How to submit a 'Request Award Modification"

RAPPORT
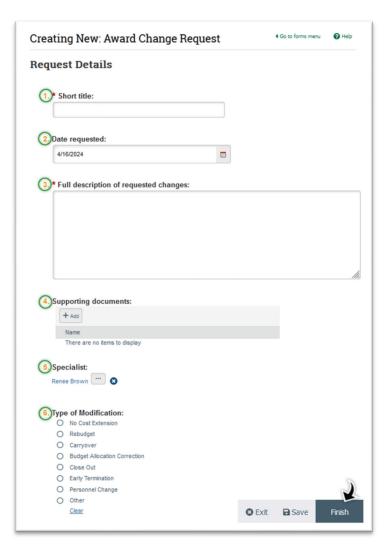*Dartmouth Research Portal*

- Go to **RAPPORT** > **Grants** > **Awards**

- Find & open the appropriate Award

- Click the **Request Award Modification** button

1. Enter a short name describing the request

2. Pre-populated with the current date

3. Enter needed text per the Type of request (see pg. 2)

4. Attach required documentation per Type of request (see pg. 2)

5. Enter the name of your **SRM**
   or who the request should go to in their absence

6. Select the Type of Modification Request you are submitting

Click **Finish**; this will put the request in a Draft state and return you to the request window.

To complete request, click ➡ Submit to Specialist

Creating New: Award Change Request   ◄ Go to forms menu   ❓ Help

Request Details

1. * Short title:

2. Date requested:
   4/16/2024

3. * Full description of requested changes:

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

5. Specialist:
   Renee Brown ··· ✖

6. Type of Modification:
   ○ No Cost Extension
   ○ Rebudget
   ○ Carryover
   ○ Budget Allocation Correction
   ○ Close Out
   ○ Early Termination
   ○ Personnel Change
   ○ Other
   Clear

   ✖ Exit   💾 Save   Finish

Documentation requirements:

No-Cost Extensions

- NCE requires Sponsor prior approval:
  - Upload a PI signed request letter and any additional information required by the Sponsor for OSP submission.

- NCE does not require Sponsor prior approval:
  - When OSP is allowed to approve a one-time NCE, the DGM should provide the PIs justification and extension details in the "Full Description.." box.
  - Neither the OSP internal NCE form or PI signature is required; the RAPPORT Award Request IS the 'form'.

Rebudgets

- Rebudget request requires sponsor prior approval:
  - Upload a PI signed request letter and any additional information required by the Sponsor for OSP submission.

- Rebudget request does not require sponsor prior approval:
  - Use the "Full Description.." box within the request for simple rebudgets (*i.e., move $5,000 from 7473A to 8141A*). Including the budget template is optional.
  - For complex rebudgets, the budget template (or any budget format used by the DGM).

Carryover (requires Sponsor prior approval)

- Upload a PI signed letter to the Sponsor requesting carryover from one year to the next, providing adequate justification for the request, as well as any supporting documents. OSP will countersign the letter prior to submission.

Close Out

- In the "Full Description.." box, confirm spending is complete and include the final total amount of Actual DIRECT expenses.
  - All transactions need to have been posted to the PTAEO before submitting a closeout.

Early Termination

- Early termination by Sponsor:
  - Submit to SRM any documentation the PI or DGM has received from the sponsor regarding terminating the award early.

- PI transfer out of Dartmouth:
  - Provide the PIs effective last date and an interim statement of final figures. Depending on the Sponsor, other items might be required, upload documentation you have in reference to transfer to the request.
  - Refer to the OSP website regarding Transfers and the PI Transfer Guide for additional information.

Personnel Change

- Change requires sponsor prior approval:
  - Upload a PI signed letter requesting change in personnel. OSP will countersign the letter prior to submission.
- Change does not require sponsor prior approval:
  - In the "Full Description.." box, explain the change in personnel. Upload any relevant documentation (*i.e., email backup*).

Other (example scenarios):

- Add a new Subcontract not previously listed in FP.
- Request any prior approval (*i.e., foreign travel, change in effort, any change in subs (+/-) mid project year, etc.*).
  - Use "Full Description.." box within Request to communicate desired changes or request for prior approval.
  - Upload any all necessary documentation to complete the request.