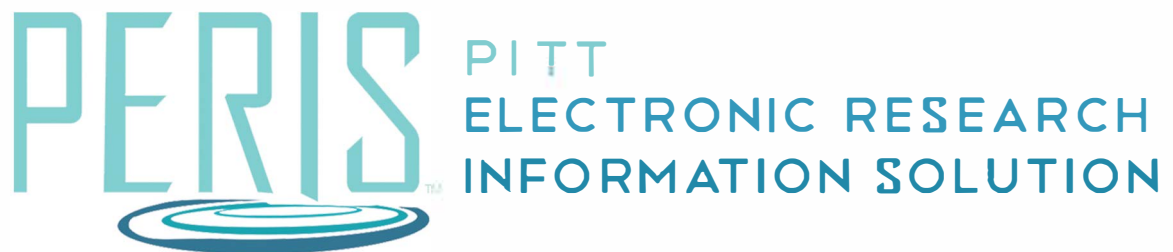




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Quick Reference

CREATING AN AWARD MODIFICATION REQUEST - EARLY TERMINATION.....2

Creating an Award Modification Request – Early Termination

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 an early termination modification?

3. Click *Request Award Modification*.
4. Enter a short title that includes “Early Termination”
5. Enter the date requested.
6. If Select Early Termination for the Modification Type.
7. Enter a description of the request.
8. Click Finish.

What’s Next?

9. Click *Assign Submitter* and assign the submitter as your Den’s area. Click *OK*.

