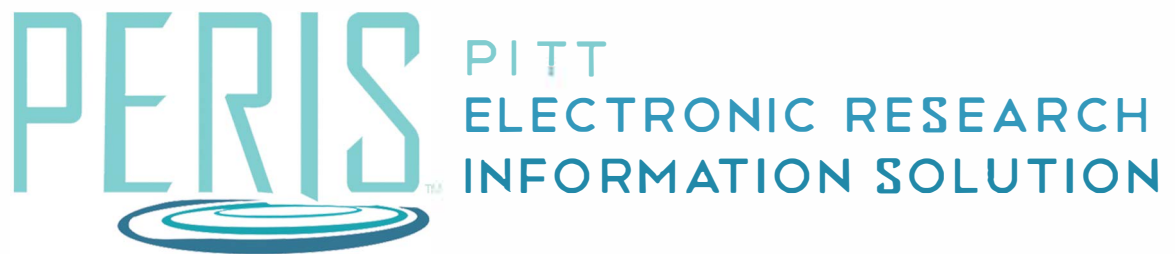




University of Pittsburgh



# Quick Reference

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

# Updating a New Award with Subaccounts - Department

## 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 **Budget Allocations** SmartForm click 'Update' next to the Name. Review and enter data such as Start and End Dates, Direct & Indirect Costs, Indirect Rates, etc. Click 'Ok'. Complete *all* budget allocations that are being activated. Click 'Continue'.
5. On the **Award/Authorized Budget Reconciliation** SmartForm complete all of the budget reconciliations that are being activated, including those for subaccounts. 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*.
6. On the **Personnel** SmartForm enter all personnel on the budget.
7. Save and Exit SmartForms.
8. Click *Email Specialist* to alert the Office of Research that the budget is complete.

» My Inbox 2 MyFunding

Awards Reports

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### Budget Allocations

1. Add / edit and remove budget allocations: ?

+ Add

Name

Update National Institutes of Health Award Period 1

5

## 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

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Email Specialist