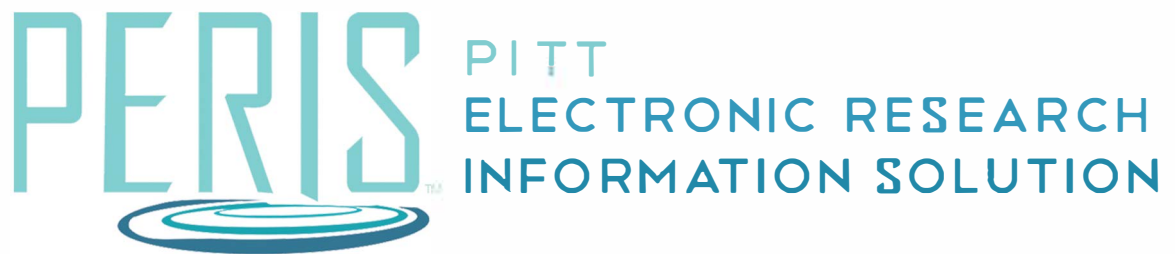




University of Pittsburgh



Quick Reference

ACTIVATING A SUBAWARD.....2

Activating a Subaward

The screenshot shows the MyFunding interface with the following elements:

- Navigation tabs: My Inbox (selected), MyFunding (2), Awards, Reports.
- Activate button (3): A button with a lightning bolt icon and the text "Activate".
- Date awarded field (4): A form field with the label "3. * Date awarded:" and the value "1/1/2019".
- Active button (5): A large orange button with the text "Active".

Where to start?

1. Log into MyFunding.
2. Click on the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

How do I activate a subaward?

3. Click the *Activate* activity.
4. Confirm the data is correct and enter the award date.

What's Next?

5. Click *OK*. The subaward is moved to an Active state.