## Kuali Build (KB) Award Modification

What is this form used for?

1. Use this form when an incoming award is being modified or if a signature from an institutional official on a document is needed.
	1. Examples: request to a sponsor for a prior approval change, change of PI within the same department, NCE already approved by the sponsor, SPA signature is needed on a subrecipient commitment form or representations/certifications.
2. Download [this decision tool](https://www.umaryland.edu/media/umb/ord/documents/spa/Award-Modifications-Clickable-PowerPoint.ppsx) to make sure you are using the right process.
	1. This form is for incoming funds. If you are working on an outgoing subaward, use the Subaward Request to request a modification.
	2. If you need a temporary account while awaiting an award document, submit a [Temporary Project Request Form](https://www.umaryland.edu/media/umb/ord/documents/spa/TempProjectID_Request.pdf)via email. If you are attaching a fully signed modification to the Award Modification, a temporary project is not needed.

Do I have access to the form?

 If you have a UMB username and password, then you have access to the form.

To create a new Award Modification form:

<https://usmd.kualibuild.com/app/667c24a6ca173e014497252a/run>

 Use your UMB credentials to log in.

What information do I need to complete the form?

You will need the Kuali Research Award ID. Use the current budget year. [Search in Kuali Research for the Award ID](https://www.umaryland.edu/kualicoeus/user-resources-and-help/awards/) using your PID in the Account ID search field.

You will need the document (continuation, modification, amendment, approval, request) that you want SPA to approve, sign, or process.

If the project involves IRB or IACUC protocols, you will need the current approval document.

What is the workflow for the Award Modification?

* Submitter completes and submits
* PI approves
* Submitter acknowledges/approves – this step allows SPA to send the form back to the submitter without PI re-approval (in most situations). SPA reserves the right to require PI re-approval depending upon the change/update needed.
* Form is assigned to the SPA Team and then a reviewer.
* SPA reviews and processes according to their team’s usual procedures, and when appropriate enters in the SPA Action form and sends to SPAC for PID updates.

## Viewing Submitted and Draft forms:

Log into Kuali Build: <https://usmd.kualibuild.com/build/space/all-apps>

Click on My Documents in the top navigation menu. Then select Submitted or Drafts. Click on a form to open it. It will open in the same window - click the X in the upper right corner to return to your list.

**Drafts:** These forms have not been submitted into workflow and are editable. You may start a form, save it, and complete it later, or delete a form that will not be submitted.

**Submitted:** Document Type tells you which form was submitted. (Currently, UMB has several forms in production including the Subaward Request, NCE Request, and Award Modification.) The form number is in the "Title" column. The Actions column will show what actions are available for the form.

Click on a line to view the form. When you open the form, the actions available will appear as buttons in the upper right corner.

**Status of a submitted document**: Click on the three vertical dots in the upper right corner of the form, then select Workflow Status. You will be able to see where the form is now as well as past and future steps in the workflow. In the Workflow Status, click View for an option to Expand All and see more information about every step. Or, click on the caret ^ to the right of the step to open a particular step.

## Sent back:

If a form is sent back to you for revisions, either

click through the form from the email (log-in to Kuali Build is required) or

log into Kuali Build and select “Action List” from the top navigation menu.

A form with the Action Requested of "Form Fill" indicates that a document you have submitted has been sent back to you for revisions. Click on the form to view and edit.