

## **Making any Temporary action Permanent via a UFIRST Modification**

When the official award is received or an agreement is fully executed for an award that is in temporary (TEMP) status, the award will need to be made permanent via a **UFIRST Financial Modification**. Other modification types may need selected in companion to the financial mod depending on the official award document; financial, date, term and condition, and award demographic modification types will most likely require selection on every Temporary-to-Permanent award.

**NOTE:** A 'Temporary to Permanent' financial modification is the only way to make **any** temporary action in UFIRST permanent.

### UFIRST Procedure

1. Locate the UFIRST award (AWD) record that requires the permanent action. From the AWD workspace, **click** "Create Award Modification" and then **click** "Ok" in the window that pops up.
  - a. Once the new Modification record appears in the list on the "Modifications" tab, **click** on "SmartForm". A drop down menu appears. **Click** on "1.0 Award Modification" to navigate to the first page of the SmartForm.
  - b. On page 1.0, under field 2.0 "Select Modification Type", **mark the box** for "Financial". If you have to update any information from your original temp entry with the confirmed information from the official document, you will also need to check "Date", "Demographics", or "Compliance", etc. If you are unsure about other elements that need to be updated, you can always select those boxes to open the data for review. If you don't end up changing any information, you don't need to withdraw the modification or attempt to unselect the items not changed.
    - i. Select 'Change in budget-release or obligated amount' as the financial subtype.
    - ii. If you selected Dates as a modification type, an additional question will appear under field 2.0 and you will need to **Mark the box** indicating an extension or reduction in the end date.

Since an allocation under your award is currently released as temporary, an additional question will be displayed under Page 1.0, Question 2.0.: *"Are you indicating that sponsor authorization has been received for any current temporary projects (temporary-made-permanent)?"* If the award has been approved and your intent is to release the budget or time as no longer temporary (and update the budget and award amounts), **select** "Yes" and select the appropriate project(s) to make permanent.

**This is the only way to transition an award out of temporary status.**

\* Are you indicating that sponsor authorization has been received for any current temporary projects (temporary-made-permanent)?

Yes  No [Clear](#)

The following allocations are currently in temp status. Select any temporary allocation(s) for which you now have the award and want to make permanent:

	Associated Project	Project Manager	Allocation Name	Start Date	End Date	Current Total Budget
<input checked="" type="checkbox"/>	P0111901	Lisa Stroud	Temp Allocation	4/1/2019	3/31/2020	\$38,125.00

- c. On page 1.0, field 3.0 **enter** the Award ID for the modification following DSP Award ID format at: <https://research.ufl.edu/dsp/award-management/notice-of-award-acceptance-noa.html>.
- d. On page 1.0, field 4.0, attach the official award document. Any supporting information (such as an email history) should be loaded into field 5.0.
- e. On page 1.0, field 6.0a, **enter text** under “Brief Description”, providing as much detail as you can about the who, what, when, where, how and why behind this modification.
- f. On page 1.0, field 6.0b, **enter text** under “Any information useful to the review of this modification” sharing with DSP and/or C&G any pertinent information regarding this award and modification. **Click** “Continue” to advance.
- g. On page 2.0, **relate** associated proposals, agreements, or awards as applicable. If award is being made permanent with an agreement recently executed, confirm the AGR is referenced appropriately. **Click** “Continue” to advance.
- h. On page 3.1, **mark the Increase radio button** (even if you released the proper budget amount during the temp allocation, the previous sponsor authorized was \$0 and you are now increasing that to the authorized amount). On the subsequent question regarding the Increase as a result of, **select** “New (release of permanent funding on a new award)”. **Click** “Continue” to advance.

**Does this modification result in an overall increase or decrease in funding?**

- Increase
- Decrease

[Clear](#)

**If increase, is this the result of:**

- Incremental (Continuation or Option Release) funding
- Supplemental – administrative
- Supplemental – change in scope
- Renewal (typically requires new award)
- Request for Additional Temporary Release Funds
- New (release of permanent funding on a new award)

[Clear](#)

- i. If you selected that you needed to update the dates on page 1.0, you will be shown page 4.0 where you can update the Award and Project start and end dates to match the official award document. **Click** “Continue” to advance.
- j. If you selected that you needed to update the award demographics on page 1.0, you will be shown page 6.0. Review all data points to confirm they match the award as received. **Click** “Continue” to advance.
- k. **DSP Only:** If the sponsor award date entered at time of new award setup needs modified to reflect the permanent sponsor award date, complete the modification in UFIRST as necessary and send a separate email to [ufirst@research.ufl.edu](mailto:ufirst@research.ufl.edu) indicating the issue, and what data points need corrected.
- l. DSP will review and update page 7.0 Terms and Conditions during their final DSP Review stage of the modification. If you would like to enter information, you may do so but in general, **click** “Continue” to advance.
- m. On page 8.1 “Allocation Setup”, the allocation(s) set up during the temp request process automatically transitions to a “permanent” state based upon the information entered on page 1.0, question 2.0, where the user selected which project(s) should be made permanent. The associated allocation will appear under question 2.0, “Edit Existing Allocation.”

2.0 Edit Existing Allocations:									
	Associated Project	Name	Start Date	End Date	Release	New Total Budget	Change In Budget Release	New Sponsor Authorized	Change in Sponsor Authorized
<input type="checkbox"/> Update	P0118440	EXP: To Enact, To Tell, To Write: A Bridge to Expressive Writing through Digital - 1	11/1/2018	10/31/2021	yes	\$137,046.00	\$0.00	\$0.00	

- n. The allocation will indicate “Yes” for release budget and “No” for “Are you requesting authority to spend...”.
  - i. Select Update on the allocation to complete the sponsor authorized dollars or correct the dates, allocation name and associated funding proposal fields.
  - ii. Create additional new allocations if individual subprojects are required (see budget, project, allocation document for additional guidance), ensuring that the Sponsor authorized amount, dates, etc. are entered to reflect the correct sponsor baselines.
- o. **Click** “Continue” to advance.

Create or Edit Funding Allocation

1.0

Release budget or report award amount for this allocation?  
Yes

Are you requesting authority to spend this released allocation prior to receipt of an official award or fully executed agreement?  
 Yes  No [Clear](#)

Sponsor Authorized Amount			
	Original	Adjustment	New Total
Direct:	\$0.00	\$50,000.00	\$50,000.00
Indirect:	\$0.00	\$25,000.00	\$25,000.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>

- p. **Confirm** page 8.3 “Project Setup” is accurate. At the time of temporary award creation, there may not have been enough information available to know how many projects would be needed. A new project may be needed for a variety of reasons, including but not limited to:
- i. the addition of new participant support funds
  - ii. the identification of an additional project purpose or type, or
  - iii. the need to provide funds to a coinvestigator.

**Click** the “Add” button in Field 1.0 *Add New Project* to access the Create or Edit Projects pop-up window. Follow DSP guidance and business rules when creating a new project, ensuring that the correct allocation is **associated**, and appropriate project manager, administrative personnel, responsible unit, purpose, and project type are selected. **Click** “Continue” to advance.

- q. On page 8.6 “Award/ Authorized Budget Reconciliation”:
- i. You will need to reconcile the existing temp allocation to the actual award amount. If the award amount differs from the amount you released during the temp, only the increase in budget over the temporary release need to be funds being added to a project are reconciled. One by one **select** the temporary funding allocation(s) from the dropdown menu then **enter** the budget changes manually in the adjustment column. **NOTE:** UFIRST must match the official award document for budget categories. Without this maintenance of the sponsor baseline, there is no way to determine if we have exceeded our sponsor approved rebudgeting threshold.
  - ii. Repeat for any other temporary allocations or those that were added in step m above.

- iii. When all allocations are reconciled, **click** save, then **click** continue.

Approved Budget		Baseline	Rollup Adjustments	Adjustment (+/-)	Active Allocation Total
-Person	PERSON	\$2,000.00	\$0.00	* \$0.00	\$2,000.00
-OPS	OTPERS	\$0.00	\$0.00	* \$0.00	\$0.00
-Post Doc	PSTDOC	\$0.00	\$0.00	* \$0.00	\$0.00
-Graduate Student	GRADST	\$0.00	\$0.00	* \$0.00	\$0.00
-Undergraduate Student	UNGRAD	\$0.00	\$0.00	* \$0.00	\$0.00
Fringe Benefits	FRINGE	\$600.00	\$0.00	* \$0.00	\$600.00

- r. On page 8.7 Award Financial Summary, review the fields for accuracy.
  - i. **Total Budget Release Amount:** The total of all allocations that have been reconciled for this modification and all previously released allocations. This is the total myUFL budget amount.
  - ii. **Total Current Sponsor Authorized Amount:** The total the sponsor has granted per the formal funding document. In most cases, #1 should match #2. This is the Sum of all Sponsor Authorized Amounts on all Allocation Set Up pages.
  - iii. **Total Remaining Sponsor Anticipated Amount:** The amount UF is still expecting to receive in support of this Award. The Sponsor may be providing funds one year at a time. If that is the case, we “anticipate” future funds. This is the Sum of all the Total Remaining Amounts from all Allocation Set Up pages.
  - iv. **Total Sponsor Authorized and Anticipated Award Amount:** This is the total amount of the Award.
- s. On page 8.8, **review** and **update** effort commitments as necessary, following UF Effort Commitment Guidance. **Enter** any effort commitment notes in the text box at the bottom of page 8.8 that are useful to managing or tracking commitments; this includes direction on which job record or academic term to enter the commitments. **Click** “continue” to advance.
- t. On page 11.0, field 1.0, **note if any** subawards present on the award. The department or unit is responsible for creating new subaward records within the UFIRST Subaward module and for creating modifications for those subawards as appropriate. See Creating a New Subaward Instructional guide. UF cannot release subawards on a temp. If there are any subawards on this project, please be sure to use the subaward module to create and release them now. **Click** “continue”.
- u. On page 12.0, **enter** the Sponsor’s award date as the effective date of the modification. **Click** “Save”.
- v. **Click** “Hide/Show Errors” in the gray bar at the top (or bottom) of the Smartform. If any errors are revealed, you must address these before you will be able to submit the AWD for review to DSP. If there are no errors, **click** “Finish” to return to the AWD MOD workspace. If you cannot resolve an error, please reach out to DSP.

2. **Execute** the 'Submit for Review' activity; the modification will route to DSP Review.
  - a. If DSP is unsure for any reason about information entered in Step 1, they will 'Send Back for Changes' and request department review and approve prior to return to DSP.

After DSP has reviewed and approved, Contracts and Grants Accounting (C&G) will review and finalize the modification. If required, respond to any requests for information from C&G. Once C&G review is complete, the AWD MOD will enter a state of *Completed* in UFIRST and the award will transition from Temporary to Permanent.

**Additional Resources and References:**

- UF: [Award ID Format Guidance](#)
- UF: [Purpose and Project Type Definitions](#)
- UF: [Commitment Entry Guidelines](#)
- UF: Budgets, Allocations, and Projects
- UFIRST: New Award Set-up Instructional Guide
- UFIRST: Temporary Award Set-up Instructional Guide
- UFIRST: Temporary Modification Instructional Guide