

## Requesting a PI/Co-PI Disengagement in the Grants Portal

The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator. Disengagement requires the approval of the sponsor.

Log in to the [Grants Portal](#) using your **UGA MyID** and **Password**.



**Login as:**

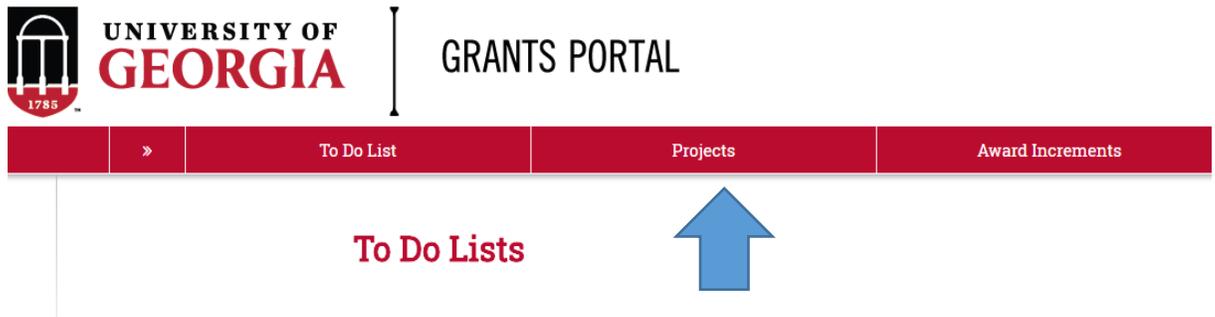
User Name:

Password:

**Login**

Login using your UGA MyID and password.

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



2. 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

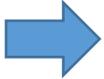
Click on the Name or the Action Required to open the project and complete the required action.

Filter   + 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    + 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 |      |

3. 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    + 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.*

4. 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](#)

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

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

5. Select the “Request Award Mod” button and you are taken to a new screen.

## Award Modification Description

Award ID:

Award Name:

1. \* Name of Modification:

2. Description of Changes:

3. \* Sponsors Modification ID:

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
- 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](#)

### PI/CoPI Disengagement Request

1. \* Enter details of disengagement request:

| Name                          | Length of Disengagement | Name of Remaining |
|-------------------------------|-------------------------|-------------------|
| There are no items to display |                         |                   |

Select **PI/Co-PI Disengagement** from the options provided under **Modification Event Type**. This will result in a section where you will provide additional information. Select **+Add** and a pop-up will appear where you will enter specific details about the requested change.

## Enter Disengagement Information:

1. \* Name of Person:

2. \* How long will they be disengaged?:

3. Is there a PI/Co-PI who will remain engaged? If so, provide the name of the person remaining engaged:

\* Required

OK

OK and Add Another

Cancel

- Once the info is entered, select OK and you will go back to the request workspace.
- 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:

+ Add

Name

Description

There are no items to display

7. Other Departments:

+ Add

Other Unit

Ar

There are no items to display

8. Cost Share Departments:

+ Add

Cost Share Unit

There are no items to display

9. Over The Cap Departments:

+ Add

Over The Cap Unit

There are no items to display

- 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.

| Project History   | Transmittal Data                          | Franklin College       | Award Increments   | Permissions | Follow-On Submissions | Versions |
|---|---|------------------------|--------------------|-------------|-----------------------|----------|
| Filter <b>Activity</b> <input type="text" value="Enter text to search for"/> <span>Go</span> <span>+ Add Filter</span> <span>× Clear All</span> |   |                        |                    |             |                       |          |
| Activity  | Description                               | Author                 | Activity Date      |             |                       |          |
| Award Modification Requested<br>notes for pre-award awarder<br><a href="#">Supplement details</a>   | 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 a Pre-Award Awarder will receive notification that a Modification is ready for review and processing.
- SPA Pre-Award will work with the sponsor to get permission for the change. Once SPA has the sponsor’s concurrence SPA will process the modification and you will get an email letting you know the process is complete.