## Kuali Build (KB) Award Modification Request (AMR)

What is this form used for?

1. When the Kuali Research proposal covered multiple years, non-competing continuations and modifications will be routed in the AMR.

Exceptions: No change of department action; no change in scope of work action.

1. Other documents for signature and/or approval by SPA including a change of PI in the same department.

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 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 or sign.

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

What is the workflow for the AMR?

* 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 person
* 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.
* SPA approves and completes the AMR after all actions are complete.

## Viewing Submitted and Draft Requests:

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: The form number is in the "Title" column. The Actions column will show what actions are available for the form. When you open the form, the actions available will appear as buttons in the upper right corner.

## 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 a document that you have submitted has been sent back to you for revisions. Click on the form to view and edit.