Submission of Reports in the Grants Portal

Terms and conditions of the award will stipulate reporting requirements. Technical reports are typically submitted directly to the sponsor by the PI. SPA requires evidence on file that the final progress report was submitted to the sponsor. Some sponsors require AOR (SPA) approval of progress reports. Contact your SPA Pre-Award Representative if you have questions about what your sponsor requires. SPA will work with Innovation Gateway to complete invention/patent statements. Sponsor can withhold funds for additional years of funding until reports are received/approved. Can potentially stop funding to UGA due to non-compliance of reporting requirements.

Log in to the Grants Portal 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.
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.

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.
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 codes
   - 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

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**Reports Request**

1. **Enter request details:**

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Document</th>
<th>Submitted to Sponsor</th>
<th>Date Submitted To Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

There are no items to display.
Select **Reports** 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 open where you will enter specific information.

### Enter Report details

1. **Report Type:**
   - Other closeout documents
   - Property/Equipment Report
   - Final technical report
   - Annual/Interim scientific progress report
   - Invention Statement

2. **Attachment:**
   - Choose File

3. **Submitted to Sponsor:**
   - Yes
   - No

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

### 7. 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.
8. Once you have entered all the required information, click the “**OK**” button and the request will automatically route to the appropriate Pre-Award Awarder.

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

11. 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.

12. SPA Pre-Award will submit the reports to the sponsor, if needed. Once SPA has submitted or verified the submission of the reports, the modification will be finalized and you will get an email letting you know the process is complete.