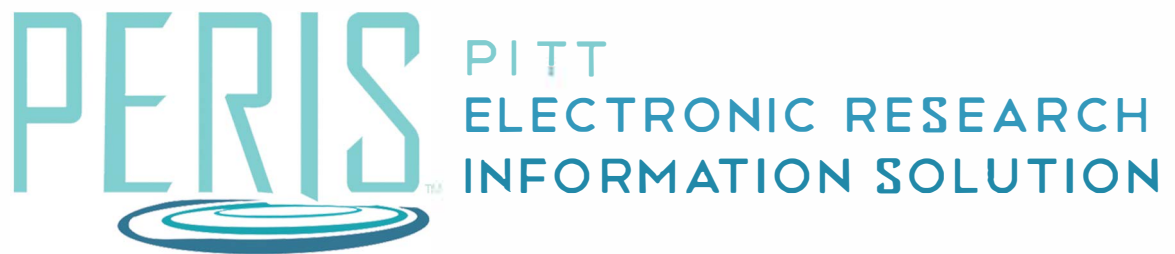




University of Pittsburgh



# Quick Reference

CREATING A NEW AWARD WITH SUBACCOUNTS - DEPARTMENT.....2

## Updating a New Award with Subaccounts - Department

» My Inbox MyFunding  
Awards Reports

### Award / Authorized Budget Reconciliation

Select the Budget Allocation to display: ?

Subaccount 1- Christine McClure

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

✉ Email Specialist

#### Where to start?

1. After you have completed the Subaccount Request Form for each subaccount (see Requesting a Subaccount guide) and have been notified by the Specialist that they have been approved, continue to next step.
2. Log in and click the MyFunding tab. Search for the Funding Proposal being awarded.

#### How do I update a New Award with Subaccounts?

3. Review Award SmartForms and make any necessary changes.
4. On the Award/Authorized Budget Reconciliation SmartForm click 'Import.' Complete all of the budget reconciliations that are being activated, including those for subaccounts. 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*.
5. Review Award SmartForms that follow.
6. Save and Exit SmartForms.
7. Click *Email Specialist* to alert the Office of Research that the budget is complete.