



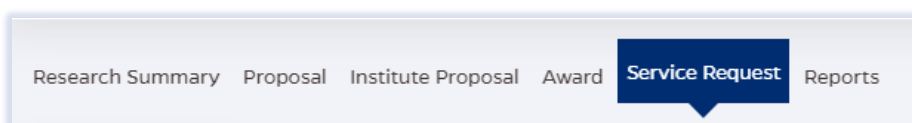
# Create a Service Request

## Modification of an Unfunded Contract

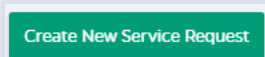
### *How do I create a Service Request for an Unfunded Contract Revision?*

- ❖ Modification of a Funded Contract was previously known as Proposal Type - Revision in Coeus. This type of Service Request is only applicable for School of Medicine contracts.

- ❑ From the Dashboard, click on **Service Request** in the top row.



- ❑ Click on the green **Create New Service Request** button in the upper right corner.



The following screen will open:

- ❑ The **Priority** dropdown menu can be changed if needed to *low* or *high*.
- ❑ The **Department** field is also editable, but defaults to the user's primary unit (cost center). To change this field, begin typing the unit name and a dropdown menu with options will open.

- ☐ Choose the **Category – Service Request** from the dropdown menu.
- ☐ Choose the **Type – Modification of an Unfunded Contract (SOM only)** from the dropdown menu.

<b>• Category</b>	<b>• Type</b>
ServiceRequest	Modification of an Unfunded Contract (SOM only)


- ❑ Complete the Subject line in the **Subject** field. The first section of the Subject is the type of Service Request followed by other identifying information that the user will need to input.

\* Subject

MTA / Deadline - / Dept. - / PI -

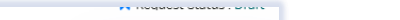
Enter the **due date, department, and PI.**

/Duedate - 1/24/23      /Dept. - ORIS      /PI Last Name - Bell

- ❑ Click on the **Save** button in the bottom right corner.  The Service Request has now been started and assigned a system number.
- ❑ Click on the **Questionnaire** tab and complete all questions on all questionnaires. Each questionnaire will begin as a **yellow** tab. There may be multiple questionnaires. In the case of Revisions, the PI must complete a Certification as well.

After the questionnaire is completed the tab will change to **green**.

- ☐ Click on the **More Actions** button in the upper right hand corner.
- ☐ Click on **Print Service Request.**



- ☐ Choose **Fillable\_ModificationofanUnfundedContractSOMonly** from the list in the dropdown and then click on **Print**.
- ☐ Send the fillable form to the PI to be completed and signed.
- ☐ Complete all Questionnaire tabs according to the PIs provided answers.
- ☐ Upload the signed fillable form to the Service Request where the PI Certification is requested.

If additional information or attachments need to be added:

- ❑ Click on the **Comments** tab.

The following files under 50 MB are supported: pdf, doc, docx, csv, xml, ppt, pptx, txt, xls, xlsx, zip, json, xlsx, jpg, msg.

Overview **Comments** Questionnaire History

Validate Submit ↺

Write your comments here

4000 characters remaining

☐ Private Comment

Add

[Add Attachments](#)

- ❑ Click on the **Validate** button in the upper right corner to determine if further action is required. Fix any errors and evaluate if any warnings require changes. A Service Request can be submitted with warnings, but all errors that display must be fixed before Fibi will be able to route the Service Request for approval.
- ❑ Click on the **Submit** button when ready to submit.

Request Status : Draft

Validate Save Submit ↺