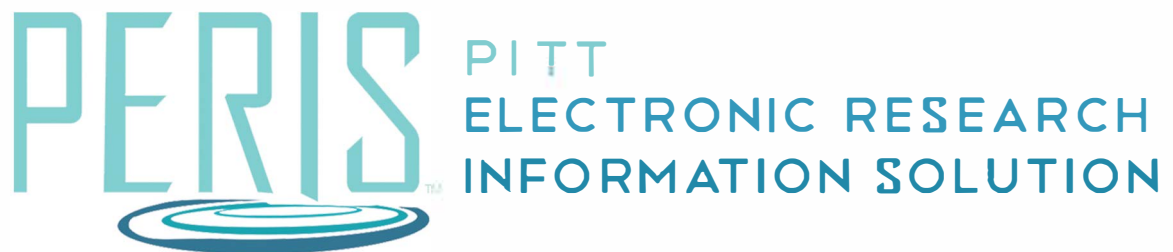




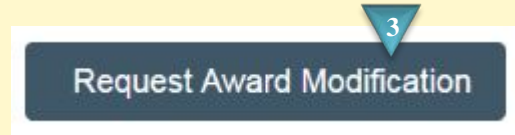
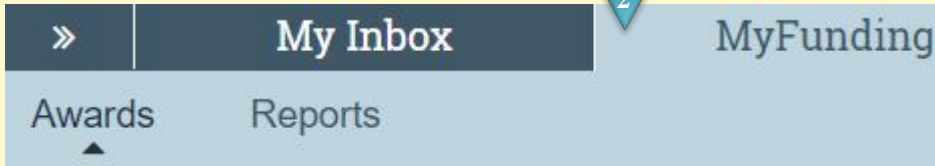
University of Pittsburgh



Quick Reference

CREATING AN AWARD MODIFICATION REQUEST - DEMOGRAPHIC CHANGES...2

Creating an Award Modification Request – Demographic Changes



1. * Short title:

Demographic change

2. Date requested:

1/16/2019

3. Select Modification Type:

- Revision | Supplement
- No Cost Extension
- Re-budget
- Carryover
- NGA Revised
- Budget Allocation Correction
- Early Termination
- Sponsor Change
- Personnel Change
- Other Changes (T&C Compliance Update, etc.)
- Demographic Changes Only

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 demographic changes?

3. Click Request Award Modification.
4. Enter a short title that includes the demographic change.
5. Enter the date requested.
6. Select Demographic Changes Only as the Modification Type.
7. Enter the description of the request.

What's Next?

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