

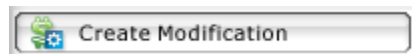


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Quick Reference Sheet: #eSR5902 Modification Types – an Overview



In eSRA, changes to an award are made with either activities or award modifications. Approval of a modification always sends an email notification to the PI and Resource Analyst (RA).



This activity is available to Contract Officers (CO) only. The modification is created and approved by the CO.

Modification		When Approved...
Change Advance Type	Changes all four of the fields related to the non-federal advance: type, amount, comments, and contact details.	The type, amount, and contact details are updated in eSRA and sent to PS.
Request to Change Start Date	Changes the start date; and, if necessary, the end date.	The new dates are recorded in eSRA and sent to PS.
Closeout De-Obligation	Use to create and authorize a funding allocation line for a de-obligation if the sponsor sends a de-obligation contract amendment.	The authorized de-obligation is recorded in eSRA and sent to PS.
Financial Correction	Use to create and authorize a funding allocation line correcting a previously authorized funding allocation.	The authorized new funding allocation line is recorded in eSRA and sent to PS.
Funding Increment with Added Time	Use to authorize additional time and money by editing or creating funding lines. Do NOT use in place of a NCE.	The authorized funding allocation line is recorded in eSRA and sent to PS.
Funding Increment w/in Timeframe	Use to authorize additional money by editing or creating funding lines, but the end date of the award does not change.	The authorized funding allocation line is recorded in eSRA and sent to PS.
Stop Work (Ordered by Sponsor)	Use to record a stop work order from the sponsor.	No fields are changed in either eSRA or PS; but the approval is recorded.
Supplement, Amendment, or Non-Competing Continuation Added to Award	Use to link these kinds of proposals to the award.	The proposal and award are linked. The linked proposal is available for selection in the funding allocation modifications.
Other (Financial) Internal Modification	Use for a financial modification not initiated by the sponsor and not a correction.	The authorized new funding allocation line is recorded in eSRA and sent to PS.
Other (Non-Financial) Modification	Use to officially record non-financial modifications, such as a change to a term and condition	The only fields that might be changed are on the Terms & Condition page. No changes are sent to PS.
Request Non-Std Financial Terms	Use to start the Request for Non-Standard Financial Terms made during the life of the award. NSFT on a new award should be done in the proposal before the award is approved.	On existing award, when award mod for Non-Std Financial Terms is approved, non financial terms are sent to PS and updated on the interface tables which can be utilized for reporting.



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This activity is available to RAs and COs. Most modifications are then routed to the PI for approval and then to the CO for completion. Exceptions to that routing are noted below. The CO, based on business requirements, can skip the PI approval

Modification		When Approved...
Bridge	Use for regular Bridge Requests. The Bridge Request process has extensive routing.	Information is sent to PS which and changes the PS Project status to "Bridge."
Non Std Financial Terms Bridge (Fastrak)	Fastrak bridge resulting from non std financial terms initiated by Budget Office, routed to CFO for approval.	Information is sent to PS which and changes the PS Project status to "Bridge."
Fastrak Bridge	Use for NIH non-competing continuations only. The Fastrak Bridge Request process has extensive routing.	Information is sent to PS which and changes the PS Project status to "Bridge."
Carryover of Unobligated Balances – within single award	Use when sponsor approval is required to carryover funds between budget periods within a single award.	No fields are changed in either eSRA or PS; but the approval is recorded.
Carryover of Unobligated Balances – between two awards	Use to request carryover of unobligated balances between two awards.	The funds are moved from one award to the other in eSRA and in PS.
Key Personnel Change	Use only if the sponsor must approve key personnel changes.	No fields are changed in either eSRA or PS; but the approval is recorded.
No Cost Extension	Use only if the PI must request the NCE from the sponsor.	The end date is changed in eSRA and PS.
PI Change	Use to change the PI. This modification is routed to the current PI, the new PI, and the division reviewer before going to the CO.	The PI is changed in eSRA and PS.
Request to End Early	Use if the PI is initiating the request to end the research early.	The end date is changed in eSRA and PS.
Transfer Out, Relinquishment	Use to request transfer or relinquishment of an award.	The end date is changed in eSRA and PS.
Other Change that requires Sponsor Approval	Use if there is a change that requires the PI and CO to submit the request to the sponsor not covered by any other type of modification.	No fields are changed in either eSRA or PS; but the approval is recorded.

For more information

Additional eSRA reference materials and eLearning modules are available at <http://esra.lbl.gov/training>.