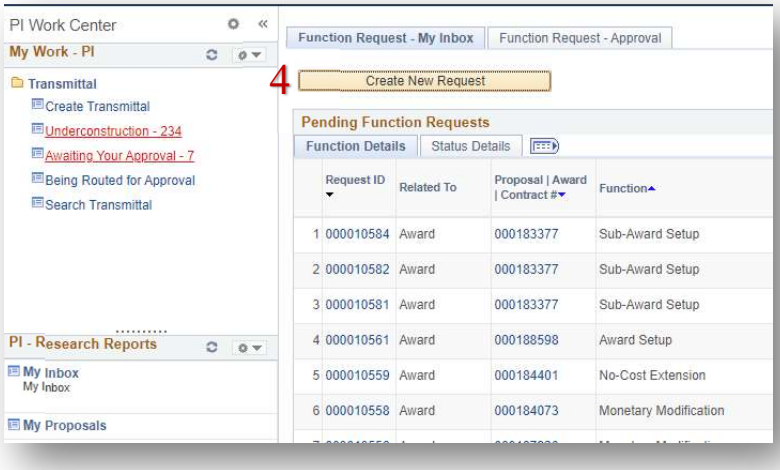
Office of Contracts and Grants

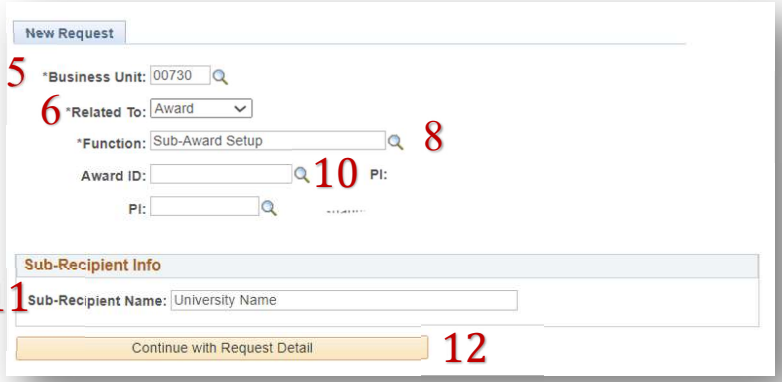
PeopleSoft Grants Functions (PI/Campus)

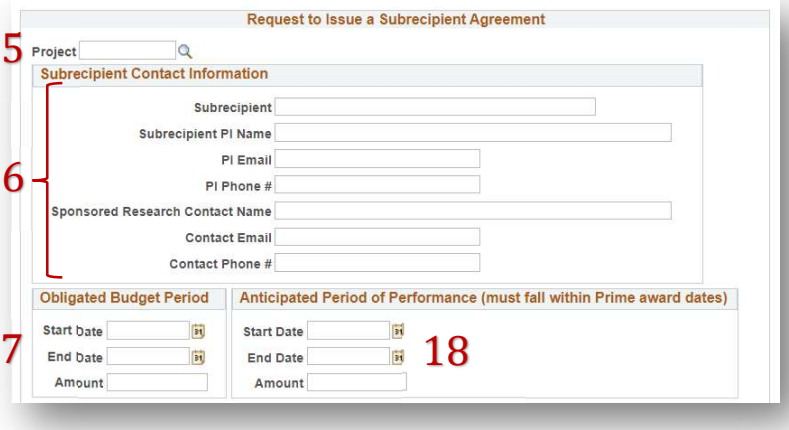
Instructions to Submit Subaward Modification Function

Related to: Award **Function:** Subaward Mod **Created by:** Campus	**Description:** *This function is created by campus when a PI needs to request a subaward mod be issued on their award. It can be submitted by the PI or a designated staff member with PS Grants access.*

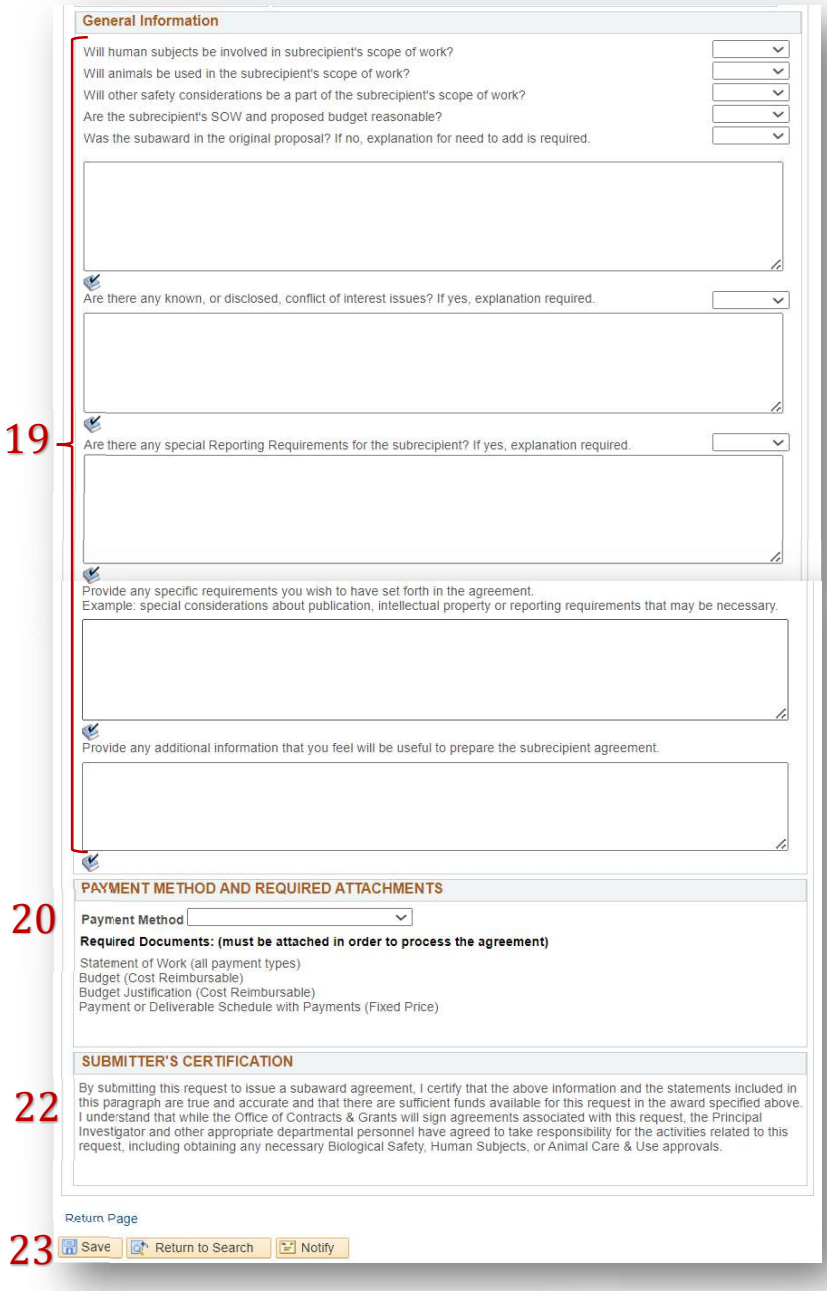
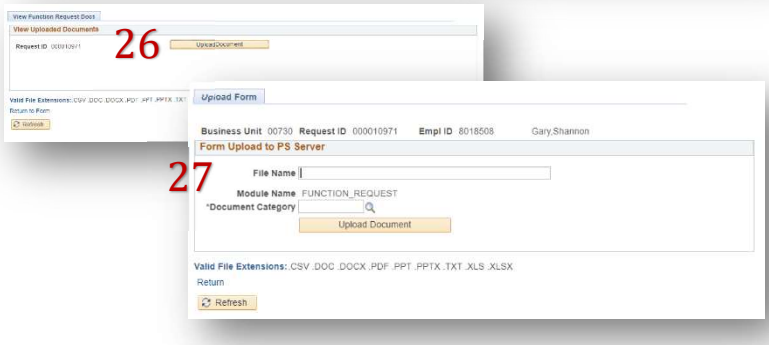
1. Log into **AccessUH**
2. Click on **PI WorkCenter**
3. Click on **My Inbox** under the PI – Research Reports section on the left side of screen
4. Click on **Create New Request**
5. Confirm **00730** is entered in Business Unit field
6. Click on **Related to** dropdown
7. Select **Award**
8. Click on **Magnifying Glass** next to function
9. Select **Sub-Award Modification**
10. Enter **Award ID**
    a. If Award ID is not known, click on **Magnifying Glass**
    b. Confirm Empl ID = PI Employee ID
    c. Click Look Up
    d. Search for the Award ID and click on the hyperlink to select
11. Enter name of subrepient in **Sub-Recipient Name** field
12. Click **Continue with Request Detail**
13. The Subaward Modification function is opened for the subaward
14. Clink on **Magnifying Glass** next to Project and select the project ID this will be issued on
15. Enter **Subrecipient Contact Information** (All fields are required)
16. Enter **Obligated Budget Period** and **Amount** (Period and amount authorized for use)
17. Enter **Anticipated Budget Period** and **Amount** (Period and amount planned for use)







Office of Contracts and Grants

PeopleSoft Grants Functions (PI/Campus)

19. Provide responses and additional information as needed for **Amendment Information** section
20. Read **Submitter's Certification**
21. Click on **Save**
22. Scroll up to the top of form
23. Click **Documents** button to upload any required documents to submit with request
24. Click **Upload Document**
25. Enter **File Name** – This should describe the document being uploaded.
26. Click **Upload Document**
27. Click **Choose File**
28. Select file and click **Open**
29. Click **Upload**
30. Click **Ok** on the message pop-up
31. Repeat steps 26 – 32 until all documents have bee uploaded
32. Click **Return**
33. Click **Return to Form**
34. Confirm all information is accurate and complete
35. Click **Submit**