

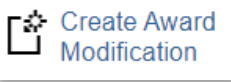
## UFIRST Award Dates Modification

Award Date Modifications are entered in UFIRST to update Award or Project level start and/or end dates. A Date Modification type may be selected in companion with other modification actions. A Date Modification may be needed for a no-cost extension (NCE), option period funding, as a result of error during setup, the award or project ending prior to the expected end date (Early Termination), or for other reasons.

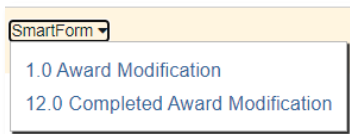
**NOTE:** A date modification is not necessary when requesting Pre-award spending. See companion Instructional Guide: Term and Conditions Modification. The ‘KK Start Date’ which drives the allowable spending period in myUFL is changed via the “Pre-award costs” term on page 4.0 of the Award Smartform.

### 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. 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. If a MOD is already in progress, you may be able to add to the current MOD. Skip b. and proceed to c.



- 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 “Dates.”
    - d. Two sections will appear under field 2.0:
      - i. **Mark** the box for the appropriate date modification type: date extension or date reduction, and
      - ii. **Select** the applicable box under “Is there a change in any of the following” if known at the time of MOD creation.
      - iii. Note: if the parent award has a positive response to humans or animals, the compliance MOD type will be automatically selected.

\* Select Date Modification Type:

Date Extension

Date Reduction

Is there a change in any of the following? Check all that apply. (If you are unsure of previous answers, navigate to the award workspace Compliance Tab).

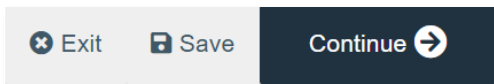
New foreign collaborator/subrecipient

Scope

New foreign travel greater than one month over a twelve month period

New shipment or transfer of items abroad

- e. On page 1.0, under field 3.0 **enter** 'INTERNAL' for the Award ID for the modification if internally driven. Leave blank if sponsor driven and DSP will update during the DSP Review state. 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 4.0, **enter** changes to the appropriate fields. Overall start and end date of the award is modified on questions 1.0 and 2.0, respectively.

<b>1.0</b>	<p><b>Current Overall Award Start Date:</b> 9/30/2017</p> <p><b>Modified Overall Award Start Date:</b> <input type="text"/> </p>
<b>2.0</b>	<p><b>Current Overall Award End Date:</b> 9/29/2018</p> <p><b>Modified Overall Award End Date:</b> <input type="text"/> </p>

- i. To change the project start or end date, **click** the update icon on the right side of the page, next to the modified date button, then **enter** the correct date in the exposed box. Certain scenarios may dictate that only select projects are extended, such as No Cost Extensions (see j. below) or option periods. Please ensure you communicate any necessary changes to DSP so project balances can be reviewed accordingly.

3.0 To change a project end date, enter a new date in the "Modified End Date" column:

New Projects:				
Project ID	Name	Start Date	Current End Date	Modified End Date
There are no items to display				
Existing Projects:				
Project ID	Name	Start Date	Current End Date	Modified End Date
P0059638	Remediation of elevated delay discounting in mid-life individuals: A phase-II tri	9/30/2017	9/29/2018	8/31/2018

Existing Projects:				
Project ID	Name	Start Date	Current End Date	Modified End Date
P0059638	Remediation of elevated delay discounting in mid-life individuals: A phase-II tri	9/30/2017	9/29/2018	8/31/2018

- j. On page 4.0, **select** yes if the request is for a no-cost extension.
  - i. All UFIRST requests for NCE must include:
    - a. **Justification:** All NCE requests must be justified. They should not be requested only to spend down unexpended funds. **Enter** the programmatic justification in the text box; this will be the same justification as is entered on any request to the sponsor.
    - b. **Time:** A specific amount of time for extension should be requested and a new end date should be provided.
    - c. **Budget:** Sufficient budget must exist in order to support the extension request. In cases where insufficient budget exists to support the work remaining, the UFIRST record must contain detail how work will be paid for during the proposed extension period. In cases where the plan creates a new or increased cost sharing obligation, Unit Fiscal Authority approval must be obtained via the UFIRST ad hoc process.
      - i. If there is a question about the validity of data in myinvestiGator, DSP will confirm the remaining balance with the C&G Contact assigned to the UFIRST record.
    - d. **Effort:** To ensure clarity regarding key personnel commitments during the extension period, clear intention of the commitments during the extension period for the PI and all key personnel should be included in the justification or documentation.
- k. On page 4.0, question 5.0 will only show if this is a date reduction (not extension). For reductions, **select** the appropriate reason. If selecting "Other", **enter** text in the required field.
  - i. **Note:** If "Date Reduction" is selected on page 1.0, page 8.1 "Allocation Setup" will appear. The end date of associated allocations will automatically adjust to the new reduced award/project end date upon page save, see 1.i. above. No additional action is necessary on the Allocation Setup page for a date reduction.

5.0 \* Indicate the reason for the date reduction:

- Change of Department or PI
- Transfer Out
- PI Left Institution - Award not transferred
- Accept Other Award
- Sponsor Initiated Termination
- UF Initiated Termination
- Other

[Clear](#)

\* Describe:

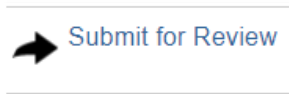
- l. **Click** Continue.
- m. On page 8.8, **review** effort commitments as necessary, following UF Effort Commitment Guidance. **Enter** appropriate effort commitment notes in the text box at the bottom of page 8.8 should an update need to be made to an existing effort line. DSP will review the notes and update any existing effort lines as needed in concert with the request to be sent to the sponsor. See j.i.d. above. **Click continue**.
- n. On page 9.0, **update** existing protocols to ensure the award remains in compliance during the extension period. For example, if a new protocol number is provided by IACUC or IRB, link to the UFIRST record. Note, protocols must be retained on the award record. If a protocol is no longer needed, the protocol should be closed by the study team in MyIRB or MyIACUC.
- o. If not previously answered on the parent award or prior MOD, **Answer** the required “Animal waste, unfixed animal tissue, or body fluids question” before **clicking** continue to move to the next page.

\* Animal waste, unfixed animal tissue, or body fluids?

Yes  No [Clear](#)

- p. On page 11.0, field 1.0, **note** if any subawards present on the award as you are responsible for initiating any necessary modifications to them in the UFIRST Subaward module.
- q. On page 12.0, enter the effective date of the modification as the start date of the award (see award workspace), or the start date of the applicable change (if Sponsor driven). **Click** “Finish”.

2. **Complete** the ‘Submit for Review’ activity.



3. The modification is now in DSP Review state. DSP will review the MOD and will reach out with any questions. If DSP does not have any questions, and the MOD can be approved internally, the DSP Owner will transition to the Contracts & Grants (C&G) Accounting Review state. If Sponsor approval is required, DSP will facilitate the prior approval request by obtaining institutional approval, then uploading the

approved document to UFIRST and submitting the request to the Sponsor. The MOD will move to the Awaiting Sponsor Approval state until UF receives a reply from the sponsor.

- a. If the Sponsor denies the request, the Department and PI will be notified before further processing of the MOD. After campus notification, if no further questions, the MOD will be completed and move to a state of Sponsor Denied.
  - b. If the Sponsor approves the request, the MOD will transition to the DSP Review state where the DSP Owner will run the “Complete DSP Review” activity and transition the MOD to C&G.
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.