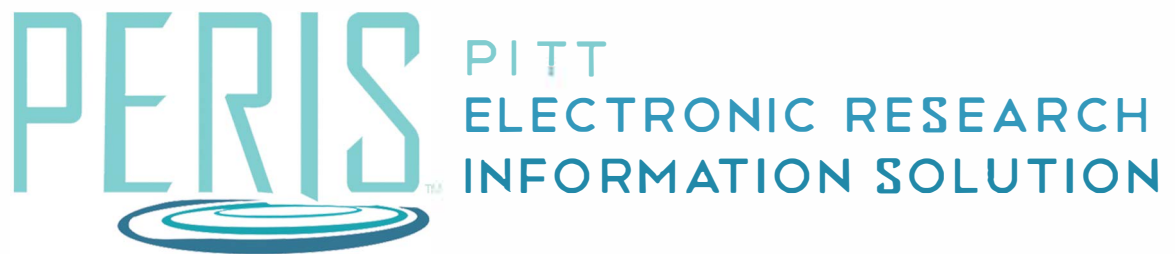




University of Pittsburgh



Quick Reference

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

Create Award Modification – No Cost Extension

» My Inbox MyFunding
Awards Reports

Create Award Modification

4. * Select Modification Type:

- Revision | Supplement
 No Cost Extension

Continue »

Action

[Add]

13. Current end date:

1/31/2020

New end date:

7/1/2020

Finish

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 create a modification for a no cost extension?

3. Click *Create Award Modification*.
4. Select No Cost Extension.
5. Complete the SmartForm, enter the Effective Date and click *Continue*.
6. On Budget Allocations click *Add*.
7. Review, update New End Date for the no cost extension. Click OK and *Continue*.

What's Next?

8. Click *Finish*.