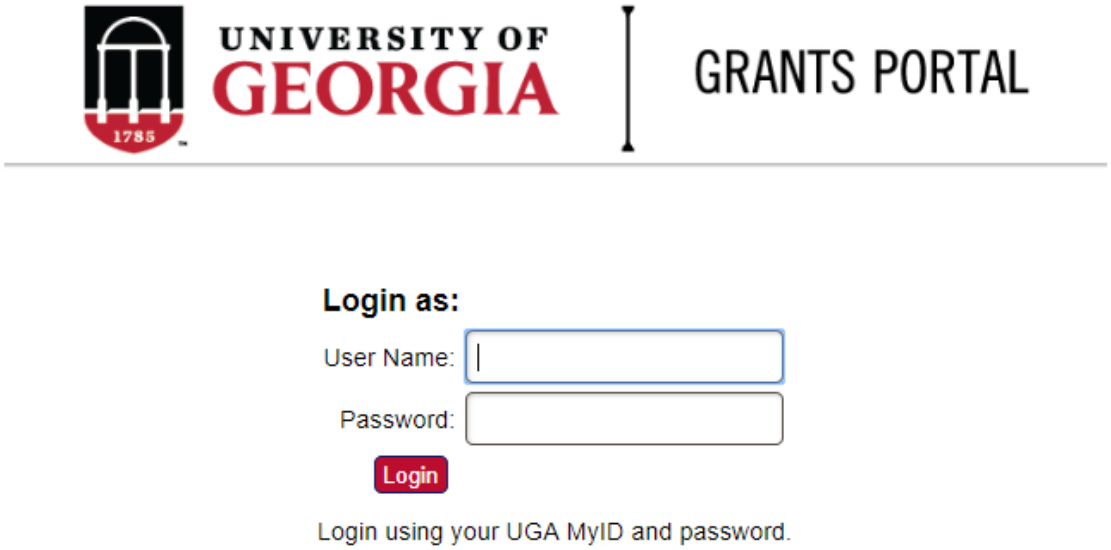
# Requesting a Pending Award for a Sponsored Project in the Grants Portal

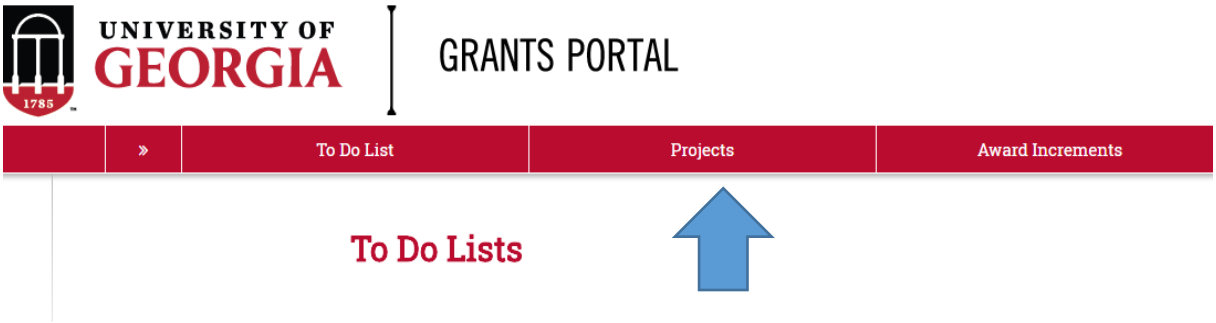
Sometimes a faculty member needs access to funds to start a project before the award is finalized. Pending awards can be entered into at the risk of the department and require dean and department head approval via the Administrative Action Request Form.

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.

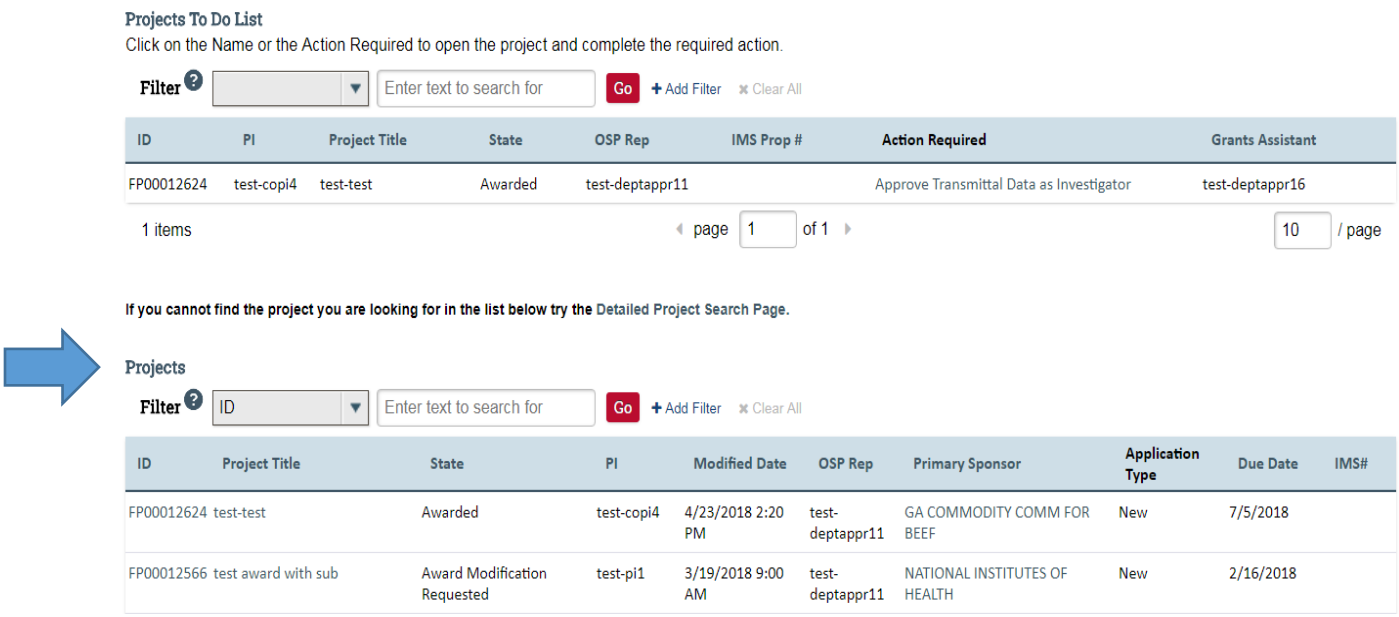
1. Log in to the Grants Portal using your **UGA MyID** and **Password**.



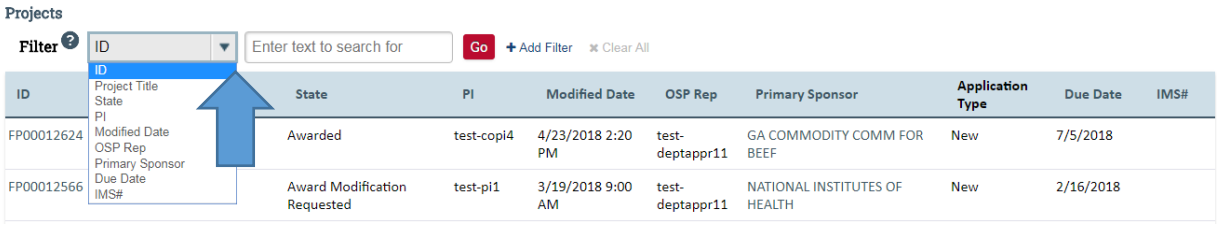

2. Click on the "**Projects**" link in the red menu bar to search for the specific project that will be modified.



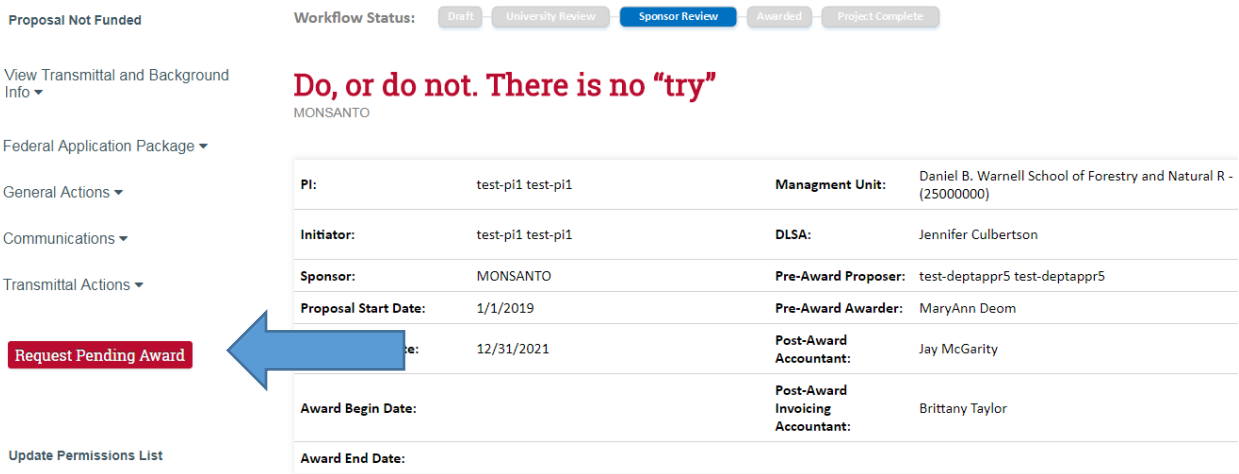

3. Projects that require action, such as approving the transmittal form, are in your "**Projects To Do List**" at the top of the page. To search for a specific project and initiate a modification request, scroll down to the "**Projects**" section of the page.



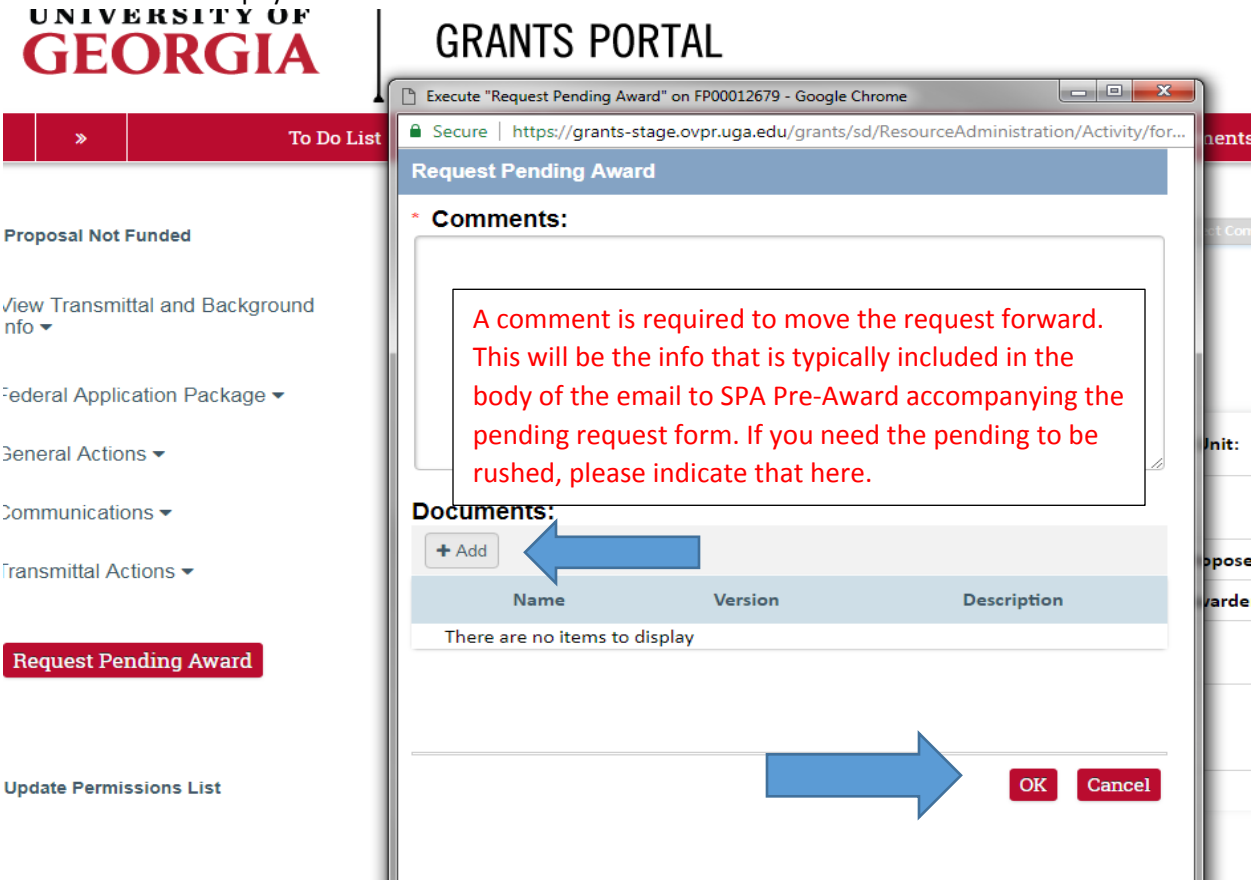

4. Click the arrow in the **Filter** dropdown box to select the available search criteria. You can search in a variety of ways, such as by Project Title, PI, etc. Enter the text to search, and click the "**Go**" button. If you want to search using multiple filters, click "**+Add Filter**" and enter additional search parameters.



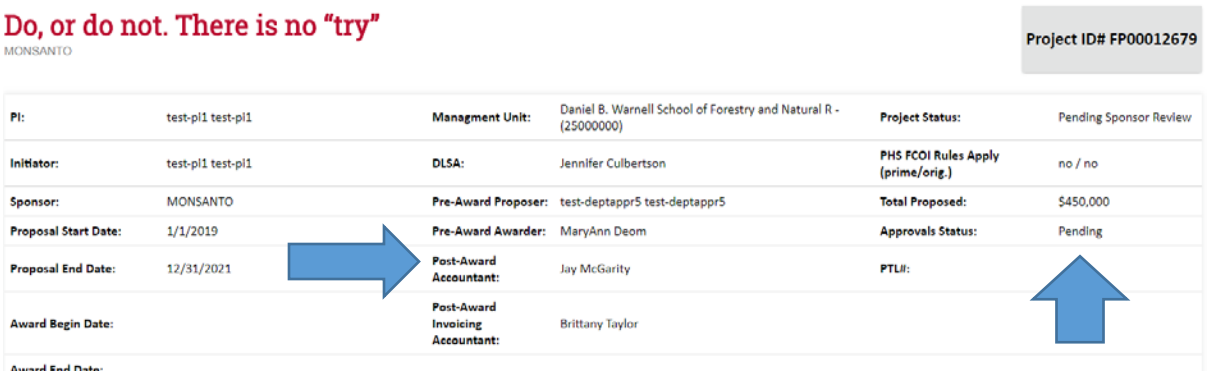

5. Once the correct project is located, click on the project title. This takes you to the project workspace where you will find the "**Request Pending Award**" activity.



6. Click the "**Request Pending Award**" button and a pop-up appears. This is where you will add comments and attach the Administrative Action Request Form. A comment is required. The comment can be as simple as see attached or can provide additional info about the request, such as 'needed for payroll deadline.'

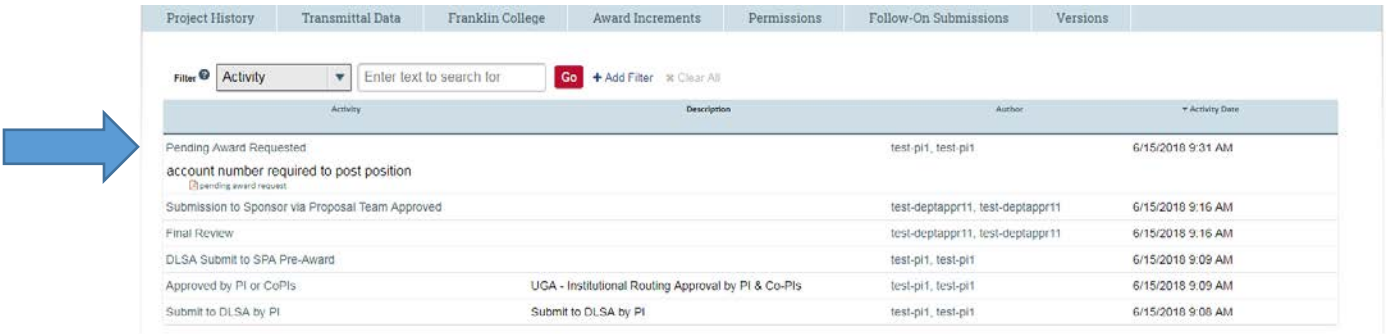


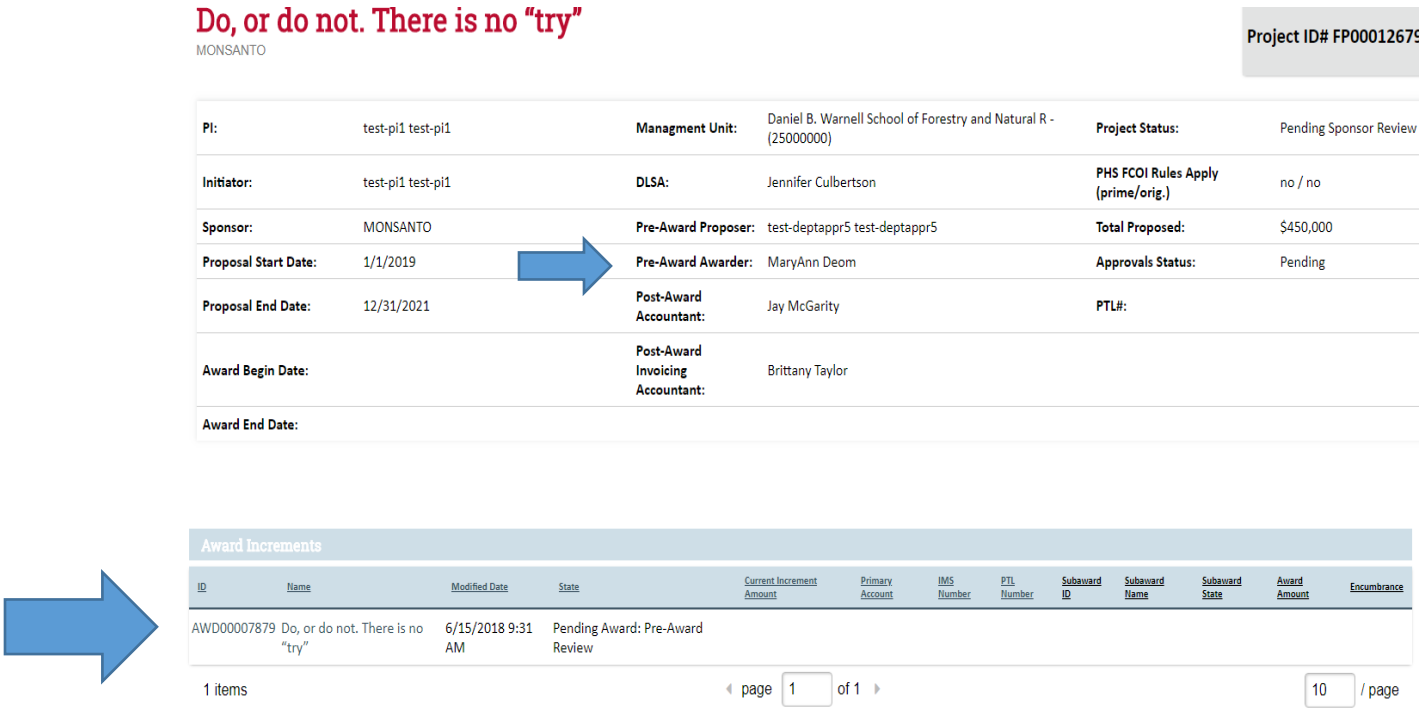

You can either drag/drop files or click the add button to upload files. Once the signed administrative action request form is uploaded, click ok to send to Sponsored Projects Administration. The request is automatically routed to the Pre-Award Awarder assigned to this project.



7. Please note the Approvals Status on the project workspace. This refers to the approvals for the transmittal data. The pending award can not be processed by our office until all transmittal approvals are in place. We also must have all compliance approvals in place before the pending request can be processed.

8. The project history tab at the bottom of the project workspace shows that the pending award was requested.




9. There is now an award listed in the award increments section with Pending Award: Pre-Award Review listed as the state. This state will change to Pending Award: Activated when pending request has been approved and processed by Pre-Award and Post Award. Additionally, you will receive an email confirming your request has been processed.