

UFIRST Project Demographic Modification

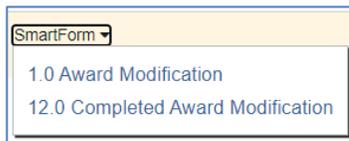
Project Demographic mods are completed in UFIRST to correct project name and project type. This modification type may be selected in companion with other modification actions.

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. Please reach out to the DSP Owner of the current MOD if you need to update compliance.



- 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 “Project Demographics (Name, Project Type)”.
 - d. 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 upon review. 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.
 - e. 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.



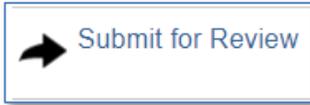
- f. On page 2.0, **relate** associated proposals, agreements, or awards as applicable. **Click** continue to advance.



- g. On page 8.4, question 1.0, **click** the “Update” box on the far left of the ProjectID. **Update** questions 1.0 for Project Name and/or 2.0 for Project Type on the slide-in as necessary, following DSP entry guidance for all fields. Please note the help text on the right side of the page as this information might be useful during the update process.

h. On page 12.0, **enter** the effective date of the modification as the date of the desired change. **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, 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.