

Active

Once you access your Award (AWD#) in myResearch, look for the **Request Award Modification** action on the left side of your screen. You will be directed to a new page that will request details of your intended action.

Next Steps

View Award

Printer Version

Request Award Modification



All fields marked with an asterisk (*) are mandatory.

Request Details

1. * Short title: [input field]

2. Date requested: 5/21/2020 [calendar icon]

3. * Select Modification Type (refer to Help Center for suggested templates or guidance documents):
- No Cost Extension
- Re-budget
- Carryover
- Early Termination
- Personnel Change other than PI
- Disengagement of PI for more than 90 days
- Transfer to new Institution
- Other (explain fully the changes being requested at question 4 and provide documentation as appropriate at question 5; consult your OSP representative for any questions or guidance)
Clear

4. * Full description of requested changes: [text area]

5. Supporting documents:
+ Add
Name
There are no items to display

6. * Is there a change in Credit Distribution?
Yes No Clear

*****8

A. For No-Cost Extensions

- a. Choose the appropriate justification.
b. If your effort changes during the no cost extension period, include the new effort.
c. If any personnel is removed during the no cost extension period, provide their names.
d. If you have a subaward that will be extended during the no cost extension period, submit a purchase requisition to your OSP Specialist.

a. * Choose one of the following justifications:

- Additional time beyond the established expiration date is required to ensure adequate completion of originally approved project
- Continuity of support is required while a competing continuation application is under review
- The extension is necessary to permit an orderly phase out of a project that will not receive continued support
- Other

[Clear](#)

b. * Will your effort be revised during the no cost extension?

- Yes No [Clear](#)

Effort revised from * % to * % effective * . (Note: can't be 0%, unless acceptable by sponsor and under SBU policy)

c. * Will any existing named personnel in the notice of award be removed during the no cost extension?

- Yes No [Clear](#)

* Select Personnel:

Name

Organization

There are no items to display

d. * Will your request result in changes/modifications to existing outgoing Subaward:

- Yes
- No
- N/A

[Clear](#)

A purchase requisition, <http://research.stonybrook.edu/sites/default/files/PROC0065.pdf>, for each subaward must be sent to OSP through myResearch Agreements.

B. For Re-Budgeting:

A change in budget may require sponsor approval. All requests that require sponsor approval, as all as all SOM re-budget requests, must be submitted through myResearch. Work with your OSP Specialist and your OGM Analyst on re-budgeting requests and questions.

a. * Will the rebudgeting result in a change in the scope of work, regardless of the dollar amount being rebudgeted?

- Yes No [Clear](#)

Sponsor prior approval is needed. Contact your OSP representative for agency specific requirements.

b. Attach required documentation at [question 5 \(Supporting documents\)](#) below. For federally funded projects requiring prior sponsor approval, all requests must include:

- a. a description of how budget revision will impact the scope of work, if at all; and
- b. a revised budget, in final sponsor format (if applicable).

C. For Carryover:

Follow the instructions for the documentation needed by OSP in order to process your request.

Contact your OSP representative for agency specific requirements. At a minimum, your request must include the following, attached at [question 5 \(Supporting documents\)](#), below:

- a. documentation that requires sponsor approval that provides specifics of how will carryover be utilized and why it is necessary;
- b. the current budget period end date;
- c. the anticipated amount of the funds to be carried forward; and
- d. revised budgets, if required by the sponsor.

D. For Early Termination

Provide the requested termination date and a justification.

a. * Provide the requested effective date of early termination or closeout:

b. Attach documentation at [question 5 \(Supporting documents\)](#) below, with the justification for requesting early termination, if initiated by the PI, or the sponsor's notice of termination, if initiated by the sponsor.

E. For Personnel Change other than the PI

If new personnel is added, add their names and follow the instructions on the supporting documentation needed by OSP to process your request.

ΠΡΟΣΘΕΤΕΣ ΠΡΟΣΩΠΑ

Οι πληροφορίες σχετικά με τα προσώπα που θα προστεθούν στο έργο πρέπει να συμπληρωθούν σύμφωνα με το πρότυπο που βρίσκεται στην καρτέλα "Προσθήκη Προσώπων". Το πρότυπο αυτό είναι διαθέσιμο στην ιστοσελίδα του Κέντρου για την Προώθηση της Έρευνας και της Καινοτομίας (COPRI) στο [www.copri.sbu.gr](#).

ΠΡΟΣΘΕΤΕΣ ΠΡΟΣΩΠΑ

| Όνομα | Τίτλος | Ημερομηνία Έναρξης |
|-------|--------|--------------------|
| | | |

Οι πληροφορίες σχετικά με τα προσώπα που θα προστεθούν στο έργο πρέπει να συμπληρωθούν σύμφωνα με το πρότυπο που βρίσκεται στην καρτέλα "Προσθήκη Προσώπων". Το πρότυπο αυτό είναι διαθέσιμο στην ιστοσελίδα του Κέντρου για την Προώθηση της Έρευνας και της Καινοτομίας (COPRI) στο [www.copri.sbu.gr](#).

F. For Disengagement of PI for more than 90 days

Documentation Required - In cases where sponsor approval is required, the request must include the following, attached at [question 5 \(Supporting documents\)](#), below:

- a. the dates during which the PI will be disengaged; and
- b. a plan detailing how the sponsored project will be carried out in the PI's disengagement.

G. For Transfer to new institution

Contact your OSP representative for agency specific requirements. At a minimum, your request must include the following, attached at [question 5 \(Supporting documents\)](#), below:

- a. contact information of the office equivalent to OSP at the new institution;
- b. Attach letter signed by Chair and Dean indicating which awards are approved for transfer to the new institution, status of existing equipment if applicable, effective date of the transfer, plans for awards remaining at SBU, if applicable, and
- c. sponsor approval if already obtained from the sponsor [*non-federal projects only*].

H. For Other

Explain fully the changes being requested and provide documentation as appropriate; consult your OSP representative for any questions or guidance.

Draft

Edit Modification Request

Print Version

→ Submit to Specialist

← Withdraw

📄 Copy

👤 Assign Submitter

💬 Log Comment

Once you complete the SmartForm, click Finish. You will be prompted to a new page that will give you the option to withdraw, copy, assign a submitter, or submit to your OSP Specialist.

Once you click Submit to Specialist, you will be redirected to a new page that will allow you to make comments and submit supporting document. You attest that any changes related to adjustments in effort, credit distribution and/or addition/removal of faculty or key personnel are in line with your Unit/School/College and RF policies, and that you have received the appropriate approvals from your Unit/School/College. NOTE: SOM requests will not be processed without SOM’s OSA review and approval.

1. Comments:

2. Supporting documents: (FOR SOM REQUESTS ONLY PER THEIR DIRECTIVE - OSP will not process SOM requests without SOM approval)

Name

There are no items to display

3. By submitting this Request Award Modification, I attest that I have received the appropriate prior approval from my Unit/School/College for any changes related to adjustments in effort, credit distribution and/or addition/removal of faculty or key personnel, and that any changes are in line with my Unit/School/College and RF policies.

WARNING: Lack of Unit/School/College approval could have a negative impact on your award.

Click OK. Your action will change status from Draft to Review

Review

View Modification Request

[Print Version](#)

 [Withdraw](#)

 [Copy](#)

 [Log Comment](#)

During Review, you can withdraw, copy your request or log comments.