Requesting a Non-Competing Continuation in the Grants Portal

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.

A non-competing continuation 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.
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.

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.
6. Click the “Request Award Mod” button and a pop-up appears. Select “Non Competing Continuation” 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 any relevant information here. Justifications are not required for non-competing continuations. Only the notice of award is required to process these.
Once you have entered all the required information, click the “OK” button and the request will automatically route to the appropriate Pre-Award Awarder.

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

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

SPA Pre-Award will send your request to the sponsor for confirmation if the new notice of award is not provided with the modification. Once SPA has confirmation from the sponsor or if the notice of award is provided by you, SPA will process the request and you will get an email letting you know additional funding has been added to the project. SPA will also alert you if the document(s) you provided are not a notice of award, if the sponsor cannot confirm the award or if additional information is required.