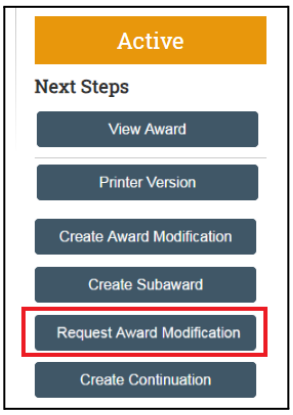
Award Modification Request – Sponsor-Approved Rebudgeting

When sponsor approval is needed to rebudget funds in the award budget, an Award Modification Request is needed in MN-GEMS. Do not use the MN-GEM Award Modification Request for rebudget requests that do not require sponsor approval. Reference the award terms and conditions to determine if sponsor approval is required.

Follow the steps below to request a sponsor-approved rebudget award modification:



1. Navigate to the Award Workspace and select the **Request Award Modification** button.
2. Complete the following questions on the Request Details page. When complete, select 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 changes needed.
   d. **Supporting documents** – Upload applicable supporting documents.
   e. **Specialist** – Automatically populates from the Award. No data entry required.
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**.

The award modification request transitions to the **Review** state and will be reviewed by SPA. Upon review of the request, SPA will return it to the requestor for clarifications, or approve it. If for some reason the rebudgeting request cannot be accommodated, SPA will notify the requestor.

Note:
Follow sponsor guidelines to prepare supporting documents for the rebudget request. If sponsor has no clear guidelines, attach a letter to the sponsor with the following information:

- Details including the amounts to be rebudgeted between budget lines
- Justification for the need to rebudget
- Effect on the scope of work (if applicable)