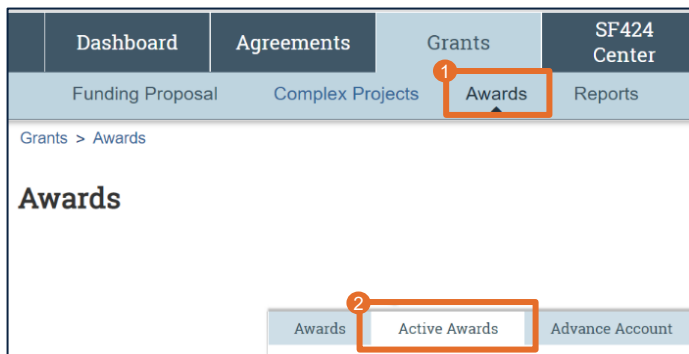
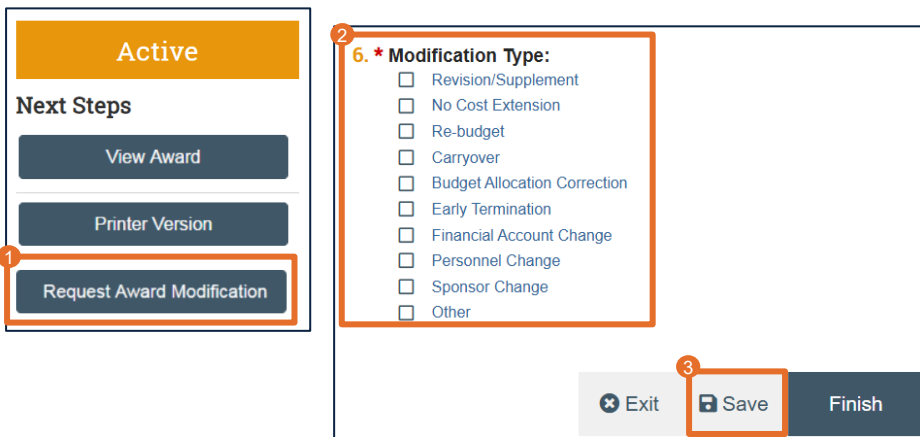


1. Open the Award from the Grants Awards page under the Active Awards tab.



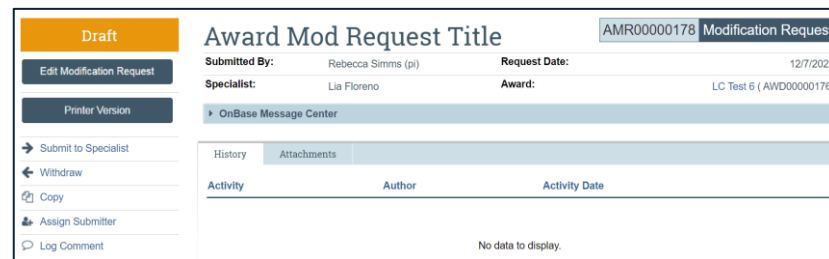
2. Click Request Award Modification from the award workspace. Complete the SmartForm.



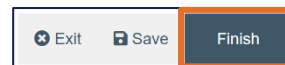
Note: In the SmartForm, enter a title and description for the modification request. For question 6, select the request types. Click Save and Continue.

Note: Complete each page and click Continue until you complete the entire SmartForm.

3. Click Finish to complete the SmartForm.



Note: PAM will create the award modification request in Draft state and take you to its workspace. The award modification request will also appear in your PAM inbox until you submit it for review.



4. Click Submit to Specialist to submit to OSR.

Note: On the Submit to Specialist form, apply any necessary instructions and supporting documents, and click OK.

The award modification request will transition to the Review state and will appear in the assigned OSR Specialist's PAM Inbox for their review and processing.

