Updating the Sponsored Projects Officer (SPO) during the Award Modification Transaction

Upon, opening the Peoplesoft Award Profile via CIS Finance (FS)...

1. When the CA opens the Award Profile page, click on the “Reporting Role” link.

2. Click on the “+” sign to add a new OSP Contact and click “-” to delete the current OSP Contact.
3. You can lookup the employee that you want to add (by name or UNID). The name will autofill when that employee is chosen by clicking on them.

4. Click okay and then return here to click “Save” on the Award Profile page. This change will send the system generated emails to the new SPO.
If the changes are successful - or if they were never made - you will know by who the PSNOTIFY email recipients are:

[psnotify] Award modification - NATIONAL SCIENCE FOUNDATION - Flow Thru: NO

psnotify-request@lists.utah.edu <psnotify-request@lists.utah.edu>
GrantsAccounting@Utah.edu <grantsaccounting@utah.edu>

Tanecea Echols, Grants and Contracts Accounting, psnotify@lists.utah.edu
May 13, 2021 at 1:31 PM

Show Details

Please process the following Award Modification:

Period: 1
Sequence Number: 2

Sponsor: NATIONAL SCIENCE FOUNDATION
Modification Reason: Multiple Changes
Award Start Date: Apr 1, 2021
Award End Date: Mar 31, 2026
Pi: ACEVEDO, CLAIRE
Reference Award Number: 205363

Comments: Please create a new companion project for this participant support Mod 1 and add $15,840 directs only. LD

The link below will take you to the Award Modification Page with further details. Please review and process accordingly.

Link: 10058851

Contact: Please do not reply to this email, for any questions please contact the OSP Contact.

ECHOLS, TANECEA A Tanecea.Echols@osp.utah.edu