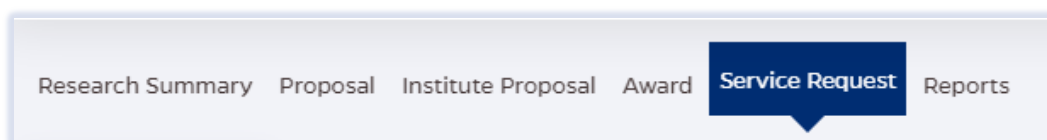# Create a Service Request

## Modification of a Funded Contract
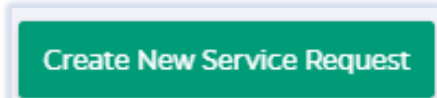
*How do I create a Service Request for a Funded Contract Revision?*

❖ 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.

Research Summary    Proposal    Institute Proposal    Award    **Service Request**    Reports

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

**Create New Service Request**

The following screen will open:

● Priority : Normal        🔖 Request Status : Draft

**Overview**      ↰

Summary

*Priority                          *Department

Normal               ⌄       10100801 - OFFICE OF RESEARCH INFORMATION SYSTEMS    ✕

*Category                          *Type

Search for Category        🔍       Search for Type        🔍

*Subject

Description

4024 characters remaining

Save

☐ 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** – **Award** from the dropdown menu.

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☐ Choose the **Type – Modification of a Funded Contract (SOM only)** from the dropdown menu.

**\*Category**

| Award | ✕ |

**\*Type**

| Modification of a Funded Contract (SOM only) | ✕ |

☐ Enter the Linked SAP grant # in the **Link Award** field.

**Link Award**

Search for Award 🔍

☐ 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**

Modification of a Funded Contract | Dept. - | PI - | Duedate -

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 <mark>yellow</mark> tab. There may be multiple questionnaires. In the case of Revisions, the PI must complete a Certification as well.

**Questionnaire**

| \* Foreign Component - Prior Approval ⚠️ | \* Simplified Compliance Questionnaire ⚠️ | \* International Questionnaire ⚠️ |

ℹ️ *This Service Request type is used when prior approval is required in the case of adding a foreign component.*

After the questionnaire is complete, the tab will change to green.

☐ Click on the **More Actions** button in the upper right hand corner. ⋮

☐ Click on **Print Service Request.**

| Validate | Save | Submit | ↩ | ⋮ |

🖨 Print Service Request ⬅

☐ Choose **ModFundedContract** 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, xlsm, jpg, msg.



☐ 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.



If the Submit button does not show, the user will need to contact ORIS by emailing oris@jhu.edu to request access to the lead unit input on the General tab.