Requesting a Pending Award on Future Increments of a Sponsored Project in the Grants Portal

Sometimes a faculty member needs access to funds to continue a project before the award is finalized. Pending awards can be entered into at the risk of the department and require dean and department head approval via the Administrative Action Request Form.

A pending award 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.

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.
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. Enter the required information under the Award Modification Descriptions.

**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 “Pending Award on Future Increments.” from the options provided under Modification Event Type. This will result in a section where you will attach the Administrative Action Request Form.

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-compelling 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. 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.

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.
11. 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.