Research Administration & Proposal Submission System (RAPSS) Quick Reference Guide
Initiate/Submit a Modification

This document is intended for the Departments, Central Office and Reviewers.

Initiate a Modification..........................................................2
Submit Modification for Review.........................................3
Approve/Decline Modification..............................................4
Initiate a Modification

Throughout the lifecycle of an award, there are both expected and potentially arbitrary circumstances that will require a modification to the Award itself or to the funding allocation that was setup when the award was established. The department can request a modification, but only the central office has the authority to initiate the project and complete the final submission by approving or declining it.

From the Active state of an Award (Central Office)

Once a proposal has been awarded and it is determined that a modification is needed:

1. Click the Create Award Modification tab.
2. Select the Modification Type.
3. Include a Description of the change.
4. Indicate whether the modification will affect any subaward/Subcontract.
5. Once all required fields have been completed, click Save.

Note: The modification type selected will determine the associated smart forms to be completed.

6. Complete the remaining pages. Click Continue to move through the pages.

7. Once all remaining smart forms are complete, on the final page click Finish. You will be routed back to the Awards Workspace.

Note: Once a modification type has been selected and the document has been saved, the selection cannot be undone. The central office must withdraw/decline the incorrect modification. Once done, the central office can initiate a new modification selecting the correct type.
Submit Modification for Review

Once the central office completes the modification smart forms it will be routed through the review process. If the modification requires additional compliance or legal review, the central office can route the project to those individuals who they’ve identified as reviewers before approving/declining the modification.

From the state of Draft (Central Office)

1. Execute the **Submit for Central Office Review** activity.
2. Add comments.
3. Click Ok.

**Note**: The State of the project will change to **Central Office Review**.

Central Office Review (Central Office)

To submit for additional review:

4. From Central Office Review execute the **Submit for Review** activity.
5. Add the desired Reviewers.
6. Add comments and click Ok.

**Note**: The state of the project will change to **Pending Compliance Review**.

Pending Compliance Review (Reviewers)

Once the reviewers complete their review of the modification:

7. Execute the **Submit Review** activity.
8. Select Yes or No to Approve/Decline the modification.
9. Add comments and click Ok.

**Note**: The state of the project will change to **Central Office Review** for further review (if declined), or further processing (if approved).
Approve/Decline Modification

If the modification does not require additional review, and there are no further changes to be made, the central office can proceed to approving or declining the final submission.

Central Office Review (Central Office)

1a. If approved, execute the Approve activity. Add comments and click Ok.

1b. If declined, execute the Declined (Withdraw) Mod Changes activity. Add comments and click Ok.

Note: The State of the Project will either change to Approved or Modification Declined.