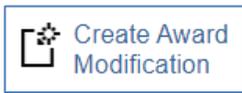


UFIRST Award Demographic Modification

Award Demographic Modifications (MOD's) are completed in UFIRST to correct demographic fields on the award level: short or full title, sponsor name, sponsor award ID, prime sponsor name, Prime Sponsor Award ID, FAIN, CFDA, instrument type, award responsible unit, and the response to "is this award a transfer?". This modification type may be selected in companion with other modification actions.

UFIRST Procedure

1. From the AWD workspace, **click** "Create Award Modification" and then **click** "Ok" in the window that pops up.
 - a. UFIRST will only allow one modification (MOD) to be entered at a time and will display an error if a MOD is currently in progress.



- b. Once the new MOD record appears in the list on the "Modifications" tab, **click** on "SmartForm". A drop down menu appears. **Click** on "1.0 Award Modification" to navigate to the first page of the SmartForm. The MOD is now in Pending Responsible Unit Edits state.



- c. On page 1.0, under field 2.0 "Select Modification Type", **mark the box** for "Award Demographics".
 - d. On page 1.0, under field 3.0 **enter** 'INTERNAL' for the Award ID for the modification if internally driven. If the sponsor updated the award ID, update according to [DSP guidance](#).
 - e. On page 1.0, under fields 4.0 and 5.0 **attach** related modification documents, if applicable. Any supporting information (such as an email history) should be placed under field 5.0.
 - f. On page 1.0, under field 6.0a, **enter text** under "Brief Description", providing as much detail as you can about the who, what, when, where, how and why behind this modification. **Click** "Save" at the bottom of the page and then **click** "Continue" to advance.



- g. On page 2.0, **relate** associated proposals, agreements, or awards as applicable. **Click** continue to advance.
 - h. On page 6.0, Award Demographics, **update** fields as necessary, following DSP entry guidance for all fields. This page will allow the user to edit the Responsible Unit (field 1.0), title (fields 2.0 and 3.0), current sponsor (field 4.0), sponsor award ID (field 5.0), prime sponsor (field 6.0), prime sponsor award ID (field 7.0), CFDA and FAIN (field 8.0), instrument type (field 9.0), sponsor award date (field 10.0), or award transfer status (field 11.0).

- i. Certain fields can be updated by **typing** directly in the box or **selecting** the ellipses like in field 1.0, or **selecting** the applicable radio button, like in field 9.0.

1.0

Current Responsible Unit for Overall Award:
PHHP-COM BIOSTATISTICS

Current Responsible Unit ID:
36010000

Changed Responsible Unit for Overall Award:
 ...

Changed Responsible Unit ID:

9.0

Current Instrument Type:
Grant

New Instrument Type:

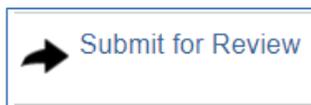
Name
<input type="radio"/> Grant
<input type="radio"/> Contract
<input type="radio"/> Cooperative Agreement
<input type="radio"/> Other Transaction Authority

[Clear](#)

- ii. **NOTE:** A direct or prime sponsor change has impacts outside of UFIRST, specifically myUFL billing/invoicing data and the Source of Funds (SOF) code within a project chartfield. If a direct or prime sponsor change is determined necessary, please submit the modification per this guidance for DSP review. Please note that in some cases a new project or new award may be required rather than a simply DEMO modification.

- i. On page 12.0, **enter** the effective date of the modification as the start date of the award (see award workspace). **Click** "Finish".

2. **Complete** the 'Submit for Review' activity.



- 3. If any training requirements need to be addressed the MOD will transition to Pending Compliance Activity state. If all training requirements are up to date, the MOD will transition to DSP Review state. DSP will review the MOD and will reach out with any questions. If DSP does not have any questions, the DSP Owner will run the "Complete DSP Review" activity and the MOD will transition to the Contracts & Grants Accounting Review state.
- 4. C&G will review and finalize the modification. If required, C&G and/ or DSP will engage the Primary Unit Admin Contact to resolve any issues. Once C&G review is complete, the AWD MOD will enter a state of *Completed* in UFIRST.