



University of Pittsburgh



Quick Reference

CREATING AN AWARD MODIFICATION - BUDGET CORRECTION..2

Creating an Award Modification – Budget Correction

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 an award modification for a budget correction?

3. Click *Create Award Modification*.
4. Enter a description of the change.
5. Select Budget Allocation Correction as modification type.
6. Enter the Effective Date and click *Continue*.
7. Click Update for the Budget Allocation that is Authorized by Sponsor. Update applicable award data. Click Ok & Continue.
8. Select the available budget period. Make adjustments until the difference is zero. Click *Continue*. **Dept completes this step.**
9. Update personnel, if applicable and click *Continue*. **Dept completes this step.**

What's Next?

10. Click *Finish*.

» My Inbox MyFunding
Awards Reports

Create Award Modification

4. * Select Modification Type:

- Revision | Supplement
- No Cost Extension
- Re-budget
- Continuation
- Carryover
- NGA Revised
- Budget Allocation Correction

Budget Allocations: ?

+ Add	
Name	Action
Acell, Inc. Award Period 1	[Update]
Acell, Inc. Award Period 2	[Update]

Select the Budget Allocation to display: ?

University of Alabama Award Period 1 ▼

Finish