

Instructions for Departmental Award Modification Processing

NOTE: These instructions will guide non-global users through the award modification processing details in Cayuse SP.

1. Locate the **Award IPF** for this Project. To do so you will need to navigate to your My Proposals (Submitted) section and search for the IPF record(s) by the most recognizable field.
 - If you are not either the original Owner/Creator of the IPF or listed on the IPF Research Team as a Proposal Editor, you will not find the IPF in your My Proposals section. In this case, contact your PreAward Services' contact to request being added as a Proposal Editor.
2. Once you've located the correct Award IPF, click the PDF icon located on the far right side. For reference only, save a copy with the following naming convention: **IPF Approval_Award** or **IPF Approval_Amendment 1**, etc. You will save a copy of this PDF in the Proposal Attachments section now.
3. **In order to make updates to the Award IPF** you will need to contact your PreAward Services' contact to unlock the Award IPF for editing. When contacting PAS, it is your responsibility to clarify if the award modification will require a routing or now (this determines how PAS unlocks the IPF for you).
4. Within the Award IPF, review/update all appropriate fields. When processing an award modification, please keep in mind that we only retain one IPF for the entire lifecycle of the award. **Therefore, it is essential that the Award IPF is always the most current and cumulative information (dates and dollars of the entire obligated award) with the most current year's investigator effort.**
5. As a reminder, **if your award modification requires an IPF, you will not submit the IPF for approval until you have a fully executed award modification and the Award IPF information is up to date.** The handoff/routing process is unique to each unit.