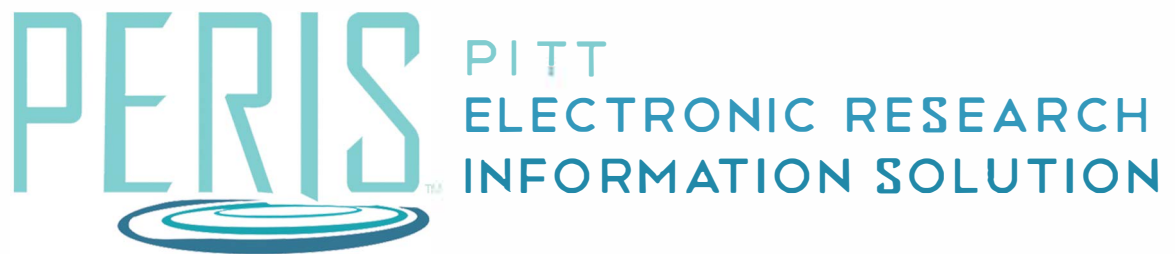




University of Pittsburgh



# Quick Reference

CREATING AN AWARD MODIFICATION - CARRYOVER.....2

# Creating an Award Modification - Carryover

## Where to start?

1. Log into MyFunding.
2. Click in 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 an award modification for carryover?

3. Click *Create Award Modification*.
4. Select *Carryover*.
5. Complete form, click *Continue*.
6. Enter the Effective Date and click *Continue*.
7. Click *Add* for the Budget Allocation that is Authorized by Sponsor to reduce. Adjust costs and click *OK*. Click *Add* for the Budget Allocation that is Authorized by Sponsor to increase. Adjust costs and click *OK* and *Continue*.
8. Select the budget allocation to display. Adjust and confirm that the difference listed under Current Allocation is zero. Click *Continue*. **Dept completes this step.**
9. Update the personnel, if applicable. Click *Continue*. **Dept completes this step.**

## What's Next?

10. Click *Finish*.

» My Inbox 2 MyFunding

Awards Reports

3 Create Award Modification

4. \* Select Modification Type:

- Revision | Supplement
- No Cost Extension
- Re-budget
- Continuation 4
- Carryover

1. Budget Allocations: ?

+ Add 7

Name	Action
National Institutes of Health Award Period 1	[Add]

15. Current authorized direct amount:

\$5,000

Incremental direct amount: 7

\$0

16. Current authorized indirect amount:

\$500

Incremental indirect amount:

\$0

Select the Budget Allocation to display: ? 8

National Institutes of Health Award Period 1 ▼

10 Finish