

QUICK GUIDE



Award Modification Request (AMR) Status Updates in MN-GEMS

This quick guide will describe how to navigate MN-GEMS in order to understand where an **Award Modification Request** 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 AMR Project Workspace:

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 Request 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 Modification Requests (AMR):

In order to determine the status of an award modification, it is important to understand the award modification request status, if the modification was initiated by the department. Navigate to the Modifications tab on the Award workspace to see the workflow "State":

Modifications	Totals	Funding Allocations	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log	Reviewer Notes	EFS Projects	...	
Modification Requests														
Name	SmartForm	Execute Activity	▼ Date Modified		State	Submitter	Specialist							
CON000000105510 Rebudget	[Form] ▼	Execute Activity... ▼	10/29/2024 2:48 PM		Approved	Jasmine Hong	Pat Strzyk							
Annual Report Submission	[Form] ▼	Execute Activity... ▼	10/9/2024 8:27 AM		Approved	Pat Strzyk	Pat Strzyk							
Modifications														
ID	Name	SmartForm	Date Created	▼ Date Modified	State	Mod Type	Sponsor Approval State							
CON000000105510-MOD002	Modification #2	[Forms] ▼	11/7/2024 4:21 PM	11/7/2024 4:24 PM	Draft	NGA Revised								
CON000000105510-MOD001	Modification #1 No Cost Extension	[Forms] ▼	9/19/2024 8:25 AM	9/23/2024 9:03 AM	Approved	No Cost Extension								
2 items														
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Workflow State Definitions:

- **Draft:** AMR has been created by the submitter and is able to be edited. The submitter will need to click “Submit to Specialist” to get it in the GCOs queue for processing.
 - If the request is in “Draft” status, it has not been submitted to SPA and will not move forward until the submit to specialist action is completed.
- **Review:** The AMR is in the SPA Specialist’s queue for review and processing.
- **Clarifications Requested:** AMR is in the department's queue for clarifications. A response to the clarification must be sent via MN-GEMS to move the record forward.
- **Declined:** AMR has been declined by the GCO.
- **Withdrawn:** AMR has been withdrawn from the workflow and will not be processed.
- **Approved:** AMR has been approved.
 - **Note: this is only related to the award modification request. Any action taken on the MN-GEMS record will be found in the Modifications section on the Award Workspace. See the “Award Modifications” section to understand the status.**

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.

Approved

CON000000105510 Rebudget

AMR00002702 Modification Request

Submitted By: Jasmine Hong Request Date: 10/2/2024

Specialist: Pat Struzyk Award: A Research Collaboratory to Explore Best Practices for E (CON000000105510)

History Attachments

Activity	Author	Activity Date
Approved	Struzyk, Pat	10/29/2024 2:48 PM
Sent to sponsor 10/29/24 University of Minnesota Twin Cities Mail - PO #1968547-FMP #6209-HJF Award #67401 Rebudget Request.pdf		
Request Submitted to Specialist	Hong, Jasmine LI	10/29/2024 2:35 PM
Hi Pat, This is the rebudget request. Thanks, Jasmine		



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)