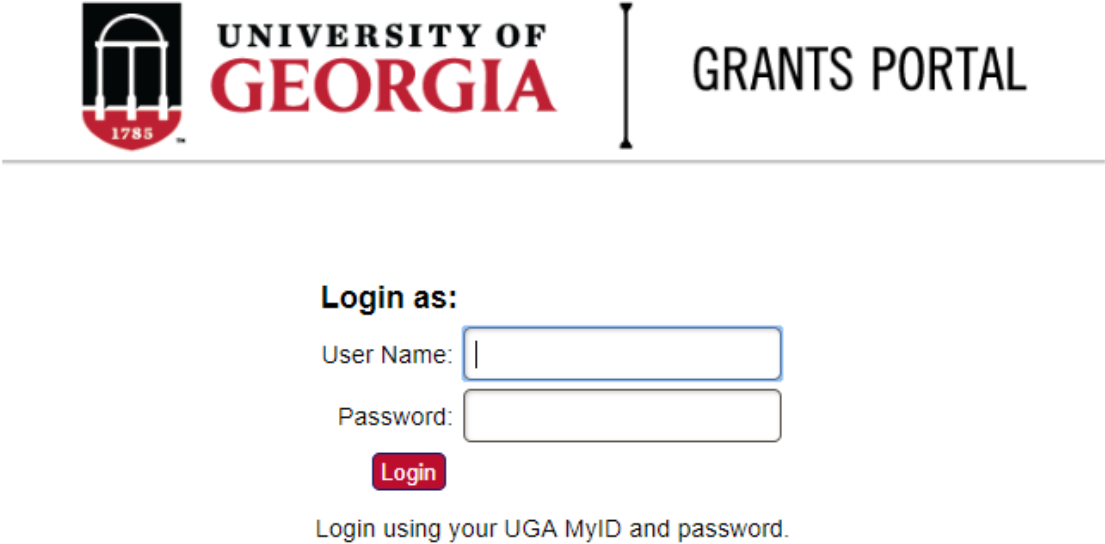


Requesting a Pending Award on Future Increments of a Sponsored Project in the Grants Portal

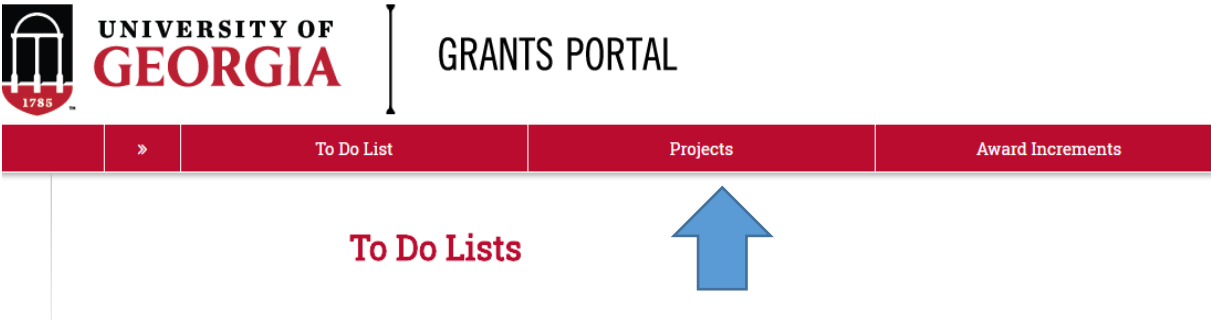
Sometimes a faculty member needs access to funds to continue a project before the award is finalized. Pending awards can be entered into at the risk of the department and require dean and department head approval via the [Administrative Action Request Form](#).

A pending award request 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 down to the “**Projects**” section of the page.

Projects To Do List

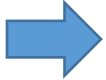
Click on the Name or the Action Required to open the project and complete the required action.

Filter Enter text to search for + 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 + 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 + 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	

Note: A blue arrow points to the 'ID' option in the Filter dropdown menu.

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

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:	

Request Award Mod

Note: A blue arrow points to the 'Request Award Mod' button.

6. Click the “**Request Award Mod**” button and a pop-up appears. Enter the required information under the Award Modification Descriptions.

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. 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

7. Select “**Pending Award on Future Increments.**” from the options provided under **Modification Event Type**. This will result in a section where you will attach the [Administrative Action Request Form](#).

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](#)

Pending Award Request

1. * Attach Signed Administrative Action Request Form:

8. Enter remaining information. The **effective date** is when the change is intended to start. **Supporting documents** is where you will upload any other documents relevant to the request. 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 chartstring/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

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

10. 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 <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"/>							
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						

11. The Project Status will update to “**Award Modification Requested**” on the Project Workspace and the **Pre-Award Awardee** 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.