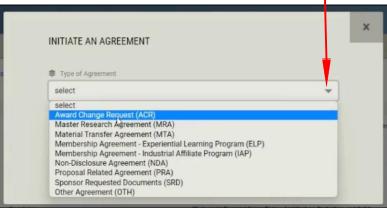
## Subaward Award Change Request in Summit Agreements

After a project has been funded, researchers may need to request a change to the award. Instead of emailing a post-award specialist to request a change, researchers should submit an **Award Change Request** (ACR) directly in <u>Summit Agreements</u>. To request a **subaward**, follow the steps below:

- 1. Sign in to <u>Summit Agreements</u>.
- 2. Select **Get Started** in the top-right corner.



3. The **Initiate an Agreement** menu opens. Select the drop-down arrow to expand the selection menu. Choose **Award Change Request (ACR)**.



4. Complete the form by entering text into each required field and select **Submit**.

Agreement Title	
Provide a brief name that describes the Agreement a	and helps you identify it in the future
describe here	
	242 / 2
Who is requiring this update or modification?	
no is requiring this update or modification?	

5. After you select Submit, you will return to the Summit Agreements dashboard and a pop-up instruction box will appear. You will see the instructions pop-up box each time you sign in to Summit Agreements until you submit your request to Office of Sponsored Programs (OSP).

	SUBMIT TO OSP	INSTRUCTIONS	COMMENTS	ALL FILES	ACTIVITY LOG	MORE ACTI
REEMENT INFORM	INSTRUCTIONS:		;	K	xpand All Agree	ment Pan
GINIA TECH TEAM	Award Change Request (ACR) is used to request a change on a project that has been awarded, such as a no c extension, re-budget, new subfund, transfer between funds, new subaward or another post award action. This be reviewed by OSP until you click the "Submit to OSP" button. Please complete each section as applicable ar documents requested.	request will not				
DNSOR / OTHER PA	If you have issues completing your draft, enter a comment in any section of this ACR or email ospawardchang	ge@vt.edu.				
ATED PROPOSALS	Click "X" to close this message. Click the "?" icon at the right top corner to re-open it.					
PRI INTERNAL INFOR	MATION   EFD / Sponsor File Location - Not visible to PI and Support staff	- <sup>M</sup>				

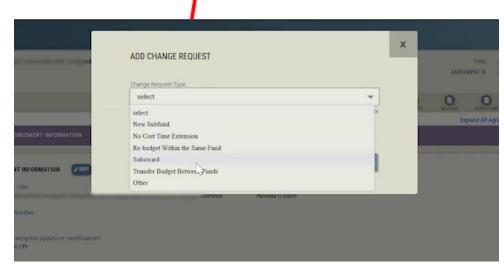
6. Close the Instructions pop-up box and you will see panels on the Summit Agreements dashboard. Select **Agreement Information** by selecting the Agreement Information panel or the right-facing arrow.

	DRAFT		SUBMIT TO OSP				
AGR	EMENT		Expand All Agreement Panels				
>	<b>₽</b> ∕	AGREEMENT INFORMATION	Agreement Title, OSP Fund Number, Financial Manager, Change Request Details				
>	VT	VIRGINIA TECH TEAM	Investigators, Support Staff				
>	*2:	SPONSOR / OTHER PARTY	External Contracting Entity Details and Contact Information				
>	ų	RELATED PROPOSALS AND AGREEMENTS	Related Proposals and Agreements				
,	R	OVPRI INTERNAL INFORMATION	ION   EFD / Sponsor File Location - Not visible to PI and Support staff				
			ABANDON DRAFT SUBMIT TO OSP				

7. When the Agreement Information panel opens, you will see the text you inputted in step 4. If you need to make changes to the text, select **Edit**. To continue the award change request process, select the **Add Change Request** button.



8. The Add Change Request menu box will open. Select the drop-down arrow to view options and make a selection. Select **Subaward**.



9. The **Subaward** dialog box opens. Enter the justification for a subaward in the required field. Select **Submit**.

To expedite a subaward request, have the following documents prepared and saved to your computer:

1. Revised Virginia Tech budget showing new budget categories

- 2. Subrecipient Data Sheet
- 3. Subaward Budget
- 4. Subaward Budget Justification
- 5. Subaward Statement of Work
- 6. Subaward Letter of Intent

hange Request Type	
Subaward	-
you do not see the type of request you need in the di Iditional guidance.	rop-down, reference the <u>Award Change Request page</u> for
ustification for Subaward	
	1
	2000 / 2000

10. Once you select submit, you will return to the Summit Agreements Dashboard. Select the **Change Request: Subaward** panel by selecting the panel or the right facing arrow.

	CHANGE REQUEST: SUBAWARD	EDIT T
--	--------------------------	--------

11. To complete your request for a new subaward, you must upload the required six documents. To upload files, select the Add Files Button.

CHANGE REQUEST: SUBAWARD ZONT Justification for Subaward issue subaward to original Pr's new institution	
Uplead the following documents and name each file as listed below: Subrecipient Data Sheet Subrecipient Data Sheet Subaward Budget Subaward Budget Justification Subaward Sudget Of Work Subaward Letter of Intent	
FILES (0)	ADD FILE(S)
COMMENTS (8)	ADD COMMENT

12. The File Upload dialog box opens. Select **Upload Files** to choose files from a folder, or drag and drop files to the upload dialog box. Make sure that your file names match the required names listed in Summit Agreements.

QUEST	FILE UPLOAD	×
Upload	UPLOAD FILE(S) OR Drag and drop file(x) here	
	~13	
ST: SUBAWARD		
Subaward to original Pt's new	CANCEL	
ng documents and management budget showing cew budget of Data Sheet		

13. When you upload the required files, you will see each listed in the Change Request panel. From the change request panel, you can preview, download, edit, or delete the files.

NAME	LABELS	UPLOADED BY	DATE	SIZE		
Revised VT Budget.xls	x	Nevada G Davis	1/27/2023 9:17am	1.6 MB	1	<b>T</b>
Preview Download						
Subrecipient Data Shee	et.pdf	Nevada G Davis	1/27/2023 9:18am	1.1 MB	1	
Preview Download						
Subaward Budget.pdf		Nevada G Davis	1/27/2023 9:18am	808.3 kB	1	
Preview Download						
Subrecipient Budget Ju	ustification.pdf	Nevada G Davis	1/27/2023 9:19am	1.1 MB	1	
Preview Download						
Subaward Statement o	f Work.pdf	Nevada G Davis	1/27/2023 9:20am	808.3 kB	1	
Preview Download						
Subrecipient Letter of I	Inten.pdf	Nevada G Davis	1/27/2023 9:20am	1.1 MB	1	
Preview Download						

14. If you need to add **additional award change requests** for the **same grant**, you will select **Agreement Information** and select the **Add Change Request** button again. The image below shows the Summit Agreement dashboard if more than one ACR has been requested for the same grant.

COMMENTS (0)	ADD COMMENT
CHANGE REQUEST: NEW SUBFUND	FROM Budget: \$6,348.00   TO Budget: \$6,348.00   Difference: \$0.00
CHANGE REQUEST: SUBAWARD	
→ 🏹 VIRGINIA TECH TEAM   Inve	igators, Support Staff

15. If there are no more additions or revisions to make on your award change request(s), select **Submit to OSP** on the Summit Agreements dashboard.

☆ □	RAFT		SUBMIT TO USP	ACTIONS			
AGREEN	<b>NENT</b>		Expand All Agreement P	anels			
•	D	AGREEMENT INFORMATION	Agreement Title, OSP Fund Number, Financial Manager, Change Request Details				
•	V7	VIRGINIA TECH TEAM	Investigators, Support Staff				
•	*	SPONSOR / OTHER PARTY	External Contracting Entity Details and Contact Information				
•	ų	RELATED PROPOSALS AND AGREEMENTS	Related Proposals and Agreements				
•	Ø	OVPRI INTERNAL INFORMATION	EFD / Sponsor File Location - Not visible to PI and Support staff				
			ABANDON DRAFT SUBMIT TO OSP				

16. Once you select **Submit to OSP**, you will receive a verification email and a post-award support specialist will be notified of your request. The support specialist will review your request and contact you if more information is needed. You will receive email notifications when post-award team members add comments to your award change requests. All file uploads and communications concerning your award change request should take place within Summit Agreements.

FILES (0)	ADD FILE(S)
COMMENTS (0)	

17. You can check the status of the award change request in Summit Agreements. Once a post-award support specialist has taken action on your request, you will see a task panel. Select the task panel for more information about the task.

<b>`</b>	*	SPONSOR / OTHER PARTY	External Contracting	Entity Details and Contact Information			
•	ų	RELATED PROPOSALS AND AGREEMENTS	RELATED PROPOSALS AND AGREEMENTS   Related Proposals and Agreements				
•	Ø	OVPRI INTERNAL INFORMATION	EFD / Sponsor File L	ocation - Not visible to PI and Support staff			
ТА	SKS					Co	ollapse All Task Panels
	Ψ.	TUE5GSR7 Grant Management ASSIGNEE Wendy M Jay	In Progress	Waiting on OSP			8
		Initial Comment Checklist	none provided Sponsor Approval Needed Sponsor Approval Received PI Approval Received Budget Reviewed Subaward Documents Reviewed Period of Performance Reviewed		Created By Date Created	Davis, Nevada G. 1/27/2023	
		FILES (0)				ADD FILE(\$)	
		COMMENTS (1)				ADD COMMENT	

18. If you have questions or need assistance with an award change request, contact <u>ospawardchange@vt.edu</u>.