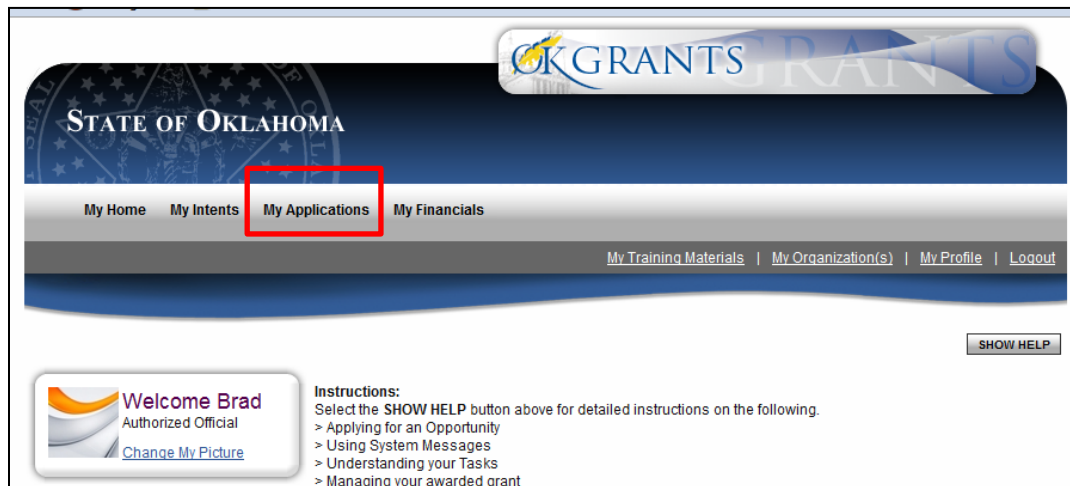


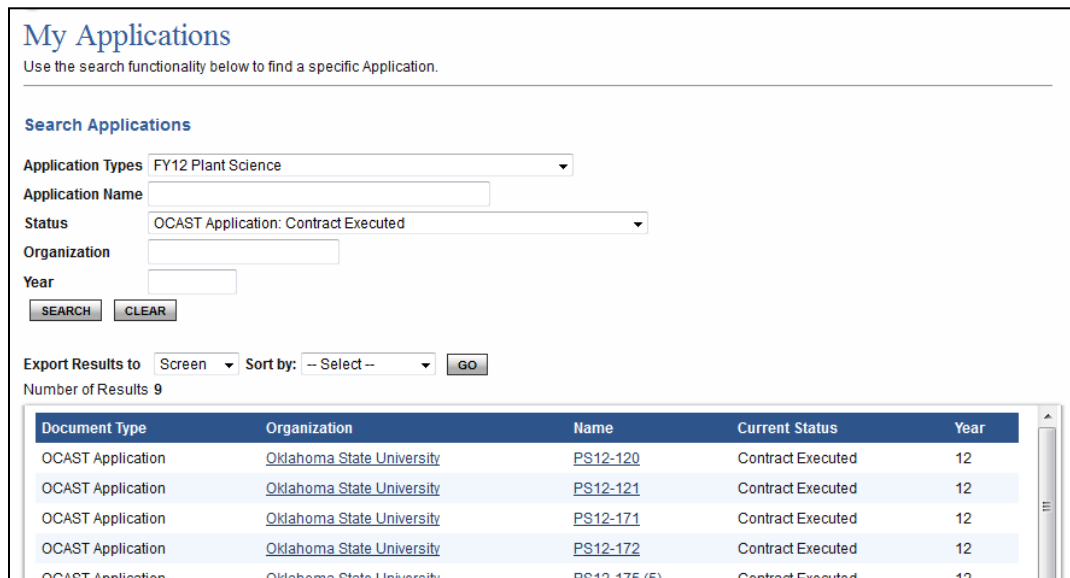
11. Contract Modification Request

A Contract Modification Request is started from inside the application. **NOTE:** Either the Principal Investigator (Authorized Official role) or Contract Official (Agency Administrator role) may initiate, edit, and save a contract modification request. However, only the Contract Official may submit the request to OCAST.

1. Go to the project's Application Menu from "My Applications". Select the appropriate application for which you wish to request a modification. **NOTE:** To request a modification, the application must be in Contract Executed status.



The screenshot shows the OCAST user interface. At the top, there is a banner for the STATE OF OKLAHOMA and OK GRANTS. Below the banner is a navigation menu with items: My Home, My Intents, My Applications (highlighted with a red box), and My Financials. To the right of the navigation menu are links for My Training Materials, My Organization(s), My Profile, and Logout. A SHOW HELP button is located in the bottom right corner. Below the navigation menu, there is a welcome message for Brad, an Authorized Official, with a link to Change My Picture. To the right of the welcome message are instructions for using the system, including links to detailed instructions and a list of tasks: Applying for an Opportunity, Using System Messages, Understanding your Tasks, and Managing your awarded grant.



The screenshot shows the 'My Applications' search results page. The page title is 'My Applications' and it includes a search functionality. The search criteria are: Application Types: FY12 Plant Science, Application Name: (empty), Status: OCAST Application: Contract Executed, Organization: (empty), and Year: (empty). There are SEARCH and CLEAR buttons. Below the search criteria, there are options for Export Results to (Screen) and Sort by (-- Select --) with a GO button. The number of results is 9. The results are displayed in a table with the following columns: Document Type, Organization, Name, Current Status, and Year.

Document Type	Organization	Name	Current Status	Year
OCAST Application	Oklahoma State University	PS12-120	Contract Executed	12
OCAST Application	Oklahoma State University	PS12-121	Contract Executed	12
OCAST Application	Oklahoma State University	PS12-171	Contract Executed	12
OCAST Application	Oklahoma State University	PS12-172	Contract Executed	12
OCAST Application	Oklahoma State University	PS12-175 (5)	Contract Executed	12

- In the OCAST Application Menu click the "View Forms". Open the Contract Modification Request form by clicking the link located in the Modifications sub-section.

OCAST Application Menu

Document Information: PS12-168

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OCAST Application	Oklahoma State University	Agency Administrator	Modification Request In Process	06/24/2011 - 12/31/2012 12/31/2012 5:00PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

	Budget - Personnel	Brad Sutherlin 2/23/2012 9:14:28 AM
	Budget - Travel	Brad Sutherlin 2/23/2012 9:14:35 AM
	Budget - Supplies	Brad Sutherlin 2/23/2012 9:14:41 AM
	Budget - Equipment	Brad Sutherlin 2/23/2012 9:14:50 AM
	Budget - Contractual Services	Brad Sutherlin 2/23/2012 9:14:57 AM
	Budget - Patient Care Costs	Brad Sutherlin 2/23/2012 9:15:03 AM
	Budget - Alterations and Renovations	Brad Sutherlin 2/23/2012 9:15:09 AM
	Budget - Other Direct Costs	Brad Sutherlin 2/23/2012 9:15:16 AM
	Budget - Year 1 Summary	Brad Sutherlin 2/23/2012 9:15:22 AM
Review		
	Basic Review Form 1 (Subgrantee)	
	Basic Review Form 2 (Subgrantee)	
	Basic Panel Summary (Subgrantee)	
Award		
	Contract Information	Program Officer OCAST 2/23/2012 9:19:08 AM
Modifications		
	Contract Modification Request Form	Stephen McKeever 2/23/2012 10:24:50 AM
	Modification Changes	Program Officer OCAST 2/23/2012 9:19:30 AM

- Complete the form and click the SAVE button. **NOTE:** The Contract Official must click the 'I Agree' button at the bottom of the form before the modification request can be submitted.

CONTRACT MODIFICATION REQUEST FORM

Instructions:

Please complete this page and click the **SAVE**.
 Required fields are marked with a *
 This form must be submitted if a modification to the contract, including the budgets, is to be requested.
 The contractor must receive approval from OCAST prior to incurring any costs associated with the modification.
 Click the **SHOW HELP** button for specific instructions to complete this form.

Principal Investigator: Brad Sutherland Contract Number: 1

A. Requested Contract Modification(s) Check each applicable box and provide additional information where indicated.

No-Cost Extension- requested. A progress report must be submitted if an extension of more than one month is requested.
 Proposed Contract End Date

Change in PI- Attach a current vita for the proposed PI.
 Name of Proposed PI

Change in Matching Funds- Attach required documentation of the proposed match.

Other-
 Change in contractor, contract termination, project termination, or other modifications as needed.

B. Requested Budget Modification(s) Complete the columns below as follows:

Column A) Indicate the originally approved OCAST portion of the contract budget.
 Column B) Show the proposed modifications; for each budget line item indicate amount to be increased or decreased.
 Column C) This column is automatically updated when the page is saved. It represents the revised budget.

Year 1

CATEGORY	A ORIGINAL OCAST BUDGET	B + or - AMOUNT MODIFIED	C REVISED OCAST BUDGET
Personnel	\$10,000	<input type="text"/>	\$10,000.00
Travel	\$0	<input type="text"/>	\$0
Supplies	\$0	<input type="text"/>	\$0
Equipment	\$0	<input type="text"/>	\$0
Contractual Services	\$0	<input type="text"/>	\$0
Patient Care Costs	\$0	<input type="text"/>	\$0
Alterations and Renovations	\$0	<input type="text"/>	\$0
Other Direct Costs	\$0	<input type="text"/>	\$0
Total Direct Costs	\$0	\$0	\$0

C. Modification Justification For each modification requested provide justification in the space below.*

Contract Official: Stephen McKeever I Agree I do not agree

OCAST Approval: Approved Not Approved

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Contract Modification Request Form		McKeever, Stephen	2/23/2012 10:24:50 AM
	Modification Changes		OCAST, Program Officer	2/23/2012 9:19:30 AM

4. After the information has been saved, return to the OCAST Application Menu by either clicking the "Document Information:" link or "OCAST Application Menu" link. Both are located at the top of the form.

SAVE ADD PRINT VERSION CHECK GLOBAL ERRORS SHOW HELP

Page Information
The information has been saved.

Back
Document Information: PS12-168
Details

You are here: > OCAST Application Menu > Forms Menu > Modifications

CONTRACT MODIFICATION REQUEST FORM

Instructions:
Please complete this page and click the **SAVE**.
Required fields are marked with a *.
This form must be submitted if a modification to the contract, including the budgets, is to be requested.
The contractor must receive approval from OCAST prior to incurring any costs associated with the modification.
Click the **SHOW HELP** button for specific instructions to complete this form.

Principal Investigator: Brad Sutherland **Contract Number:** 1

A. Requested Contract Modification(s) Check each applicable box and provide additional information where indicated.

No-Cost Extension- requested. A progress report must be submitted if an extension of more than one month is
Proposed Contract End Date

Change in PI- Attach a current vita for the proposed PI.
Name of Proposed PI

Change in Matching Funds- Attach required documentation of the proposed match

0 of 5000

No file selected.

Contract Official: I Agree I Do Not Agree

OCAST Approval: Approved Not Approved

Reviewers: Upon review of this modification request, click [here](#) to change the status of the form and inform OCAST of your recommendation.

5. In the Application Menu click VIEW STATUS OPTIONS under Change the Status.

OCAST Application Menu

Document Information: PS12-168
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OCAST Application	Oklahoma State University	Agency Administrator	Modification Request In Process	06/24/2011 - 12/31/2012 12/31/2012 5:00PM EST

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
VIEW FORMS

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
VIEW STATUS OPTIONS

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
VIEW MANAGEMENT TOOLS

6. To submit the modification request, click the APPLY STATUS button under MODIFICATION REQUEST SUBMITTED.

OCAST Application Menu - Status Options
Select a button below to execute the appropriate status push.

Document Information: PS12-168
[Details](#)

Possible Statuses

MODIFICATION REQUEST CANCELLED

APPLY STATUS

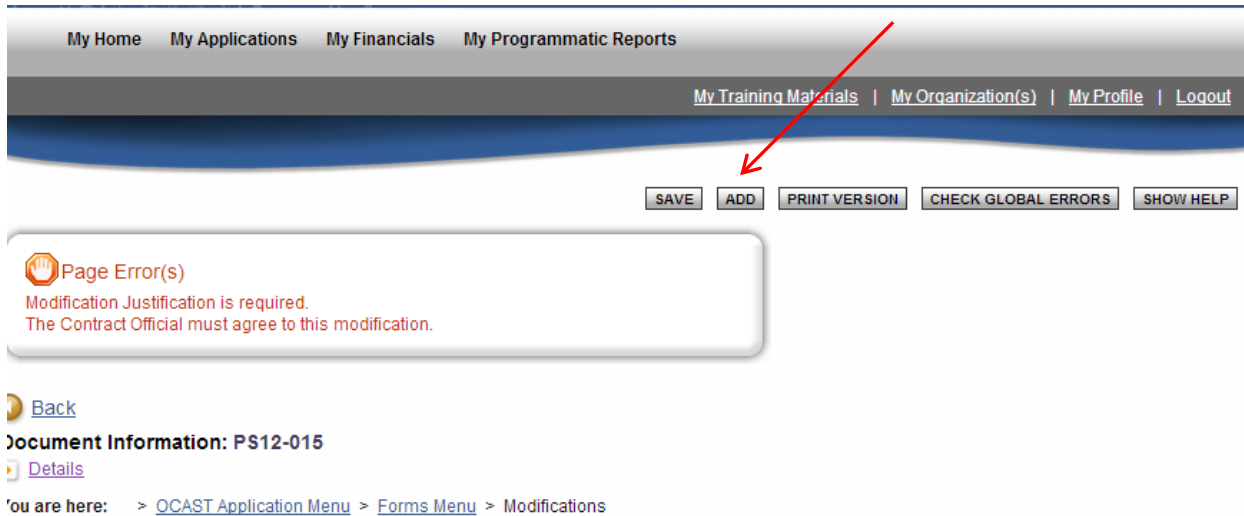
MODIFICATION REQUEST SUBMITTED

APPLY STATUS

The current status will be 'Modification Request Submitted' to indicate that OCAST has received it and will process it.

11.a. Subsequent Modification Requests

To submit a modification request for a contract for which a previous request has already been submitted, users will follow steps 1 and 2 above. Upon opening the previously filled form, users should click the ADD button at the top of the screen to initiate a new, blank modification request form, and begin following the same steps as above, starting at step 3.



The screenshot displays a web application interface. At the top, there is a navigation bar with links for 'My Home', 'My Applications', 'My Financials', and 'My Programmatic Reports'. Below this, a secondary navigation bar includes links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A red arrow points to the 'ADD' button in a row of action buttons that also includes 'SAVE', 'PRINT VERSION', 'CHECK GLOBAL ERRORS', and 'SHOW HELP'. Below the navigation bars, a message box titled 'Page Error(s)' contains the text: 'Modification Justification is required. The Contract Official must agree to this modification.' Below the message box is a 'Back' button. Further down, the document information is shown as 'Document Information: PS12-015' with a 'Details' link. At the bottom, a breadcrumb trail reads: 'You are here: > OCAST Application Menu > Forms Menu > Modifications'.

Please note that users can see a previous modification request form, but they do not have access to a Save button to make changes to it.

11.b. Contract Modification Statuses

The table below shows the contract modification-related statuses you may encounter while in the Application Menu:

Status	Description
Modification Changes Requested	OCAST needs additional information from the Authorized Official and/or Agency Administrator regarding the recently submitted modification request. Adjustments must be made to the form for it to be resubmitted to OCAST for further consideration. OCAST cannot make a final decision on a requested modification if it is still in this status.
Modification Request Approved	The requested modification has been approved by OCAST. The approved modifications will be indicated in either the Modification Changes form (PI change, budget changes) or the Contract Information form (no cost extensions).
Modification Request Denied	The requested modification has been denied by OCAST.
Modification Request Submitted	The Contract Modification Request form has been created and submitted to OCAST for consideration.