

Change Contract and Project Title

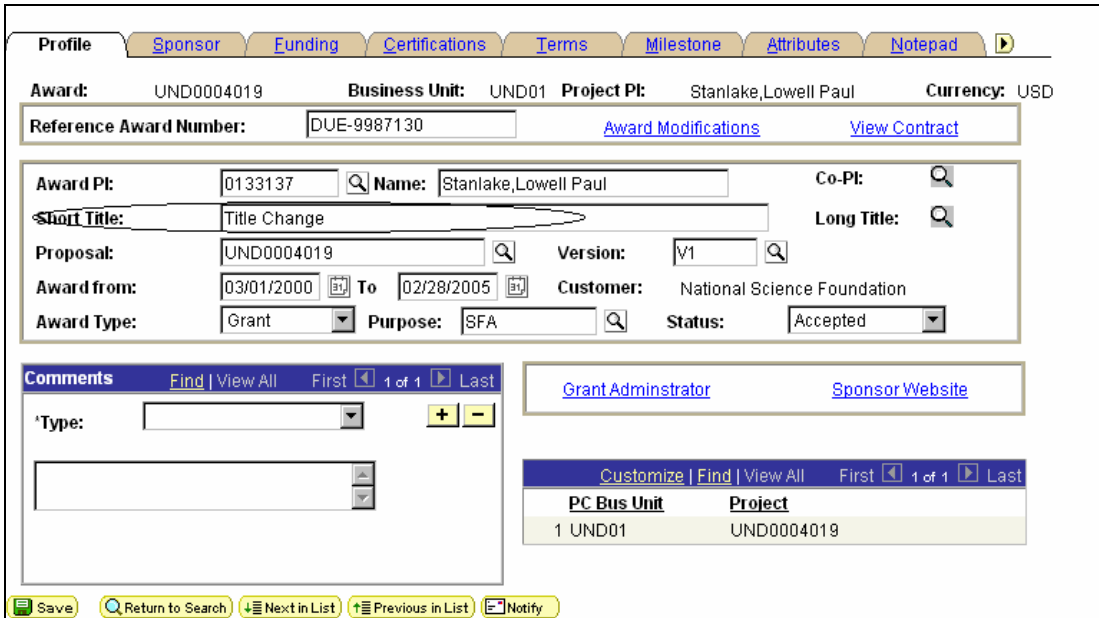
1) Change your contract title

Navigation:

Grants>Awards>Award Profile

Enter your **Business Unit** and your **Contract** number

Click Search



The screenshot shows the 'Award Profile' page with the following details:

- Award:** UND0004019
- Business Unit:** UND01
- Project PI:** Stanlake, Lowell Paul
- Currency:** USD
- Reference Award Number:** DUE-9987130
- Award PI:** 0133137
- Name:** Stanlake, Lowell Paul
- Co-PI:** (empty)
- Short Title:** Title Change
- Long Title:** (empty)
- Proposal:** UND0004019
- Version:** V1
- Award from:** 03/01/2000 To 02/28/2005
- Customer:** National Science Foundation
- Award Type:** Grant
- Purpose:** SFA
- Status:** Accepted

Additional features include a 'Comments' section with a search and filter interface, and a table at the bottom showing the current selection:

PC Bus Unit	Project
1 UND01	UND0004019

In the **Short Title** field, enter your new short title

Click **Save**

2) Change your Project Title

Navigation:

Grants>Awards>Project

Enter your **Business Unit** and your **Contract** number

[New Win](#)

Project General | [Project Department](#) | [Definition](#) | [Manager](#) | [Location](#) | [Phases](#) | [Approval](#) | [▶](#)

Business Unit: University of North Dakota

'Project': [Create New Project](#)

'Description': [Add to My Projects](#)

'Integration':

Project Type:

Status:

[My Projects](#)

[Project Summary](#)

[Project Team](#)

[Project Activities](#)

Description Find | View All First 1 of 1 Last

Date/Time Stamp: [+](#) [-](#)

User ID: aelbacha

Description:

Long Description:

Under **Project General** Tab
 Enter your new Title under **Description**
 Click **Save**

Please note that your contract and your primary project usually have the same title, which mean that if you want to change the title of your primary project, you have to follow step 1 and 2 in order to change the title in both your contract and your project. However if you want to change the title of a non-primary project, you should only follow step 2.