



University of Pittsburgh



Quick Reference

CREATE AWARD MODIFICATION REQUEST - NO COST EXTENSION.....2

Create an Award Modification Request – No Cost Extension

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 a no cost extension?

3. Click *Request Award Modification*.
4. Enter a short title that includes "NCE."
5. Select No Cost Extension (NCE) 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*.

The screenshot shows the top navigation bar of the MyFunding system. On the left, there is a 'My Inbox' tab with a right-pointing arrow. To its right is the 'MyFunding' logo. Below these, there are two tabs: 'Awards' and 'Reports'. A blue triangle with the number '2' points to the 'MyFunding' logo.

A dark blue button with white text that reads 'Request Award Modification'. A blue triangle with the number '3' points to the top right corner of the button.

1. * Short title:

A text input field containing the text 'NCE #1'. A blue triangle with the number '4' points to the top right corner of the input field.

2. Date requested:

A date input field containing the text '2/4/2019'. To the right of the field is a calendar icon. A blue triangle with the number '5' points to the top right corner of the input field.

3. Select Modification Type:

- Revision | Supplement
- No Cost Extension

A dark blue button with white text that reads 'Finish'. A blue triangle with the number '8' points to the top right corner of the button.

A button with a person icon and the text 'Assign Submitter'. A blue triangle with the number '9' points to the top right corner of the button.