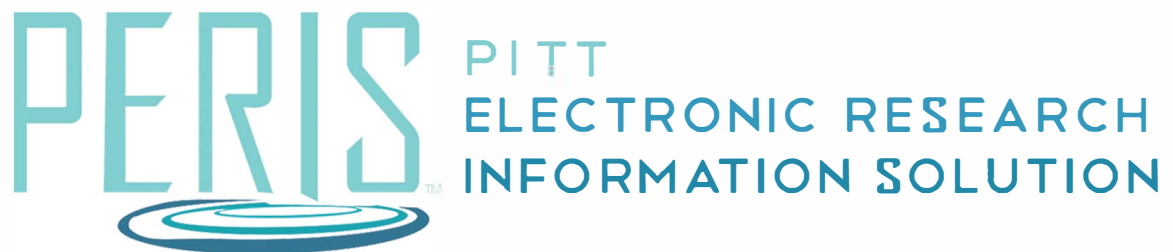




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Quick Reference

CREATING AN AWARD MODIFICATION - OTHER CHANGES.....2

Creating an Award Modification – Other Changes

Where to start?

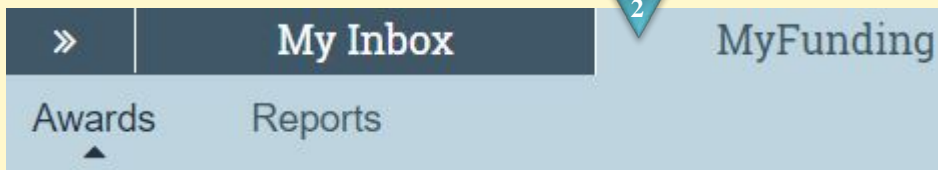
1. Log into MyFunding.
2. Click on the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

How do I create an award modification for other changes?

3. Click *Create Award Modification*.
4. Select *Demographic Changes Only*.
5. Select *Other Changes*.
6. Complete the SmartForm and enter the Effective Date.
7. Enter the new award date, newly added terms and conditions, or compliances if necessary.

What's Next?

8. Click *Finish*.



4. * Select Modification Type:

- Revision | Supplement
- No Cost Extension
- Re-budget
- Continuation
- Carryover
- NGA Revised
- Budget Allocation Correction
- Early Termination
- Demographic Changes Only

5. Select demographic changes:

- Sponsor Change
- Personnel Change
- Other Changes (T&C, Compliance Update, etc.)

