LOA Modification Job Aid
The following details the complete process for adding an LOA to a project after the initial award.

1. Request Award Modification (Department Staff)

   Utilize the “Request Award Modification” tab to create a request for an LOA.

   a. Attachment Documents: Attach the LOA form.

2. Submit to Specialist: Click “Submit to Specialist” to route request to the Specialist. Note: Elena is listed as the default Specialist on all migrated awards. The “Modification Request” tab will be monitored for reassignment.

LOA – (Administrative Staff)
To add addition funds to a project use the Budget Allocation Correction function. 

Create Award Modification:
Create the Award modification and select the “Budget Allocation Correction” category

1) Request Details:
   a) Specialist: Confirm or Assign Specialist to the Grant Specialist by Constituency who will be responsible for completing the modification.
   b) Click the “Create Award Modification” button from the parent AWD record to populate the Request Details smartform.
      i) Name: Modification Number and add “LOA - [LOA PI’s last name]”
      ii) Description of Changes: Ex: “LOA for Dr. Smith”.
      iii) Sponsor ID: This should populate, but confirm.
      iv) Modification Type: “Budget Allocation Correction”
      v) Demographic Change: select “Financial Account Change” to populate DEFINE account smart forms and any other that apply.
      vi) Subaward: Click “no”.
      vii) Effective Date: Beginning date of the budget period.

2) Related Items: Link the associated FP.
   a) The associated FP should link. If there’s a new proposal for a continuation or a supplement, click browse […] to associate the correct FP.

3) Financial Setup click (+Add) to add a new DEFINE account number for the LOA.
   a) Name: LOA - [LOA PI’s last name]
   b) Description: Ex: “LOA for Dr. Smith”.
   c) Start Date: Budget Period start date
   d) End Date: Budget Period end date.
   e) PI: LOA PI
   f) Responsible Unit: LOA PI’s Department/Unit
   g) Indirect cost rate type: “On campus” unless the IDC is 26%
   h) Indirect cost Basis type: “MTDC” for 58.5% (confirm with management if unsure).
   i) Active: “True”

4) Budget Allocations:
a) LOA budget; Click under “1. Budget Allocations” to create a budget for the LOA.
   i) **Financial Account**: Click browse [...] to associate the DEFINE account. Click the account you created on the Financial Setup page (“LOA for [PI name]”).
   ii) **Period number**: List the associated period number in the project year (should match the parent award period year. Ex: 3 for year 3.
   iii) **Name**: “LOA for [PI Name].”
   iv) **Description**: Brief description of action. Ex “LOA for Smith”
   v) **Issue Date**: Current Date.
   vi) **Funding Proposal for budget import**: Click the associated FP budget to populate in order to build (listed from Related Items).
   vii) **Sponsor ID**: Sponsor project number.
   viii) **Start date**: The funding period start date.
   ix) **End date**: The funding period end date.
   x) **Authorize**: Click Authorized by Sponsor if awarded.
   xi) **Cost Share**: No.
   xii) **Direct**: Include the amount of direct costs (if unknown, leave blank until budget reconciliation is complete, then navigate back to update).
   xiii) **Indirect**: Include the amount of indirect costs (if unknown, leave blank until budget reconciliation is complete, then navigate back to update).
   xiv) **Indirect rate**: Include the IDC rate.

b) Parent Budget:
   ii) **Direct and Indirect**: if you already added the directs and indirects for the LOA allocation in the previous step, reduce the parent allocation by the same amounts.
   iii) Click OK.
   iv) The parent allocation will now appear under “2. Edit updated allocations”

5) **Budget Reconciliation**:
   a) Select the Budget Allocation to display: Click the LOA budget.
   b) Build the budget
      i) In the Baseline column, click “Clear”
      ii) Build the LOA budget in the “Adjustments” section.
      iii) Click “Save”
   c) Under “Select the Budget Allocation to Display,” select the Parent award from the dropdown
      i) In the Adjustments column reduce the categories of the parent award by categories of the LOA budget.
         (1) If the LOA budget included $20,000 in salaries and wages, in adjustments subtract Salaries and Wages by the same amount. Ex: “-20,000.”
         ii) All Allocations Difference: The difference between the two budgets should be $0.
   d) Budget Allocation: Navigate back to the Budget Allocation section
i) If steps 4.a.xii, 4.a.xiii, and 4.b.ii (updating directs and indirec}t on allocations) were skipped, calculate the LOA’s direct costs by subtracting the “Overhead (Indirect)” from the “Total” on the LOA’s budget reconciliation page. Click “Save” and navigate back to “Budget Allocations.” Add the directs and indirec}ts for the LOA allocation and reduce the parent allocation’s directs and indirec}ts by the same amount. Otherwise, click “Continue” to “Complete Award Modification.”

ii) The Award amount for the LOA should include the appropriate award amount for the LOA. However, the Award Amount for the parent award should still reflect the total amount.

6) **Complete Award Modification:** Click “Finish” to finalize the Award Modification.

7) **Award Approver:** Change the Award Approver to indicate the Account Analyst in SPAA to receive the modification.

8) **Submit for Final Review: Submit to SPAA**
   a) Include a **description** of what the modification does.
   b) **Supporting documents:** Include NOA here.

9) **Close out Request for Modification:**
   a) Navigate to the parent AWD record.
   b) Click the associated request in the “Modification Request” tab.
   c) Click “Approve.”