

Other Types

Award Change Request in Summit Agreements

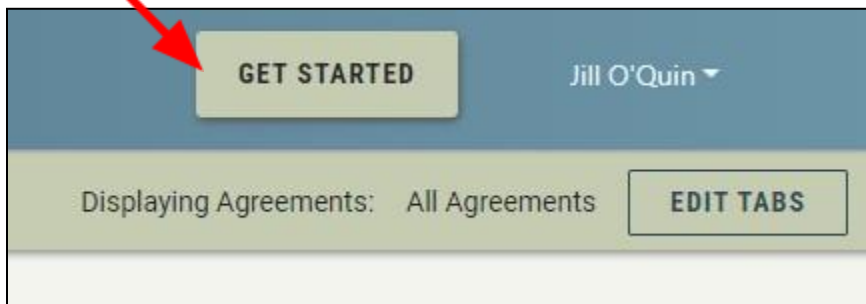
After a project has been funded, researchers may need to request a change to the award. Instead of emailing a post-award specialist to request a change, researchers should submit an **Award Change Request (ACR)** directly in [Summit Agreements](#).

The award-change-request types that are submitted in the "Other ACR" category include the following:

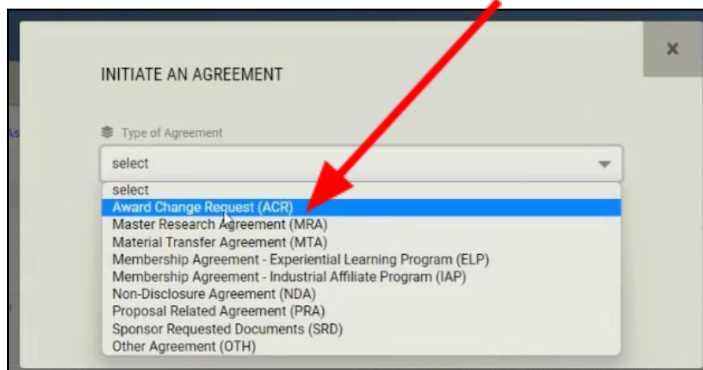
- Change effort of key VT personnel
- Change in Principal Investigator or Add Co-PI
- Continuation Supplemental funding
- Principal Investigator Transfer

Steps to submit an award change request

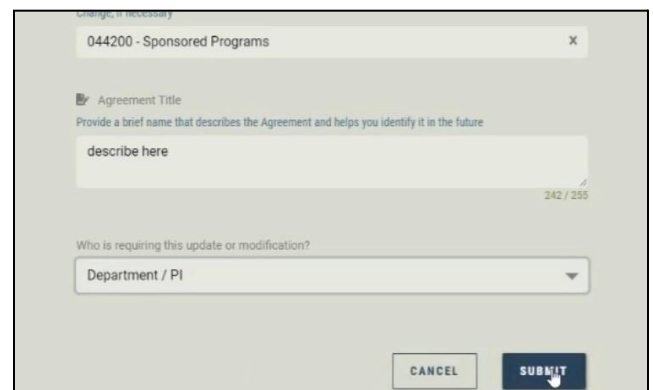
1. Sign in to [Summit Agreements](#).
2. Select **Get Started** in the top-right corner.



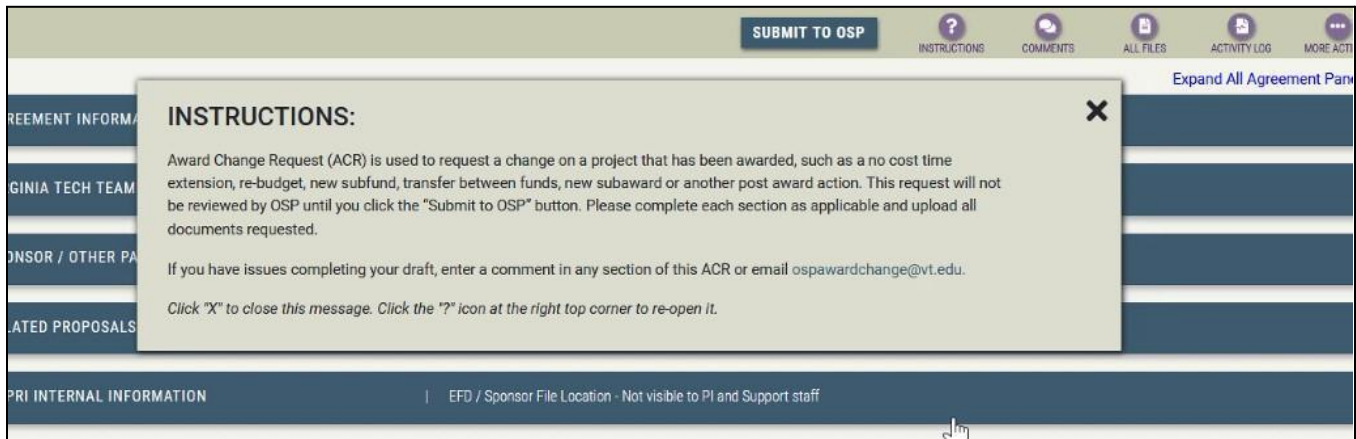
3. The **Initiate an Agreement** menu opens. Select the drop-down arrow to expand the selection menu. Choose **Award Change Request (ACR)**.



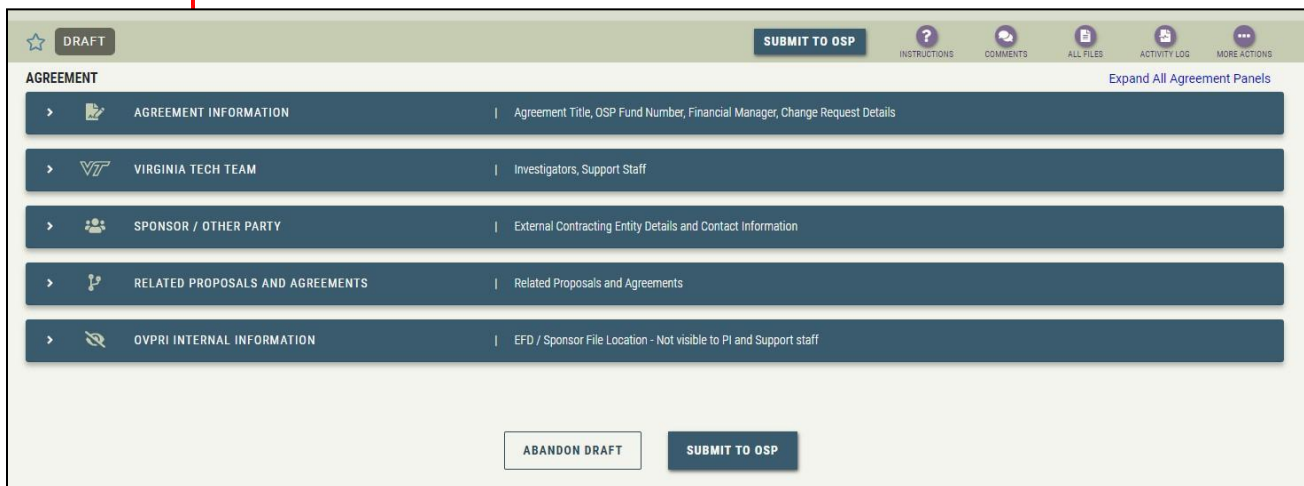
4. Complete the form by entering text into each required field and select **Submit**.

A screenshot of the form completion stage for an Award Change Request. The form is titled '044200 - Sponsored Programs'. It includes a section for 'Agreement Title' with a text area containing 'describe here' and a character count of '242 / 255'. Below this is a dropdown menu for 'Who is requiring this update or modification?' with 'Department / PI' selected. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

- 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).



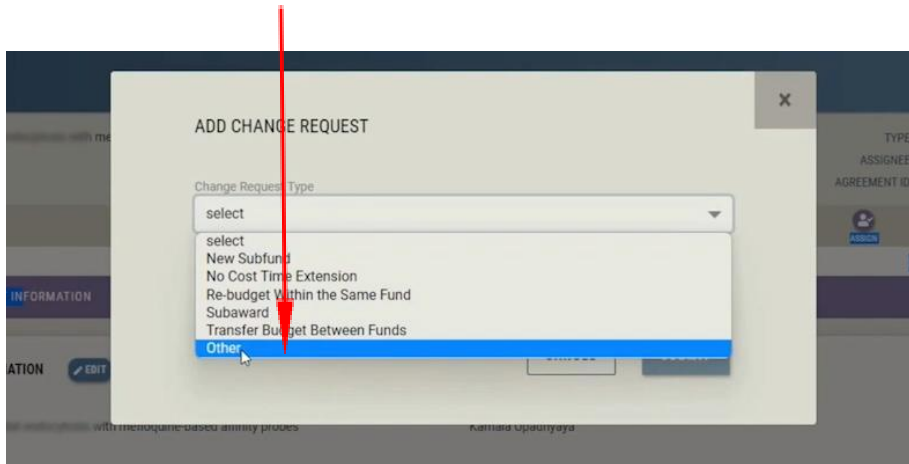
- Close the Instructions pop-up box and you will see panels on the Summit Agreements dashboard. Select **Agreement Information** by selecting the Agreement Information panel or the right-facing arrow.



- 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.



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



- The **Other** dialog box opens. Enter the type and justification for the ACR in the required field. Select **Submit**.

To expedite an ACR, have the following information before beginning the request process in Summit Agreements:

Change effort of key VT personnel

- Effective date of the effort change
- Reason or justification for the effort change
- Impact on programmatic work scope

Change in Principal Investigator or add Co-PI

- Justification for the change
- CV for new PI or Co-PI
- Current and Pending for new PI or Co-PI

Continuation/supplemental funding

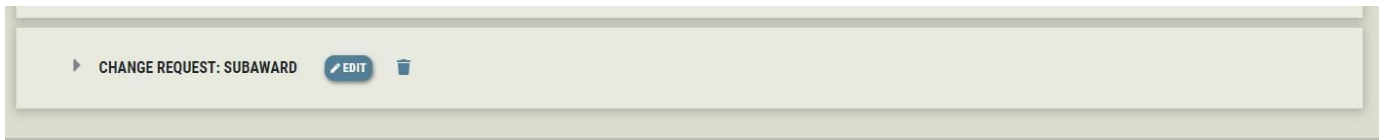
Summit Proposal Number

Principal investigator transfer

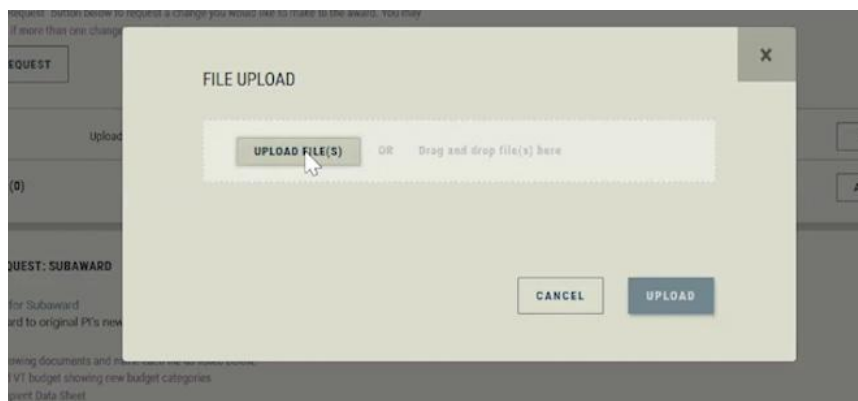
- Last Day of Employment/Effective Date of Transfer
- Will the project stay at Virginia Tech or move with the Principal Investigator (PI) to the new institution?
- Approval letter from Department Head
- If PI is changing, upload CV for new PI
- Add Subaward to PI's new institution
- Revised Virginia Tech budget

A screenshot of the "ADD CHANGE REQUEST" dialog box. The "Change Request Type" dropdown menu is set to "Other". Below the dropdown, there is a small text note: "If you do not see the type of request you need in the drop-down, reference the [Award Change Request page](#) for additional guidance." Below this note is a text input field labeled "Additional Details" with a character count of "2000 / 2000". At the bottom right of the dialog, there are two buttons: "CANCEL" and "SUBMIT".

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



11. To complete your request for an ACR, you must upload the required documents. To upload files, select the Add Files Button. 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.



12. 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.

A screenshot of a web interface showing a list of uploaded files. The list is titled "FILES (6)" and has an "ADD FILE(S)" button. The list has columns for NAME, LABELS, UPLOADED BY, DATE, and SIZE. Each row includes a "Preview" and "Download" link, and a set of icons for edit and delete. Below the list is a "COMMENTS (0)" section with an "ADD COMMENT" button.

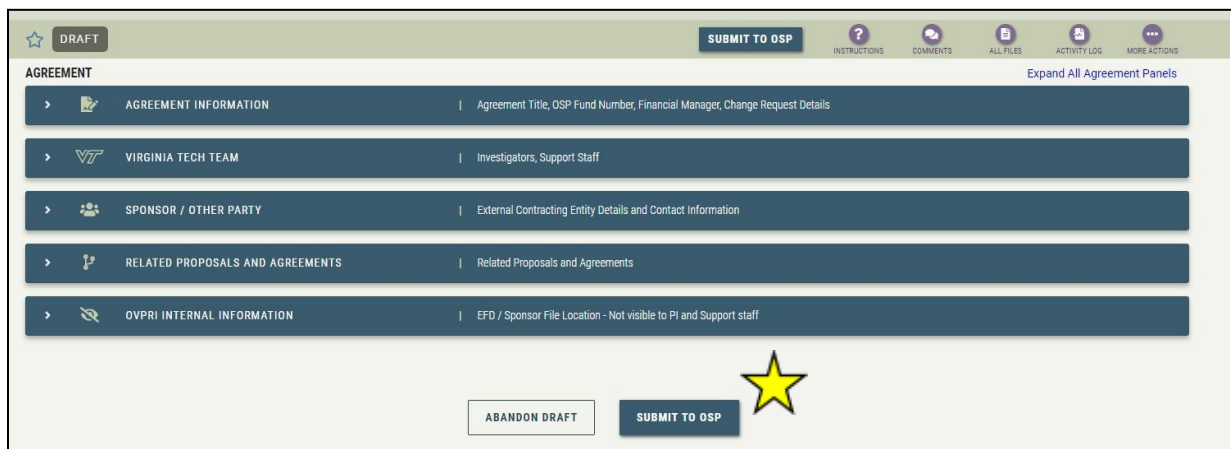
FILES (6)					ADD FILE(S)
NAME	LABELS	UPLOADED BY	DATE	SIZE	
Revised VT Budget.xlsx	Preview Download	Nevada G Davis	1/27/2023 9:17am	1.6 MB	
Subrecipient Data Sheet.pdf	Preview Download	Nevada G Davis	1/27/2023 9:18am	1.1 MB	
Subaward Budget.pdf	Preview Download	Nevada G Davis	1/27/2023 9:18am	808.3 kB	
Subrecipient Budget Justification.pdf	Preview Download	Nevada G Davis	1/27/2023 9:19am	1.1 MB	
Subaward Statement of Work.pdf	Preview Download	Nevada G Davis	1/27/2023 9:20am	808.3 kB	
Subrecipient Letter of Inten.pdf	Preview Download	Nevada G Davis	1/27/2023 9:20am	1.1 MB	

COMMENTS (0) ADD COMMENT

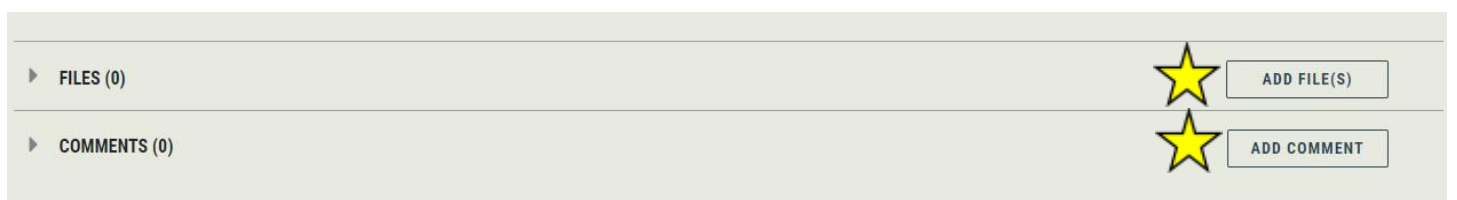
13. If you need to add **additional award change requests** for the **same grant**, you will select **Agreement Information** and select the **Add Change Request** button again. The image below shows the Summit Agreement dashboard if more than one ACR has been requested for the same grant.



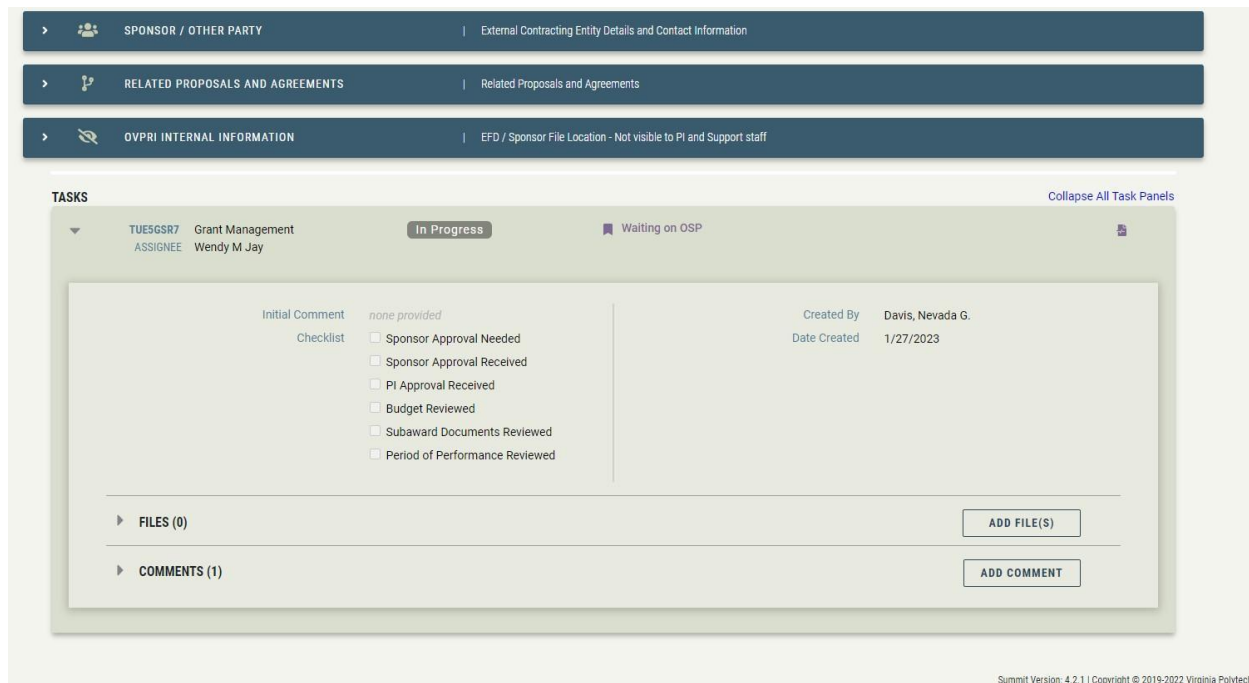
14. If there are no more additions or revisions to make on your award change request(s), select **Submit to OSP** on the Summit Agreements dashboard.



15. 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.



16. 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.



17. If you have questions or need assistance with an award change request, contact ospawardchange@vt.edu.