

 Research Foundation for SUNY

 Test Plans for SUNY PACS Grants

|  |  |
| --- | --- |
| **Test Description:**  | 16. Test the ability to Create an Award Modification  |
| **Tester Location:**  |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 16: Create an Award Modification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Test Steps | Test Data | Expected Results | Notes |
| 1 | Open browser and navigate to <https://pacsstg3.rfsuny.org/SponsoredPrograms/login> |  | * The SUNY PACS website login page is presented.
 |  |
| 2 | Log in as **Grantsspecialist**(Test accounts have been provided)  |  | * Log in is successful
* **Inbox** displays
 |  |
| 3 | Click on Grants (tab on the Top), Click on the All Awards tab. Prerequisite: Find an Award that is in a state of Active.Click on the Award Name and Open up the Award | Use the Award that you activated in Test 13 | * The Awards page will display
 | **NOTE: Save and Continue along the way as you proceed thru the below steps** |
| 4 | Click on the **Create Award Modification** button on the left hand side of the screen. |  | * Award Modification form displays
 | **Note: Award Modifications should only be used for tracking purposes, nothing will be sent to the sponsor.** |
| 5 | **Award Modification****Q 1.0** Name – Update the name assigned by the system so it gives more information about the type of modification. (Optional)**Q 2.0** Description – Enter a description of what is being changed**Q 3.0** Sponsors Modification ID – Defaults but can be changed**Q 4.0** Modification Type – Select type of modification**Q 5.0** Select Yes or No**Click Continue** | Enter Modification #1 PI Change. PI Change. Select No | * Data is accepted.

PI Changes Smart Form will display next. | **Note: Some fields were auto populated from the award; update any fields as needed.** **Note: The system will adjust the SmartForm pages to be completed depending on the modification type.** |
| 6 | **PI Changes Smart Form****Q 1.0** PD/PI Change From: Defaults the name of the PI/PD on the award.PD/PI Change To: Click Select and the list of values will display. **Chose** the name of the new PI/PD, **Click** OK.**Q 2.0 Effective Date: Clic**k the calendar icon and chose the effective date of the change.**Click Continue** | Chose any name from the LOV for this test.Pick any date. | * PI/PD name is now updated with the effective date of the change.
 |  |
| 7 | **Award Modification Screen Displays****Select Hide/Show Errors from Toolbar and correct any errors that display.****Click Finish** |  | * Completed Award Modification Screen Displays Errors corrected, if any.
 |  |
| 11 | **Complete Award Modification**Click **FINISH** |  | * Award Modification is in Draft State
 |  |
| 12 | **On the left hand side click Sent for Sponsor Approval (if you need to wait for a response), otherwise skip to step 13.** **Send for Sponsor Approval Window opens,**Add any comments and attachments. (Optional) | Skip this step for testing. | * Award Modification in in the Sent for Sponsor Approval State if this step performed.
 |  |
| 13 | **On the left hand side click APPROVE.**The Approve Modification Window opens,Add any comments and attachments (sponsor approval) Optional**Click OK** |  | * Award Modification in in the Approved State if this step performed.
 |  |
| **End of Test** |  |  |  |  |