Requesting or Receiving Additional funds 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. 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.

Requesting or receiving additional funds should be processed 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. If you don’t have anything in your To Do list, you will only see the Projects section on this 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 “Requesting or Receiving Additional Funds – Supplements, non-competing continuations, etc.” from the options provided under Modification Event Type.
7. Award Modification Description

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. For example, add $50,000 for diversity supplement for Jane Doe for the period of 01/01/2021 – 12/31/2021. This is the info that is displayed on the award modification workspace under Mod Description on the Award Checksheets.

3. *Sponsors Modification ID:

   Sponsor's identifier

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
8. This will open a section where you will provide additional information about your request.

The information required will be determined by your selections. If you select Supplement and answer Yes to the question, Have you received a Notice of Award?, you will be prompted to select the FP# associated with the submitted supplement proposal and a copy of the Notice of Award.
If you answer No to the question Have you received a Notice of Award?, you will only select the FP# associated with the supplement proposal and will not get the prompt to attach the Notice of Award.

If you select Non-competing Continuation, you will get a different set of requirements. If you haven’t received the Notice of Award, select No and provide the requested information.

If you have received the Notice of Award, select Yes and provide the requested information.
9. Enter remaining information. The **effective date** is when the change is intended to start. **Supporting documents** are items considered relevant to the request that were not included in the official proposal submission. 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.

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

11. 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.
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.