

UFIRST Award Terms and Conditions Modification

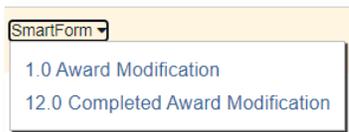
Award Terms and Conditions Modifications are entered in UFIRST to update Award level terms and conditions (T&C). A T&C Modification type may be selected in companion with other modification actions. A T&C Modification can be required as a result of incorrect entry during setup, or due to a term being removed by the Sponsor (such as sponsor protocol or compliance restriction being lifted), or due to an additional term that needs to be accounted for.

UFIRST Procedure

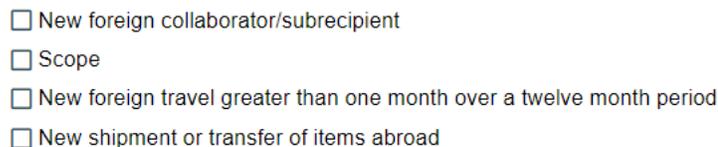
1. From the AWD workspace, **click** “Create Award Modification” and then **click** “Ok” in the window that pops up.
 - a. UFIRST will only allow one modification (MOD) to be entered at a time and will display an error if a MOD is currently in progress. Please reach out to the DSP Owner of the current MOD if you need to update compliance.



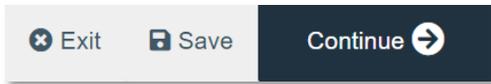
- b. Once the new MOD record appears in the list on the “Modifications” tab, **click** on “SmartForm”. A drop down menu appears. **Click** on “1.0 Award Modification” to navigate to the first page of the SmartForm. The MOD is now in Pending Responsible Unit Edits state.



- c. On page 1.0, under field 2.0 “Select Modification Type”, **mark the box** for “Terms and Conditions (including spending/ KK dates)”.
 - i. After selecting Terms and Conditions, a second section will appear, “Is there a change in any of the following? Check all that apply.” **Mark the box(es)** for any applicable changes. If no change to the following, the boxes can be left blank. Note, if any of the boxes are selected, the PI or Delegate will be required to update the Award Compliance Form (ACF).



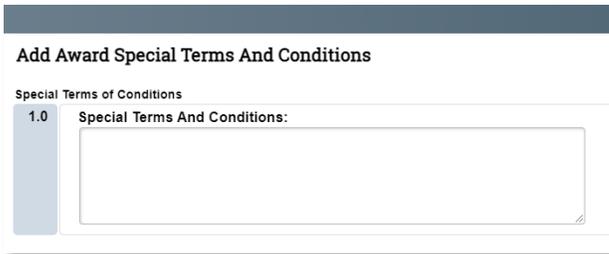
- d. On page 1.0, under field 3.0 **enter** ‘INTERNAL’ for the Award ID for the modification if internally driven. If the sponsor updated the award ID, update according to [DSP guidance](#). Under fields 4.0 and 5.0 **attach** related modification documents, if applicable. Any supporting information (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 7.0, update section 1.0 as necessary.
- h. Move to section 2.0 and click “+Add” if any Special Terms and Condition need to be added.

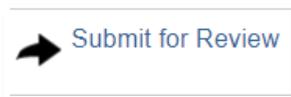


- i. A slide-in box is generated that allows you to add “Special Terms and Conditions”. Enter details as appropriate. **Click** “ok” when finished, **click** “ok and add another” to add another T&C if applicable or **click** “cancel” if no additional entry is needed.



- j. **Click** continue when done with all of the T&C revisions.
- k. 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. 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.