



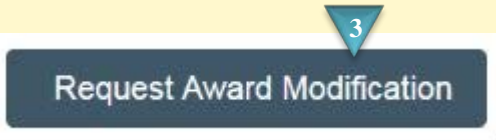
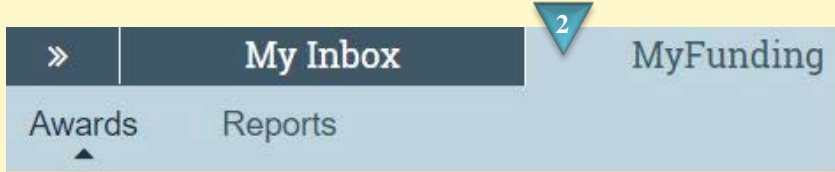
University of Pittsburgh



Quick Reference

CREATING AN AWARD MODIFICATION REQUEST - REVISED NGA.....2

Creating an Award Modification Request – NGA Revised

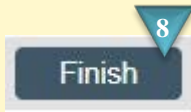


1. * **Short title:** 4

2. **Date requested:** 5

3. **Select Modification Type:**

- Revision | Supplement
- No Cost Extension
- Re-budget
- Carryover 6
- NGA Revised



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 revised NGA?

3. Click Request Award Modification.
4. Enter a short title for the request that includes “Revised NGA.”
5. Enter the date requested.
6. Select NGA Revised for 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*.