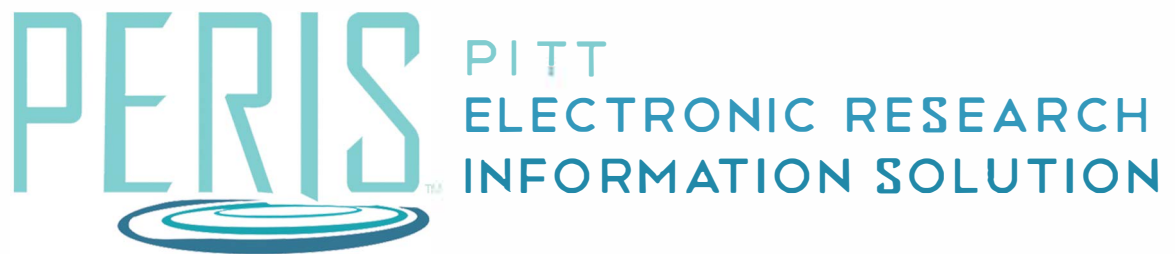




University of Pittsburgh



Quick Reference

CREATE AWARD MODIFICATION REQUEST - CARRYOVER.....2

Create an Award Modification Request - Carryover

Where to start?

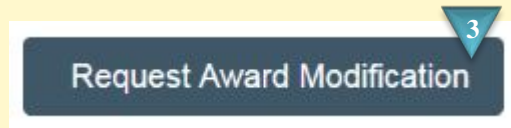
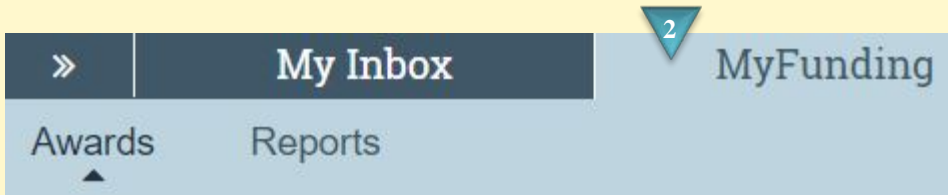
1. Log into MyFunding.
2. Click on the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

How do I request a modification for carryover?

3. Click *Request Award Modification*.
4. Enter a short title that includes "Carryover."
5. Select Carryover as the Modification Type.
6. Enter a description of the request and enter the required data.
7. Enter the date of the request.

What's Next?

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



1. * Short title:

Carryover Year 1-2

3. Select Modification Type:

- Revision | Supplement
- No Cost Extension
- Re-budget
- Carryover

