

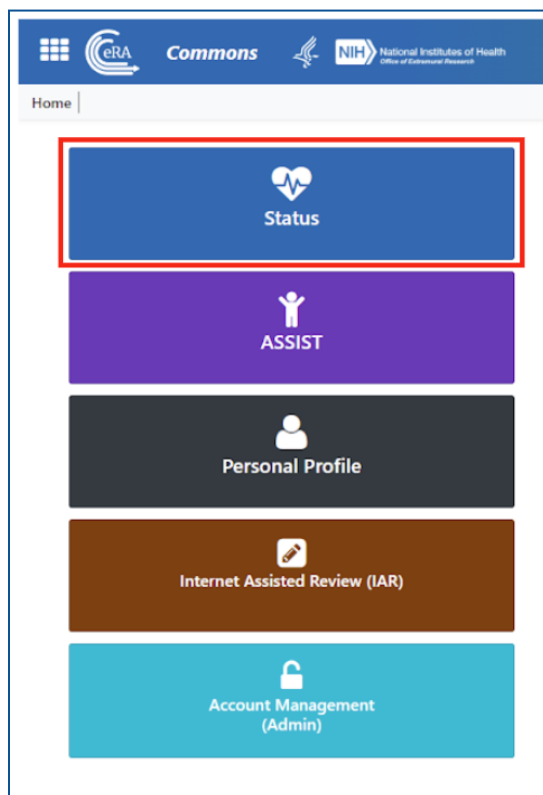
eRA Post-Award: Submit a Revision Request

Revision Requests can be initiated and submitted via the **Status module** by users with the **Signing Official (SO)** role.

Revision Request types:

- No cost extension - prior approval required
- No cost extension - prior approval waived (research terms & conditions)
- Extension to closeout
- Change in scope
- Change in Principal Investigator (PI) / Project Director (PD)
- Foreign air carrier for travel
- Disengagement for more than 3 months, or 25% reduction by PI/PD
- Satisfy specific award conditions
- Inclusion of costs requiring prior approval in Cost Principles
- Transfer of funds budgeted for participant support costs to other expense categories
- Subaward, transfer or contract out work under the award if not described in the approved application
- Rebudget - prior approval required
- Rebudget - prior approval waived (research terms & conditions)
- Pre-award costs more than 90 days
- Termination by consent
- Submit additional closeout documents
- ASAP drawdown request
- Other

1. Log into eRA Commons and select the **Status** button from the left hand menu.



2. Select **General** from the Search Type dropdown menu and then select **Search**.

The screenshot shows the Commons search interface. At the top, there are logos for eRA, Commons, and NIH (National Institutes of Health, Office of Extramural Research). Below the logos is a "Home" link. The main search area includes a "Search Type:" dropdown menu with "General" selected. Below this are several input fields: "Type" (ex: 5), "Activity Code" (ex: R01), "IC/Institute" (ex: GM), "Serial #" (ex: 123456), "Support Yr." (ex: 01), and "Suffix" (ex: A1). There is also a "Project Number" field (ex: NA24N FX678G01 3-T1-0), "PD/PI Last Name" (ex: Smith) and "PD/PI First Name" (ex: John) fields, "Budget Start Date Range" and "Budget End Date Range" fields, and "Application Status" (Select all that apply) and "Grants.gov Tracking Number" (ex: ED-GRANTS-123456-001) fields. At the bottom right, there is a "Clear Form" link and a "Search" button.

3. Find the award you need to make a revision to and select the **ellipsis** next to the award ID, then select **Revision Request**.

The screenshot shows the search results page titled "Status Result - General Search". It features a "Filter Table" button and a "1 Results" indicator. The results are displayed in a table with the following columns: "Application/Award ID", "Grants.gov Tracking #", "Proposal Title", and "PD/PI Name". The table contains one row with the following data:

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name
NA22NMF4270131-T1-01	GRANT13507904 Semi-Annual RPPR 1 Revision Request Correspondence	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality	Smith, John

The ellipsis icon next to the award ID is circled in red, and the "Revision Request" option in the dropdown menu is highlighted with a red box.

4. Select the appropriate **Revision Request subtype** from the dropdown menu and then select **Go**.

The screenshot shows a web form titled "Initiate a Revision Request". A dropdown menu for "Revision Request Sub type:" is open, displaying a list of options. A red arrow points to the first option, "*No Cost Extension - Prior Approval Required". A blue "Go" button is highlighted with a red box. The list of options includes:

- *No Cost Extension - Prior Approval Required
- No Cost Extension - Prior Approval Waived(Research Terms and Conditions)
- Extension to Closeout
- *Change in Scope
- Change in Principal Investigator / Project Director
- Foreign Air Carrier for Travel
- Change in Key Person Specified in the Application
- Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI
- Satisfy Specific Conditions
- Inclusion of Costs Requiring Prior Approval in Cost Principles
- Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense
- Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application
- Rebudget - Prior Approval Required
- Rebudget - Prior Approval Waived(Research Terms and Conditions)
- Pre-Award Costs More than 90 Days
- *Termination by Consent
- Submit Additional Closeout Documents
- ASAP Drawdown Request (ASAP Vendors Only)
- Other

5. Fill out all fields and attach all required documentation for the Revision Request type you selected. The snapshots below are an example of a No Cost Extension request.

The screenshot shows a web form titled "Request Details". The "Request ID" is 30611. The "Request type" dropdown is set to "*No Cost Extension - Prior Approval Required". The "Effective Date" is 10/02/2023. The "Description" field is empty, with a note "200 characters remaining". Below the form is a "Justification Document" section with a file upload instruction: "Drop file or browse to attach up to 10 PDF files, not exceeding 6MB per file."

Budget Document

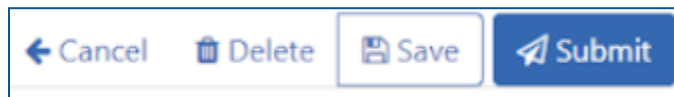
Drop file or browse to attach up to 10 PDF files, not exceeding 6MB per file.

Other Supporting Documents

Drop file or browse to attach up to 10 total PDF files, not exceeding 6MB per file.

Request History

6. When all fields have been filled out and documentation uploaded to the Revision Request, at the bottom of the request screen you will see a menu to either **Cancel**, **Delete**, **Save**, or **Submit** your Revision Request.



7. If you **Save** your request as a draft, you will navigate back to it by following **Steps 1-3** to get to the **Revision Request List**. Find your in-progress Revision Request, click the **ellipsis**, select **Continue with Request**, then select **Submit** when the request is completed.

Revision Request List
Existing Revision Requests for Year 1: NA22NMF4270131-T1-01

Filter Table 1 Results

Request ID	Project Title	Request Type	Submit Date	Status
30538	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster Crassostrea virginica, and its potential involvement in triploid mortality	Extension to Closeout		In Progress

Continue with Request

Cancel Initiate a New Revision Request

8. Once the request has been submitted, the status can be tracked through the **Revision Request List** screen. If the **Status** says **Submitted to Agency**, the Revision Request has successfully been forwarded to the agency for review and approval.

Revision Request List
Existing Revision Requests for Year 1: NA22NMF4270131-T1-01

Filter Table 1 Results

Request ID	Project Title	Request Type	Submit Date	Status
30538	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster Crassostrea virginica, and its potential involvement in triploid mortality	Extension to Closeout	09/12/2023	Submitted to Agency

Cancel Initiate a New Revision Request