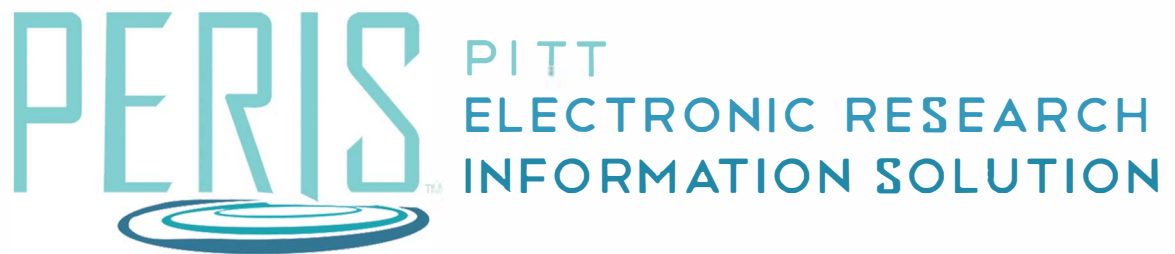




University of Pittsburgh



Quick Reference

CREATING A NEW AWARD.....2-3

Creating a New Award

» My Inbox MyFunding

Awards Reports

Create Funding Award

4. * Select instrument type:
 Grant

1. Financial accounts:

1. Add / edit and remove budget allocations:

13. * Authorized:
 Authorized by Sponsor
 Advance Account
 Not Authorized

Select the Budget Allocation to display: ?
National Institutes of Health Award Period 1 ▼

Total Sponsor Awarded: ?	\$1,000
Total Reconciled: ?	\$1,000
Difference: ?	\$0

Where to start?

1. After logging in click the MyFunding tab and search for the Funding Proposal being awarded.

How do I create a New Award?

2. Click *Create Funding Award*.
3. Enter required data in the General Award Information SmartForm. Click *Continue*.
4. Confirm that the correct proposal is being funded. Click *Continue*.
5. Click 'Add'. Create all anticipated financial accounts (budget years) Year 1, 2, 3 etc. Click *Continue*.
6. Click *Update* to edit a Budget Allocation. Enter associated data. Change the allocation to "Authorized by Sponsor". Click *Continue*.
7. Choose the budget allocation under "Select the Budget Allocation to Display"
8. Click 'Import.' Choose 'Period 1' from the Budget. Click 'OK'. Create a budget by populating the 'Adjustments' column to get the budget balanced and the "Difference" field in the top right hand corner to become zero. Click *Continue*. **This is to be completed by the department administrator.**

Creating a New Award

10 Terms and Conditions

1. Terms and conditions:

11 Deliverables

1. Add deliverables

Add

12 Compliance Review

1. * Human Subjects:

Yes No [Clear](#)

13 Finish

14 Assign Specialist

15 Email Award Editors

15 Email Specialist

16 Submit for Review

17 Submit for Final Review

18 Activate

19 Email SPA

9. Add individuals who are not already listed on the project. **This is to be completed by the department administrator.** Click *Continue*.

10. Add Terms and Conditions from the award document. *Continue*.

11. To add a deliverable click *Add*. Click *Continue*. **To be completed by department administrator.**

12. Review and update Compliance Review. Click *Continue*.

13. Click Finish.

14. Click on 'Assign Specialist' Assign yourself as the Specialist.

15. Click Email Award Editors (Dept) Editors will review the award, enter the budget. Editor will click Email Specialist when complete.

16. Dept notifies Specialist of completion. Specialist click "Submit for Review". Add Dean's Area as Designated Reviewer. Add yourself as Award Approver. Click *Ok*.

17. Designated Reviewer completes review, clicks on the "Submit for Final Review" activity Click *Ok*.

What's next?

18. Specialist clicks *Activate*. Click *Ok*.

19. Specialist clicks *Email SPA* to complete the process.