Carryover Modification Job Aid

The following details the complete process for carry over unexpended funds from one budget period to the next. Note: both periods must already be authorized in UTRMS before the carryover modification can be processed.

**Carryover**

To add additional funds to a project use the **Carryover** function. **Create Award Modification**: Create the Award modification and select the “Carryover” 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 “ Carryover”
      ii) **Description of Changes**: Ex: “Carryover [enter amount here] from budget year 1 to year 2”.
      iii) **Sponsor ID**: This should populate, but confirm.
      iv) **Modification Type**: “Carryover”
      v) **Demographic Change**: select “Financial Account” to populate DEFINE account smart forms and any other that apply.
      vi) **Subaward**: Click “no”.
      vii) **Effective Date**: Date of approval from sponsor.

2) **Related Items**: Link the associated FP.
   a) The associated FP should link. If there is a new proposal for a continuation or a supplement, click (...) to associate the correct FP.

3) **Financial Setup** Confirm that there are two financial accounts to carry forward funds (both accounts must be active).

4) **Budget Allocations**:
   a) Click “Add” next to the names of both budget periods.

5) **Budget Reconciliation**:
   a) **Select the Budget Allocation to display**
   b) **Build the budget**:
   c) **Navigate to the first budget year to remove funds**.
      i) Move the funds from the first year’s budget by subtracting the appropriate subcategories.
      ii) Note the subcategories affected in order to add them to the same subcategories in the second year’s budget.
   d) **Navigate to the second budget year to add funds**.
      i) Add the funds into the same subcategories they from which they were removed in the previous year.

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.”