

1. Open the Award from your inbox OR in the Active Awards tab on the Grants awards page.

My Inbox

Filter by ID Enter text to search

ID	Name
AMR00000031	_ClickAwardChangeRequest - 3/18/2025 9:39:53 PM
FP00000279	Proposal Test

2 Items

Awards Active Awards Advance Account Draft Awards

Filter by ID Enter text to search

ID	Name	SmartForm	Award PI	Direct S
AWD00000008	BD Demo #1 2.11.25	[Edit]	Wiley	National

2. Click Create Award Modification and complete the form.

Active

Next Steps

Edit Award

Printer Version

Create Award Modification

Create Subaward

Request Award Modification

Create Continuation

Award Modification

Award ID: AWD00000079

Award Name: LMRC Test 2/21/25 v2

1. * Name:

Modification #1

2. Description of Changes:

3. Sponsor's Modification

45645457-MOD001

4. * Select Modification Type:

No Cost Extension

Re-budget

Continuation

Carryover

NGA Revised

Budget Allocation Correction

Early Termination

Demographic Changes Only

Clear

5. Select demographic changes:

Sponsor Change

6. * Will this modification affect any Subaward?

Yes No Clear

7. Effective Date:

Note: On the first page of the modification, enter a name, select the modification type, if it will affect any Subaward, and any optional information needed.

When you've completed this page, click Continue.

3. Continue with and complete the Create Award Modification Form.

Validate Compare

1

Award Modifications

Award Date Changes

Financial Setup

Budget Allocations

UAB Award Change Additional Information

Completed Award Modification

You Are Here: LMRC Test 2/21/25 v2 > Modification #1

Editing: AWD00000079-MOD001

Go to forms menu Print Help

Completed Award Modification

Click Validate at the top of the navigation pane to verify that the forms are complete. Update any errors or incomplete sections.

To save your work and return to the Award Modification workspace, click the Finish button at the right of the navigation bar. The next step toward implementing your changes is to submit the award modification for Designated Review or Final Review. When the assigned approver approves the modification, your changes will be propagated to the award.

Exit Save Finish

2

Note: When satisfied with the modification, click Finish on the last page.

Note: Click Submit for Final Review on the award modification workspace to complete the process.

Draft

Next Steps

Edit Award Modification

Printer Version

Submit for Designated Review

3 Submit for Final Review

Withdraw