|
| There are no items to display |

9. **Over The Cap Departments:**

| Over The Cap Unit |
|-------------------------------|
| There are no items to display |

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

11. 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 | | | | | | | | |
|--|---|------------------------|--------------------|-------------|-----------------------|----------|----------|-------------|--------|---------------|---|---|------------------------|--------------------|
| <p>Filter <input type="text" value="Activity"/> <input type="text" value="Enter text to search for"/> <input type="button" value="Go"/> <input type="button" value="+ Add Filter"/> <input type="button" value="x Clear All"/></p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Description</th> <th>Author</th> <th>Activity Date</th> </tr> </thead> <tbody> <tr> <td>Award Modification Requested notes for pre-award awarder Supplement details</td> <td>Request creation of an Award Modification</td> <td>test-copi4, test-copi4</td> <td>5/16/2018 10:18 AM</td> </tr> </tbody> </table> | | | | | | | Activity | Description | Author | Activity Date | Award Modification Requested notes for pre-award awarder Supplement details | Request creation of an Award Modification | test-copi4, test-copi4 | 5/16/2018 10:18 AM |
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| Award Modification Requested notes for pre-award awarder Supplement details | Request creation of an Award Modification | test-copi4, test-copi4 | 5/16/2018 10:18 AM | | | | | | | | | | | |

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.

12. 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.