As of January 22, 2016 a new tab has been created entitled the *Special Conditions*. This tab can be found when in the Award or Create Award task.

Follow the steps below show how to use the *Special Conditions* tab.

**View Award:**

1. Search your Award with the Workday search field and select the Award link.

2. On the “View Award” screen, click the ellipsis next to Award and the Actions box will appear.

3. Hover over Award, then choose Amend Award.

4. The “Create Award Amendment” screen will appear.

5. Scroll down to the tabs and choose the “Special Conditions” tab.

**Note:** If only changing the *Special Condition*, contact an ORACS Manager so they can make the correction.
6. Select the plus sign on the left to add a line. Select the minus sign to delete a line.

7. Select the prompt within the Special Condition Type column. It will bring up several choices
   a. Choose the type that best fits the condition for your award.

8. Within the Comments column, add a comment in the box.
   a. The comment should note what needs to be done to complete the special condition

9. To submit this update, you must also update the reason and effective date for the amendment.
   a. Add a Reason in the Reason field
   b. Enter the Effective Date in the Effective Date field

10. Click Submit and then Done on the following screen

For Question:
Please contact ORACS for any questions on this.