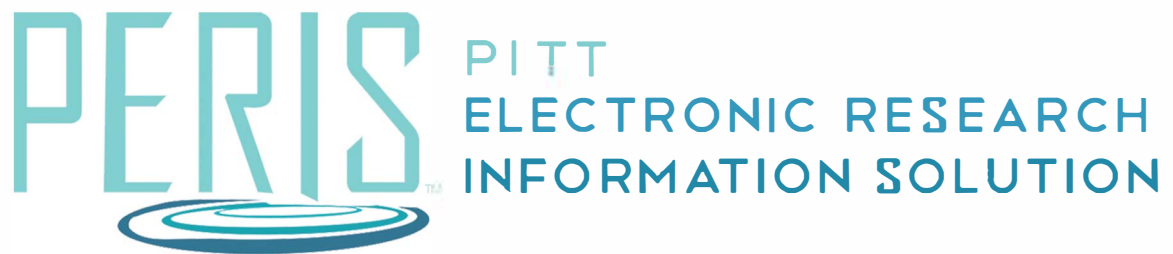




University of Pittsburgh



# Quick Reference

CREATING AN AWARD MODIFICATION - CONTINUATION.....2

# Creating an Award Modification - Continuation

## 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 a Continuation?

3. Click the active Award under the Funding Awards tab.
4. Click *Create Award Modification*.
5. Select *Continuation* as the modification type. Complete SmartForm and *Continue*.
6. Click *Add* to create the financial account and click *Continue*.
7. Click *Update* for the created budget allocation. Update the data. Click *OK* and *Continue*.
8. Select a Budget Allocation. If a budget period exists for the budget period you are working on, click *Import* to bring the budget into the record. Create a budget by populating the 'Adjustments' column to get the budget balanced. Click *Continue*.

## What's Next?

9. Click *Finish*.

» My Inbox MyFunding

Awards Reports

Create Award Modification

### 4. \* Select Modification Type:

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

### Create New Financial Account:

+ Add

Name

Update Year 2

National Institutes of Health Award Period 2 [Update]

### 14. \* Authorized:

- Authorized by Sponsor
- Advance Account
- Not Authorized

### Select the Budget Allocation to display: ?

National Institutes of Health Award Period 2

Finish