

Financial and Date Modification-Converted Award

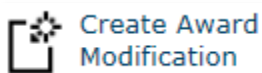
When UF receives a funding document from a sponsor that issues additional funds (incremental or supplemental) to a Converted Award an Award Modification must be created. Because Converted Awards do not contain data that is required by UFIRST, every time a Converted Award is modified for the first time 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

Summary	Project Details	Modifications	Terms	IRB/IACUC	Compliance	FCOI	Subrecipients	History	Comments	Related Items	Deliverables	Attachments	Approvals
Modifications:													
Name	ID	SmartForm	Mod Type	Mod Type Detail	Internal/Sponsor-Driven	Net Dollar Change	Sponsor #	Effective Date	Date Modified	Status			
Temp Testing - Modification #1	AWD00039_MOD0001	SmartForm	1.0 Award Modification	12.0 Completed Award Modification		AWD00039_MOD0001	23	AWD00039_MOD0001	5/9/2016 1:35 PM	Draft			

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.

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*** Select Modification Type:**

- Financial**
- Dates
- Personnel (Including effort commitments)
- Terms and Conditions
- Compliance (IRB, IACUC)
- Early Award Termination
- Project Demographics (Name, IDC Center, Project Type)
- Award Demographics (Sponsor, CFDA, FAIN, Responsible Unit)

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.

*** Select Financial Modification Type:**

- Change in budget-release or obligated amount
- Change in voluntary committed or mandatory cost share
- Carryover
- Re-budgeting categories within an existing project
- Moving budget between existing projects (Net \$0 change)
- Create new project
- Industry Clinical Trial or Miscellaneous Donor or IFAS FSP
- Core office correction
- Post-Conversion update

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.

*** Select Date Modification Type:**

- No Cost Extension
- Spending Start Dates (KK Begin Date)
- Revised Award or Project Start and End Date

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.

2.0 Proposals

1.0 Awarded Proposals:

ID	Name	Principal Investigator	Primary Sponsor	Project State
There are no items to display				

Additional Proposals:

ID	Name	Principal Investigator	Primary Project Sponsor	Project State	
PRO00002964	A Novel Therapeutic for the Treatment of Inflammatory Bow -Supplemental Funds	Ann Perkins	Dept of Health	Pending Sponsor Review	<input type="button" value="Remove"/>

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".

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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

[Clear](#)

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

Award ID: 00096040
Award Name: Impatiens Downy Mildew Year 2

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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.

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Add New Award Allocations:

[Add](#)

Associated Project	Name	Start Date	End Date	Release	Budget Release	Sponsor Authorized	Remaining Sponsor Anticipated
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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.

1.0 Add New Project:

Add

ID	Name	Project Manager	Unit	Purpose	Project Type	Start Date	End Date
There are no items to display							

2.0 Edit Existing Project:

	ID	Name	Project Manager	Unit	Purpose	Project Type	Start Date	End Date
Update	00120148	A Novel Therapeutic for treatment of bow....	Ann Perkins		Basic Research		8/1/2014	6/30/2017

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

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Breakdown of Allocation Reconciliation</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Direct</td> <td>\$90,909.09</td> </tr> <tr> <td>Indirect</td> <td>\$9,090.91</td> </tr> <tr> <td>Total</td> <td>\$100,000.00</td> </tr> </tbody> </table>	Breakdown of Allocation Reconciliation	Total	Direct	\$90,909.09	Indirect	\$9,090.91	Total	\$100,000.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Sponsor Authorized Amount:</td> <td>\$100,000.00</td> </tr> <tr> <td>Active Allocation Total:</td> <td>\$100,000.00</td> </tr> <tr> <td>Difference</td> <td style="background-color: yellow;">\$0.00</td> </tr> </tbody> </table>		Total	Sponsor Authorized Amount:	\$100,000.00	Active Allocation Total:	\$100,000.00	Difference	\$0.00
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Select the Funding Allocation to display: Year Two Funds - Smith Project Start Date: End Date:

IDC Rate:

Approved Budget		Baseline		Rollup Adjustments		Adjustment (+/-)		Active Allocation Total	
		Import (\$)	Clear						
-Person	PERSON	\$0.00		\$0.00	*	\$25,000.00		\$25,000.00	
-OPS	OTPER	\$0.00		\$0.00	*	\$0.00		\$0.00	
-Post Doc	PSTDOC	\$0.00		\$0.00	*	\$0.00		\$0.00	

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.

8.8 Effort Commitments

New Effort Commitment:

Person	Start	End	Appt	FTE	Cost Share Months	Cost Share %	Sal Request Months	Sal Request (%)	Total Effort Months	Project
There are no items to display										

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

8.8 Effort Commitments

New Effort Commitment:

	Person	Start	End	Appt	FTE	Cost Share Months	Cost Share %	Sal Request Months	Sal Request (%)	Total Effort Months	Project	
<input type="button" value="Update"/>	Ann Perkins	7/1/2015	6/30/2016	12 Month	1	0.5	4.17%	0.5	4.17%	1	P0001929	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	Ann Perkins	7/1/2016	6/30/2017	12 Month	1	0.5	4.17%	0.5	4.17%	1	P0001929	<input type="button" value="Delete"/>

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**.

12.0 Completed Award Modification

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Effective Date of Award Modification:

Step 19

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

