**RAMP Grants Award Modification Request Quick Sheet**

**For Institutional Approval**

Include the below information when routing the below requests in RAMP

**Advance Request**

The following information should be provided as part of an ancillary review request in accordance with the advance how-to guides. This process is governed by the [7A-1 Advances for Externally Funded Projects](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/research/FSU%20Policy%207A-1.pdf) and the [Procedures for Advances](https://www.research.fsu.edu/research-offices/sra/policies-procedures/procedures-for-advances/).

Direct Cost amount:

Indirect Cost amount:  
Current project balance (for time only advances):  
Advance period requested:  
Backing (Dept, Fund, & Project ID#):  
Available Backing Funds:  
Existing advance? (Y/N):  
Cost-share in proposal? (Y/N):  
Human/Animal Subjects? (Y/N, approval status if applicable):  
Justification:  
  
Please attach Sponsor Assurance as a supporting document in the ancillary review unless the request is for an incrementally funded continuation award. Sponsor assurance should include a statement of timeframe for intent to award and the anticipated award amount and period.

**No-Cost Time Extension**  
Copy the below text into the Award Modification Request that will route to the Specialist:

Requested End Date:  
Current Project Balance:  
Will the effort change during extension period? (Y/N, new effort if applicable):  
Justification:

**Pre-Award Spending**  
Copy the below text into the Notify SPO of Grant Status menu from the Funding Proposal workspace:

Current Start Date:  
Requested Start Date:  
Justification:

**PI, Co-PI/Co-I, or Additional Named Faculty Change**

Submit the following information in an Award Modification Request. Once the modification has been created by the Specialist, an Ancillary Review request will be submitted to obtain department approval.

Project ID(s) (Financial Account ID):

Indirect Cost Distribution and Reporting Credit by Department:

Changes to PI Credit:

List the Key Personnel to be added:

List the Key Personnel to be Removed:

**New Subproject Request**

Submit the following information in an Award Modification Request. Once the modification has been created by the Specialist, an Ancillary Review request will be submitted to obtain department approval if necessary.

New Subproject PI:

New Subproject Co-PI(s):

PI Credit % (whole numbers only, minimum 1%, must sum 100% total):

Subproject start date:

Subproject end date:

Managing department:

Department Credit/SRAD distribution % (whole numbers only, must sum 100%):