



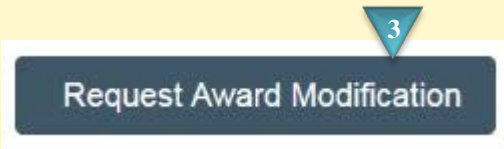
University of Pittsburgh




Quick Reference

CREATING AN AWARD MODIFICATION REQUEST - PERSONNEL CHANGE...2

Creating an Award Modification Request – Personnel Change



1. * Short title: 4

2. Date requested:  5

3. Select Modification Type:

- Revision | Supplement
- No Cost Extension
- Re-budget
- Carryover
- NGA Revised
- Budget Allocation Correction
- Early Termination
- Sponsor Change
- Personnel Change 6



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 personnel change?

3. Click Request Award Modification.
4. Enter a short title that includes "Personnel Change."
5. Enter the date requested.
6. Select *Personnel Change* for the Modification Type.
7. Enter a 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*.