PERIS™ Modification Matrix

The purpose of the below is to document the Award and Modification types in PERIS and define the documents that must be gathered and forwarded to Sponsored Projects Accounting for proper processing. Failure to include all documents will delay the process and may result in a late issuance of sponsored project account numbers.

Award or Modification Type	Definition	Documents Needed for SPA to process (For example, NOA, PERIS budget spreadsheet, BMR, etc.)
Revision/Supplement	Modification that adds supplemental funds to support an existing project	NOA, PERIS budget spreadsheet
No Cost Extension	Modification that extends the end date of a project without adding additional funds	NOA, eRA Commons email notification, or if internal NCE please notate approval and new end date within email SPA activity
Re-budget	Modification to re-budget among cost categories that required Sponsor approval (if sponsor approval is not required, a BMR should be sent directly to SPA)	NOA, BMR
Carryover	Modification that carries money forward from one budget period into another. See above - do not use this if included as part of continuation NOA	NOA, BMR
NGA Revised	Two or more modifications in one action	NOA, BMR needed for budget reductions or when incremental changes in PERIS are not clear
Budget Allocation Correction	Modification to correct an activation amount (internal budget corrections only)	PERIS budget spreadsheet, BMR needed if reduction in funds or incremental change is not clear
Early Termination	Modification to terminate an award without a reduction in funds	NOA
Sponsor Change	Modification to change the sponsor	NOA
Personnel Change	Modification to change the personnel	NOA, and description of personnel changes and their employee numbers in PERIS
Other Changes [T&C, Compliance, Update, etc.]	Modification to change the terms and conditions of the award, to update the compliance components, etc.	NOA
Demographic Changes Only	Modification to make demographic changes to an award (ex: department point of contact)	NOA