

Modification Routing Instructions

Revised January 2016

FA Team:

R1: Connie Sauer

R8: Patrick Schulze

Reason for Mod	Is PR needed?	Does it need to go through PRISM?	Does it need to go through FA TEAM?	Information
<ul style="list-style-type: none"> Changes in funding Major Cumulative transfers among direct cost categories on the budget 	Yes	Yes	Yes	<ul style="list-style-type: none"> Complete Requisition in FBMS, committing funds. Complete Mod in PRISM. Upload unsigned Mod to FishNet. Recipient does not sign. Upload supporting documents to FishNet (OMB Budget, FAADS, Update Risk Assessment, updated SF424 Application, etc. (see Modification Worksheet for complete list) Create mod in PRISM and it will be routed to the FA Team who will review and obtain signatures.
Minor cumulative transfers across direct cost categories on the budget	No	No	Yes Notify FA Team when ready to review	<ul style="list-style-type: none"> Complete Admin Mod in FishNet, attaching revised budget. Send mod to Delegated Signer. Upload revised mod and budget to FishNet.
A <u>first</u> time extension of an expiration date.	No	Yes (advise checking the funding line to make sure \$ does not expire, when appropriate)	Yes	<ul style="list-style-type: none"> PR not needed. Delegated Signer signs mod. Recipient does not sign. Field Station uploads signed Mod to FishNet.
A <u>second</u> extension of expiration date	No	Yes (advise checking the funding line to make sure \$ do not expire, when appropriate)	Yes	<ul style="list-style-type: none"> Field station uploads unsigned Mod to FishNet. Recipient does not sign. Review agreement folder in FishNet for completion. For additional information : FishNet/Worksheet-Flowcharts/Modification worksheet OMB Budget not needed for Non-Budgetary Mod. Make sure that Risk Assessment is current.
<ul style="list-style-type: none"> <u>Minor</u> changes to SOW Key Personnel Changes Update Reporting Requirements 	No	No	Yes	<ul style="list-style-type: none"> Delegated Signer signs mod. Recipient does not sign. Field station uploads signed Mod to FishNet.
<ul style="list-style-type: none"> <u>Significant</u> changes to the Scope of Work Changes to authorities or regulations mandated by Washington DC 	No	No	Yes	<ul style="list-style-type: none"> Field station uploads unsigned Mod to FishNet. Recipient does not sign. Review agreement folder in FishNet for completion. For additional information: FishNet/Worksheet-Flowcharts/Modification worksheet OMB Budget and FAADS not needed for Non-Budgetary Mod. Make sure that Risk Assessment is current.
Partial De-obligation (When some funds remain and award will remain open.)	No- if deob is <\$25,000. Yes- if deob is \$25k or greater.	YES	Yes	<ul style="list-style-type: none"> De-obligation process can begin when Delegated Signer signs mod. Recipient does not sign. Field station uploads signed mod & award letter to FishNet and sends copy to recipient. Grants Specialist de-obligates in PRISM. PR is required for partial de-obligations valued at \$25,000 or more (leaving some funds on the award). If the award converted from IDEAS to PRISM: GSP will need to email The FA Team with info needed to de-obligate in SAP. If award was created in PRISM: SAP will move the money and FA Team does not need to be contacted.
Close out (without de-obligation)	No	YES	Yes	<ul style="list-style-type: none"> Delegated Signer signs mod. Recipient does not sign. Field station uploads signed Mod to FishNet with copy to recipient. Field station uploads closeout check list and all supporting documentation to FishNet. For additional closeout information, refer to FishNet/Forms and Templates/Agreement and Modification templates/Closeout Mod templates/3. Closeout Process for Grants and Agreements. Grants Specialist closes award in PRISM.
Close out (with de-obligation)	No	YES	Yes	<ul style="list-style-type: none"> Delegated Signer signs mod. Recipient does not sign. Grants Specialist de-obligates in PRISM. <u>PR not needed.</u> Field station uploads closeout check list and all other supporting documentation to FishNet. For additional closeout information, refer to FishNet/Forms and Templates/Agreement and Modification templates/Closeout Mod templates/3. Closeout Process for Grants and Agreements. Grants Specialist closes award in PRISM.