

**CO: Reviews Award information** and confirms the Advance Invoice information is complete and current.



The 'Current State' menu shows options: View Award, Printer Version, View Differences, Create Child Award, and Create Modification. A green arrow points from 'View Award' to the 'Advance Type' field in the details box, which is currently set to 'Full'.

Note: it is possible that all the information needed for a new invoice didn't convert from RAPID, or the details have changed because of the new amendment.

- If changes are needed to any of those fields, the CO Creates a Modification to "Change Advance Type," even if the advance type itself stays the same.



**1.1.d Award Modification Events:**

- Change Advance Type

- Complete & Approve the Modification so the award is updated and current info is available to CA.

**CO: Processes the Amendment in eSRA**



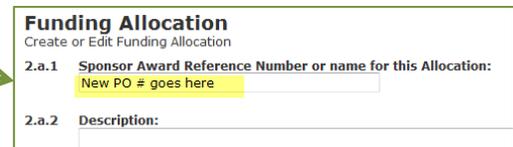
The 'Award Modification Events' list includes: Change Advance Type, Request to Change Start Date, Closeout De-Obligation, Financial Correction, Funding Increment with Added Time, Funding Increment w/ in Timeframe, Stop Work (Ordered by Sponsor), Supplement, Amendment, or Non-Competing Continuation Added to Award, Other (Financial) Internal Modification, Other (Non-Financial) Modification, and Request Non-Std Financial Terms.

- Follow instructions in Quick Reference Sheet eSR5901 if a proposal had been created that needs to be linked to the award.



- Create a Modification for "Funding Increment with Added Time" or "Funding Increment w/in Timeframe" to process the amendment onto the award.

- If the amendment has a new PO #, enter the new # in the sponsor award reference number field.



The 'Funding Allocation' form has two sections: 2.a.1 Sponsor Award Reference Number or name for this Allocation: (with a text input field containing 'New PO # goes here') and 2.a.2 Description: (with a text input field).

**CO: Completes and approves the funding allocation modification.**

**CO: Send email** (outside of eSRA) **to: ARHelp** and **cc: WFOFundsHelp**

Subject Line: Special Action Required: Additional Advance Invoice Required, Award # \_\_\_\_, Project ID: \_\_\_\_

**BO (P2C Analyst): Decides the correct project funding status to restrict funds**

- P2C Analyst: Updates the fund control status in FMS.
- P2C Analyst: Uses eSRA to email team to notify the Resource Analyst of the restriction on the project while waiting for the new advance.

**RA/PI: Might choose to request Bridge**

**When the Advance Arrives:**

**CA: processes the advance in PS 9.2 and sends email to CO and WFOHelp**

Subject Line: Special Action Required: Amendment Advance Received, Award # \_\_\_\_, Project ID: \_\_\_\_

**CO: Reviews to determine if start and/or ends dates need to change on the amendment.** If so, use Modification to "Request to Change Start Date" (even if only the end date needs to change).

Remember to create a new funding allocation line with the adjusted performance dates (like a Mod line change in RAPID was done).

**P2C Analyst: Changes Project Funding Control Status to Open**