

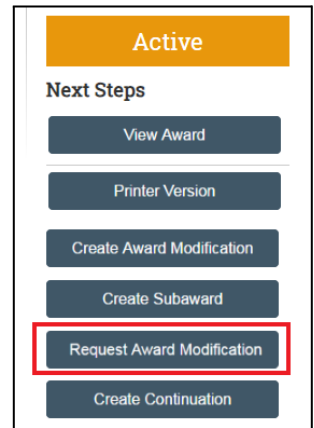


Award Modification Request – Award Transfer

This Award Mod request type is used when an award is transferring to another institution.

Follow the steps below to request an award transfer modification:

1. Navigate to the Award Workspace and click the **Request Award Modification** button.
2. Complete the following questions on the Request Details page, then click the **Finish** button.
 - a. **Short title** – Enter a short title for the modification.
 - b. **Date requested** – automatically populates with today’s date.
 - c. **Full description of requested changes** – Enter a description of the reason for the award transfer.
 - d. **Supporting documents** – upload applicable supporting documents. See below under Note for guidance.
 - e. **Specialist** – this automatically populates from the Award.
3. After selecting **Finish**, the system returns you to the Award Modification Request Workspace. If additional updates are necessary, use the **Edit Modification Request** button. The award modification is in the Draft state and has not yet been submitted for SPA review.
4. Select the **Submit to Specialist** activity to submit the modification request to SPA. In the Submit to Specialist window, add any comments or supporting documents (optional) and select **OK**.



Note:

Refer to the [Departmental Steps for PI Departures](#), if applicable. Follow sponsor guidelines to prepare supporting documents for the request. If sponsor has no clear guidelines, attach a letter to the sponsor with the following information:

- Contact information for recipient institution.
- Amount of unobligated funds estimated to remain as of the transfer date (be cautious as this is the amount that the sponsor will rely on as available for transfer)
- Requested date of transfer

- PI and SPA signatures (dept head can sign too or attach separate evidence of dept approval of relinquishment) [continued on next page]
- If a multi-PI award, provide evidence that they also approve of the award being transferred elsewhere and describe what will happen with their portion of the project
- Any other information required by the sponsor

The award modification request transitions to the **Review** state and will be reviewed by SPA. Upon review of the request, SPA will either return it to the requestor for clarifications, submit it to the sponsor for approval, or approve it locally (if permitted by the sponsor's rules.)