IBISResearch

AWARD MODIFICATION GUIDE

TO REQUEST AN AWARD MODIFICATION:

1. On the *Award Workspace*, click the **Request Award Modification** button.
2. Complete the following questions on the *Award Modification Request SmartForm* page. When complete, click the **Finish** button.
    1. **Short title** – Enter a short title for the modification. Use the following naming convention [Award YR and/or Allocation Impacted] [Action: NCE] [Insert deadline].   For example: Year 4: NCE_06/01/20.
    2. **Date requested** – This field automatically populates with today's date.
    3. **Full description of requested changes** – Description of the award changes being requested. * Reference below table for details on what needs to be provided based on the modification type
    4. **Supporting documents** – Upload supporting documents, when applicable. * Reference below table for details on what needs to be provided based on the modification type
    5. **Specialist** – Indicates the assigned specialist in the Office of Research Administration.
3. After clicking the **Finish** button, the system returns you to the *Award Modification Request* Workspace. If additional updates are necessary, use the **Edit Modification Request** button. Otherwise, click the **Submit to Specialist** activity.
4. In the *Submit to Specialist* window, add any applicable comments and click **OK**.
5. The system updates the Award Modification Request to the "Review" state and sends an email notification to the assigned Specialist.

What type of modification is it?	What is the IBIS definition?	What needs to be included for review?
No Cost Extension	An extension of the final budget period of a previously approved project period for up to 12 months, without additional funds. Please note ORA may request additional information if it is a 2nd NCE.	- Requested revised end date - Scientific justification for extension - Plan for using unobligated funds - Confirmation that objectives/scope of project remains unchanged.
Rebudget	Transfers of amounts from one expense category to another in the budget of an approved award. The awarded and authorized amounts for the budget period do not change.	- Internal Prior Approval Request (IPAR)
Carryover	Unobligated funds remaining at the end of any budget period are carried forward to a subsequent budget period to cover allowable costs. *Example: Funds used to be unobligated from year 1 and now we want to put it in salary for this upcoming budget period.* Please download the Workday budget plan, indicate the changes, and attach this in Ibis.	- Justification - Workday budget plan showing where to allocate the unobligated funds and from what budget year (i.e. from year 1 to year 3)
Early Termination	Close-out of an award any time prior to the planned end of the period of performance, whether initiated by the sponsor or by your institution.	Explanation as to why award is ending before planned period of performance ends.
Demographic Changes	Request change in Sponsor, Personnel, Terms & Conditions, or Compliance areas.	Explanation and justification of why action is necessary and how it benefits the project.

*Once the modification request is approved, ORA will initiate the modification in Ibis and collaborate with you on any additional data entry needed. The changes will be replicated in Workday.