



University of Pittsburgh



Quick Reference

CREATE AWARD MODIFICATION - TERMINATION.....2

Create Award Modification - Termination

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 the modification?

3. Click *Create Award Modification*.
4. Select *Early Termination*.
5. Answer the required questions and enter the effective date.
6. Click *Continue*.
7. Complete the Early Termination SmartForm.

What's Next?

8. Click *Finish*.



4. * Select Modification Type:

- Revision | Supplement
- Re-budget
- Continuation
- Carryover
- NGA Revised
- Budget Allocation Correction
- Early Termination

Early Termination

1. * Select early termination reason:

- Transfer Out
- Fund Next Competing Segment
- Accept Other Award
- Termination Without Future Years
- PI / Fellow Left Institution
- Other (explain below)

Finish