



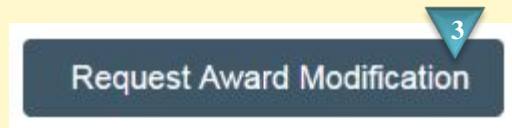
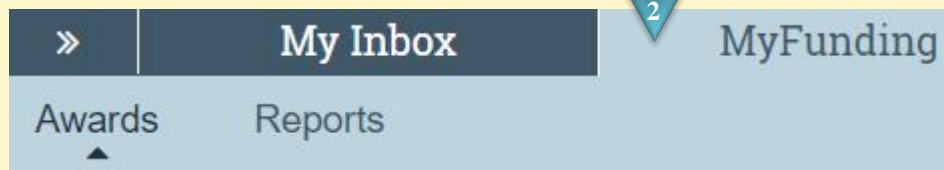
University of Pittsburgh



Quick Reference

CREATE AWARD MODIFICATION REQUEST - REBUDGETING.....2

Create an Award Modification Request – Re-budgeting



4. * Select Modification Type:

Revision | Supplement

No Cost Extension

Re-budget



Finish

Assign Submitter

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 request a modification for re-budgeting?

3. Click *Request Award Modification*.
4. Edit the name to include “re-budget.”
5. Enter a description of the request and enter the required data.
6. Select Re-budget as the Modification Type and complete any remaining fields.

What's Next?

7. Click *Finish*.
8. Click *Assign Submitter* and assign the submitter as your Dean's area. Click *OK*.