



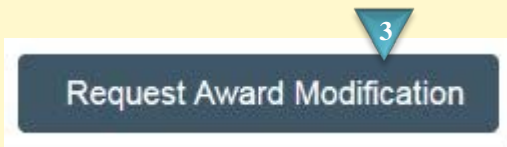
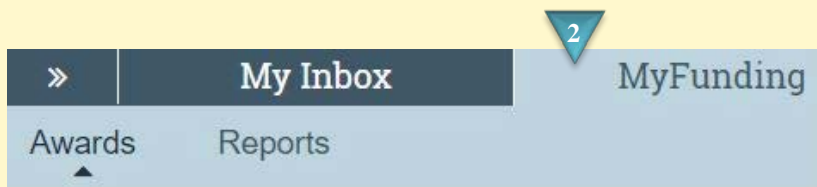
University of Pittsburgh



Quick Reference

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

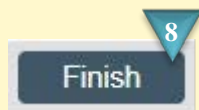
Creating an Award Modification Request – Sponsor Change



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 6
 - Sponsor Change



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 sponsor change?

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