

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.

Associated Project	Project	Description	Project Start Date	Project End Date	Status
95	58502657	1809455	08/15/2018	07/31/2021	Open

Reporting Role

Reporting Role	Employee ID	Name		
1 Project Liaison	00226886	CHRISTENSEN,SUSAN ROBINE	+	-
2 OSP Contact	06005697	ECHOLS,TANECIA A	+	-
3			+	-
4 Award Principal Investigator	00033193	LEANG,KAM K	+	-

OK Cancel Refresh

2. Click on the "+" sign to add a new OSP Contact and click "-" to delete the current OSP Contact

University of Utah - Portal x Award Profile

fin.utah.edu/psp/fsprod/EMPLOYEE/ERP/c/ESTABLISH_AWARDS.GM_AWARD.GBL

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Financials Supply Chain Mgmt Award Profile

Financials

Reporting Role

Reporting Role	Employee ID	Name
1 Project Liaison	00226886	CHRISTENSEN,SUSAN ROBINE
2 OSP Contact	06005697	ECHOLS,TANECIA A
3 OSP Contact	00206374	DUNCAN, LAUREL
4 Award Principal Investigator	00033193	LEANG,KAM K

Look Up Employee ID

Empl ID (begins with) 00206374

Name (begins with)

Last Name (begins with)

First Name (begins with)

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Empl ID	Name	Last Name	First Name	UU Home	Department
00206374	DUNCAN,LAUREL B	DUNCAN	LAUREL	00644	

OK Cancel Refresh

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.

University of Utah - Portal x Award Profile

fin.utah.edu/psp/fsprod/EMPLOYEE/ERP/c/ESTABLISH_AWARDS.GM_AWARD.GBL

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Financials Supply Chain Mgmt Award Profile

Financials

Award Funding Resources Certifications Terms Milestones Key Words Award Modifications Funding Inquiry

Award ID 10048089 Reference Award Number 1809455 Federal Award Identification Number

Title EAP STRAIN SENSORS

Long Description MICROENGINEERED ELECTROACTIVE POLYMER STRAIN SENSORS TOWARDS SOFT SELF-POWERED WEARABLE CYBER-PHYSICAL SYSTEMS
144 characters remaining

*Contact PI LEANG,KAM K Reporting Role

Sponsor NATIONAL SCIENCE FOUNDATION

Post Award Administrator

Purpose RESH

Status Accepted

Award Type Grant

Proposal ID 10048089 View Proposal

Version ID F1

Start Date 08/15/2018

End Date 07/31/2021

Hold Billing on Unpaid Cost

Hold Revenue on Unpaid Cost

View Contract Contract Rates Additional Information Grant Administrator Sponsor Website CFDA Maintain Attachments

PC Business Unit	Project	Description	Project Start Date	Project End Date	Status
95	58502657	1809455			

Go To: Sponsor Protocols Supplemental Data

Save Return to Search Notify Refresh Add Update/Display

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Award Modifications | Funding Inquiry

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:

The screenshot shows an email client interface with a message window open. The message is titled "[psnotify] Award modification - NATIONAL SCIENCE FOUNDATION - Flow Thru: NO". The sender is identified as "psnotify-request@lists.utah.edu" on behalf of "GrantsAccounting@Utah.Edu <grantsaccounting@utah.edu>". The email content includes a table of award modification details and a link to the award modification page.

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

psnotify-request@lists.utah.edu <psnotify-request@lists.utah.edu> on behalf of
GrantsAccounting@Utah.Edu <grantsaccounting@utah.edu>
Tanecia Echols; Grants and Contracts Accounting; psnotify@lists.utah.edu
Thursday, May 13, 2021 at 1:11 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	2045363

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,TANECIA A Tanecia.Echols@osp.utah.edu