



QUICK GUIDE

Award Modification Status Updates in MN-GEMS

This quick guide will describe how to navigate MN-GEMS in order to understand where an **Award Modification** record may be in its workflow and the details of what has occurred with that transaction record. While there are many fields that provide details for a record in MN-GEMS, this quick guide will focus on understanding the workflow state and the information captured in the history tab.

Example **Award Modification** Workspace:

The screenshot shows the MN-GEMS workspace for an Award Modification record. Key elements are highlighted with red callouts:

- State:** A red box points to the "Draft" status in the top left corner.
- ID and Record Type:** A red box points to the record ID "CON00000097805-MOD002" and the record type "Modification" in the top right.
- Workflow Map:** A red box points to a flowchart in the center showing the process from Draft to Designated Review, Final Review, and Complete, with Response Pending loops.
- Tabs:** A red box points to the "History" tab in the top navigation bar.
- Activities:** A red box points to the "Activities" section on the left sidebar.

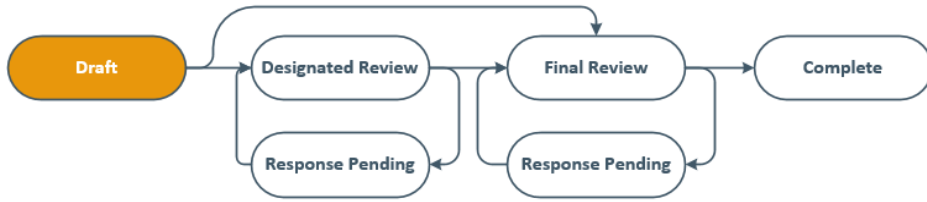
Understanding the Workflow

Each record in the MN-GEMS contains a workflow map on the workspace landing page. The highlighted state indicates where the record is in the workflow. Below are the workflows and the status definitions for **Award Modification** records

Note: Status updates for proposals, award setups, and award modification setups will be captured on the workspace landing page for the record ID in the **Grants** module. Status updates for subawards and agreements will be captured on the workspace landing page for the record ID in the **Agreements** module. Make sure you are starting from the correct module when searching for information.

Award Modifications:

The current status of the record is the highlighted state. In this graphic, the Award Modification is in "Draft" state.



Workflow State Definitions:

- **Draft:** The award modification has been started by the SPA Specialist and is in process.
- **Designated Review:** The award modification has been routed for review for approval by a SPA supervisor. This is only used for SPA training purposes.
- **Final Review:** It has been routed to the award setup team for processing in EFS and issuing the NOGA.
- **Complete:** Award Modification is done.

Checking the History Tab:

Every action taken on a record in MN-GEMS will be recorded in the History Tab on the workspace landing page. This history tab will display all actions that have been performed on the record to date, comments added to the record, emails sent from MN-GEMS, and documents that have been added to the record or generated in MN-GEMS.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log	Training
Activity		Author	Activity Date						
Email sent		Struzyk, Pat	7/17/2024 1:51 PM						
Hi Dennis, It looks like the attached Budget explanation page is missing from the package. Please advise. One this has been added, I can send the proposal. Thank you.									
budget justification DEFCOM.docx									
Added Attachments		Nelson, Dennis A	7/17/2024 1:11 PM						
Email sent		Nelson, Dennis A	7/17/2024 1:10 PM						
Correct file here.									
Table_of_Contents-DEFCOM.pdf									
Email sent		Nelson, Dennis A	7/17/2024 1:09 PM						
Created a Table of Contents									
ResearchR_OtherProjectInfo updated.pdf									
Approved by Department		Konstan, Joseph Andrew	7/15/2024 4:36 PM						
Submitted for Department Review		Ravindran, Suraj Muthiramail	7/15/2024 1:31 PM						
Changes Requested By Specialist		Struzyk, Pat	7/15/2024 1:27 PM						
Email sent		Struzyk, Pat	7/11/2024 9:05 AM						
Hi all, I have signed and uploaded the forms to the attachments that require AoR signature. Can you put the proposal package together as one PDF and complete the Table of Contents? If you have any questions, please let me know. Thank you,									
ARO 99 signatures-Signed.pdf									
ARO 52A.pdf									
ARO 5T.pdf									



Tip: The **Funding Proposal, Funding Award, Award Modification** and **Agreements** Workspaces will all have different information in the history tab. Make sure you are on the correct workspace when checking the history of the MN-GEMS record. (i.e. if you are looking for the history of an award modification, navigate to the award modification record)