



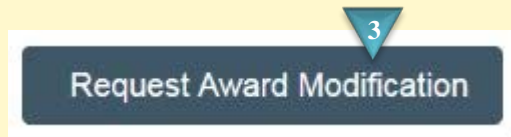
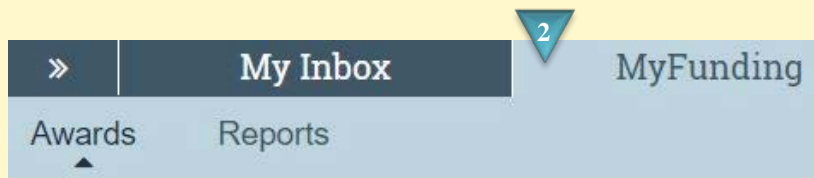
University of Pittsburgh



Quick Reference

CREATING AN AWARD MODIFICATION REQUEST - BUDGET CORRECTION.....2

Creating an Award Modification Request – Budget Allocation Correction



1. * Short title:

Budget Allocation Correction

2. Date requested:

1/2/2019

3. Select Modification Type:

- Revision | Supplement
- No Cost Extension
- Re-budget
- Carryover
- NGA Revised
- Budget Allocation Correction

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 to correct a budget allocation?

3. Click *Request Award Modification*.
4. Enter a short title for the request that includes “Budget Allocation Correction.”
5. Enter the date requested.
6. Select Budget Allocation Correction as the Modification Type.
7. Enter a description for the request.

What's Next?

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