Requesting a Supplement 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. A supplemental request 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 “” 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 “Supplement” 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 detailed information for why additional funds are needed. If effort commitments of senior/key personnel will be affected, be sure to include that information in the request.*
7. Once you have entered all the required information, click the “OK” button and the request will automatically route to the appropriate Pre-Award Awarder.

8. 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 the Pre-Award Awarder will receive notification that a Modification is ready for review and processing.