

Request to Carryover funds from one year to the next on a Sponsored Project in the Grants Portal

Sometimes a sponsored project has budgetary restrictions that prohibit the spending of funds across years. This type of restriction is called carry forward restricted, because it prohibits the carrying forward of a balance from year to year during the life of the project. At award time, Pre-Award Awarders indicate whether an award is carry forward restricted or not by marking the award YES Carry Forward Restricted. If an award is carry forward restricted it doesn't mean you can never carry forward the funds from year to year, but it does mean sponsor permission is required and the sponsor could say no to a carry forward request. Always work with your Pre-Award Awarded to request permission to carry funds forward on a carry forward restricted account. Below is how to ask permission in the Grants Portal.

A carryover approval 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**.



Login as:

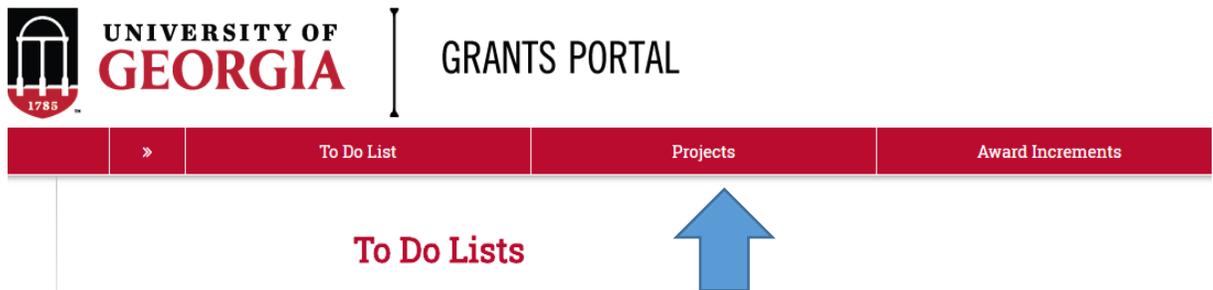
User Name:

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 down to the **“Projects”** section of the page.

Projects To Do List

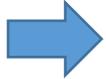
Click on the Name or the Action Required to open the project and complete the required action.

Filter

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	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	

- 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	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	

- 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](#)

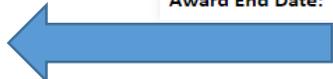
[General Actions](#)

[Communications](#)

[Transmittal Actions](#)

[Update Permissions List](#)

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 you are taken to a new screen.

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 “Request to Carryover funds from one year to the next” from the options provided under **Modification Event Type**. This will result in a section where you will enter additional information.

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](#)



Carryover Request

1. * Please enter the amount you are requesting to carry forward:

2. * Please enter a scientific justification specifically addressing why you have these funds remaining and for what you will utilize these funds:

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:**

+ Add

Name

There are no items to display

7. **Other Departments:**

+ Add

Other Unit

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

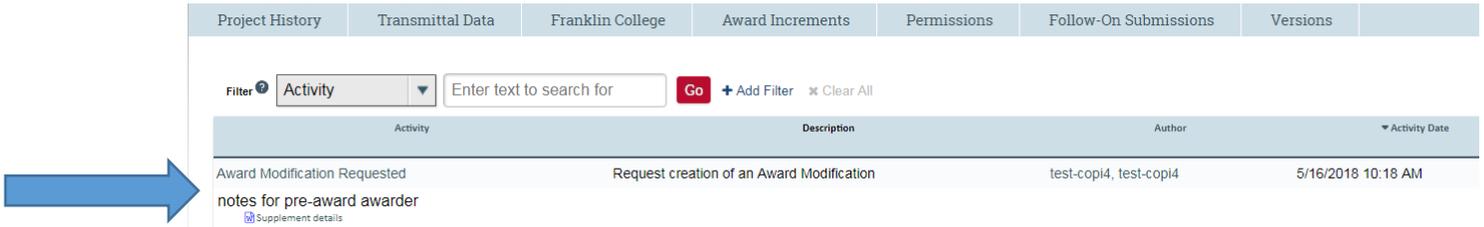
There are no items to display

Typically, sponsors want the following information, but the terms and conditions of the award will determine what is needed.

- Justification for funds remaining
- Details for how funds will be spent in the future
- Detailed budget
- Detailed budget justification
- If the project includes a sub that will also need approval for carryover funds, make sure to get the same info from the sub.

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.



The screenshot shows a web interface with a navigation bar at the top containing tabs: Project History, Transmittal Data, Franklin College, Award Increments, Permissions, Follow-On Submissions, and Versions. Below the navigation bar is a filter section with a dropdown menu set to 'Activity', a search input field with the placeholder 'Enter text to search for', a red 'Go' button, and links for '+ Add Filter' and 'x Clear All'. The main content is a table with the following structure:

Activity	Description	Author	Activity Date
Award Modification Requested notes for pre-award awarder Supplement details	Request creation of an Award Modification	test-cop14, test-cop14	5/16/2018 10:18 AM

A blue arrow points to the first row of the table.

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.