Financial and Date Modification-Converted Award

When UF receives a funding document from a sponsor that issues additional funds (incremental or supplemental) to a Converted Award an Award Modification must be created. Because Converted Awards do not contain data that is required by UFIRST, every time a Converted Award is modified for the first time the administrator routing the Modification must input new allocation information, record effort commitment data, and identify project types for all projects under the Award.

**Step 1**
Use the Awards Worklist to locate and open the Award record for which we have received incremental funds.

**Step 2**
From the Award Workspace execute the Create Award Modification activity

**Step 3**
Locate the Modification under the Modifications Tab in the Award Workspace. Use the SmartForms drop down to select Award Modification

**Step 4**
On the Award Modification SmartForm select all of the modification types that may apply to your specific financial modification, however to add funds you will need to select Financial at a minimum. If the date is also being extended, select Dates.

**Step 6**
Upon selection of Financial and Dates Modification Types additional drop down selections will populate. Select all of the Financial Modification types that relate to your specific award, however Change in budget-release or obligated amount will most likely be required.
Step 7
Select all Date Modification Types that pertain to your specific modification, however, Revised Award or Project Start and End Date will be the most likely selection.

Step 8
Complete the remainder of the Award Modification Page 1.0 and Page 2.0 Proposals and Agreements. Verify that all UFIRST proposals related to this award are included. If not, please add them under question 1.0 Additional Proposals. If this modification also includes Supplemental funds (unanticipated funds/not included in the originally approved proposal budget) a new proposal must be routed to obtain approvals for the new funds. The proposal which captures the approvals for the supplemental funds should also be linked in field 1.0 Additional Proposals.

Step 9
On Page 3.1 Change in Overall Award Budget make the selections that reflect your modification. For example, if you have a modification to add the anticipated amount for year two select “Increase” and “Incremental (Continuation or Option Release) funding”.
**Step 10**
On Page 4.0 enter the formal Award start and end dates as they appear in the funding document. Remember award dates are the ENTIRE period of the anticipated award. Then click Continue.

**4.0 Date Modification**

<table>
<thead>
<tr>
<th>Award ID: 00096040</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Name: Impatiens Downy Mildew Year 2</td>
</tr>
</tbody>
</table>

1.0

Current Overall Award Start Date: 8/1/2014
Modified Overall Award Start Date: [ ]

2.0

Current Overall Award End Date: 6/30/2016
Modified Overall Award End Date: [ ]

**Step 11**
On Page 8.1 Allocation Set Up add new allocations into which the new funds will be released. If funds will be directed to multiple projects create the corresponding number of allocations needed. An allocation can only be tied to one project.

Click the Add button and complete the Add New Allocation Pop-Up for the necessary number of new allocations. (In depth instructions on this Pop-up can be found in the Awards Manual) Once all allocations have been added, click Continue.

<table>
<thead>
<tr>
<th>Add New Award Allocations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
</tr>
</tbody>
</table>

There are no items to display
Step 12
On Page 8.3 Project Setup, you must first decide if you need a new project or if the funds can be added to an existing project. To create a new project click the Add button in Field 1.0 and complete the Add New Project pop-up window. To link the new allocations (i.e. add this funding) to an existing project click the Update button in Field 2.0. This will generate the Edit Existing Project Pop-up. Use field 2.0 of this pop-up to link the allocations to the appropriate projects.

In either scenario, each existing project will need to be updated to capture its project type. Click Update to provide project type data for all existing projects. Please also review the project details to ensure it appropriately represents your project.

Once all allocations have been linked to their projects and all project type information has been entered, click Continue.

Step 13
On Page 8.6 Award / Authorized Budget Reconciliation provide budget breakouts for each allocation. Once complete, click Continue.

8.6 Award / Authorized Budget Reconciliation
Step 14
Review the Award Financial Summary. If everything matches the award Modification, click Continue.

Step 15
On Page 8.8 Effort Commitments enter all effort commitments for key personnel and anyone who is contributing committed cost-shared effort to the Award. This must for all Awards where the effort commitments are not currently captured appropriately. If effort commitments are correctly entered in the commitments module (you can validate by reviewing the project in http://myinvestiGator.erp.ufl.edu) this page can be left blank.

Effort commitments should be entered by budget period. Do not enter a single effort commitment for the entire Award period.

Step 14
Review data on all subsequent pages for accuracy, then on Page 12.0 Complete Modification, add the effective date in Field 1.0 Effective Date of Award Modification. Then click Finish.

Step 19
From the Award Workspace execute the Submit for Review activity to route the modification for review and approval.