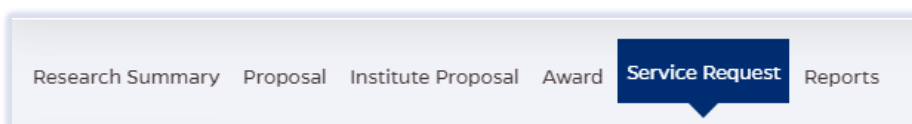# Create a Service Request

Modification of an Unfunded Contract

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

❖ Modification of an Unfunded 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.

*Category	*Type
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
Modification of an Unfunded 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 yellow tab. There may be multiple questionnaires. In the case of Revisions, the PI must complete a Certification as well.

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

□ Click on the **More Actions** icon ⋮ in the upper right hand corner.

□ Click on **Print Service Request.**

Validate	Save	Submit	↩	⋮

🖶 Print Service Request ⬅

□ Choose **ModUnfundedContract** 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.

Questionnaire

* Simplified Compliance Questionnaire ❗   * International Questionnaire ❗   * Modification of Contracts (for SOM use only) ❗

ⓘ *Compliance Questionnaire needed for all Service Request types including Carryover Prior Approval, CDA, Foreign Component Prior App Collaborations*

□ 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.