UNO PI Name: ___________  Proposal/Award ID(s): _______________________
Reason for Modification: ________________________________

**ORSP RA**

Is this the first modification to an existing award?

**Yes:** Copy previous awarded proposal (“A” version) to **new version:**
1. Select “Copy Proposal Version” from the menu
2. Change version to M101
3. Extend end date, if applicable
4. Click Copy
5. Click on Maintain Proposal to open the proposal for modifications

**No:** If the highest “M” version is NOT under the original (first) CON number, copy the “A” version of original CON number to new version (**DO NOT** copy the proposal with the “M” version):
1. Select “Copy Proposal Version” from the menu
2. Change version to correct “M” number (NOTE: Continue with the “M” numbering sequence on the other CON number; if a M102 version already exists, enter M103)
3. Extend end date, if applicable
4. Click Copy
5. Click on Maintain Proposal to open the proposal for modifications

If the highest “M” version is under the original (first) CON number, copy the latest “M” version:
1. Select “Copy Proposal Version” from the menu
2. Change version to correct “M” version (if a M102 version already exists, enter M103)
3. Extend end date, if applicable
4. Click Copy
5. Click on Maintain Proposal to open the proposal for modifications

1. Enter reason for modification in short description field; Attribute “Export” if applicable
2. Change Proposal Type (refer to the list of proposal types in PS binder for appropriate value)
3. Make sure only the title is entered under the Description hyperlink
4. Make necessary changes
5. Remove all budget lines for each period and for each project (on the Enter Budget Detail page)
6. If additional funding, enter a single budget line to Other for the entire amount of the funding (You may need to enter zero for the IC rate on the F&A Pricing Setup page.)
7. If additional funding from supplemental funding or contract continuation, select attribute of ADDIT_FUNDS
8. If the modification is for the receipt of an executed contract, select attribute value of ADV_SPD_REC and enter a brief comment (such as last signature date)
9. If the modification is for deobligation of funds, select attribute value of DEOBLIGATE and enter the deobligation amount in the value field
10. Attach all corresponding documents individually with a descriptive name
11. Update status to Awarded
12. Update Award Milestones, if necessary (see Milestone checklist – next page)
13. Write the M version number on the front of the award folder
14. Obtain review of new PeopleSoft proposal

Completed by: ______________________________________ Date: ____________
Checked by: ______________________________________ Date: ____________

1. Email SPA (include project ID and speed key in email)
2. Attach email to appropriate “M” version
3. File in waiting for NOGA/modification drawer
**Milestones**

NOTE: If the modification is an internal no-cost extension, do not modify existing milestones. Add a milestone for the expiration of the internal no-cost extension (value = I-NCE).

**Additional Milestones:**

- Complete Milestone Checklist for new milestone, enter into PeopleSoft, and attach to this checklist

**Changes to Existing Milestones:**

- Enter new due dates for any existing milestones:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Code (interim/final)</th>
<th>New Due Date &amp; Frequency</th>
<th>Additional Contact(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Subject Approval</td>
<td></td>
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<tr>
<td>Biosafety Approval</td>
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<td>Deliverable</td>
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<tr>
<td>Expiration Notice Reminder</td>
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<td>Human Subject Approval</td>
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<td>Patent Report</td>
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<tr>
<td>Principal Investigator Report</td>
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</tbody>
</table>

- Enter modification reason, initials and date in comments field

NOTE: Leave the status blank!

**Cancelation of existing Milestones:**

- List the affected milestones:

  ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________

- Change status to CAN (canceled) for the particular milestone(s)

- Enter cancelation reason, initials and date in comments field