



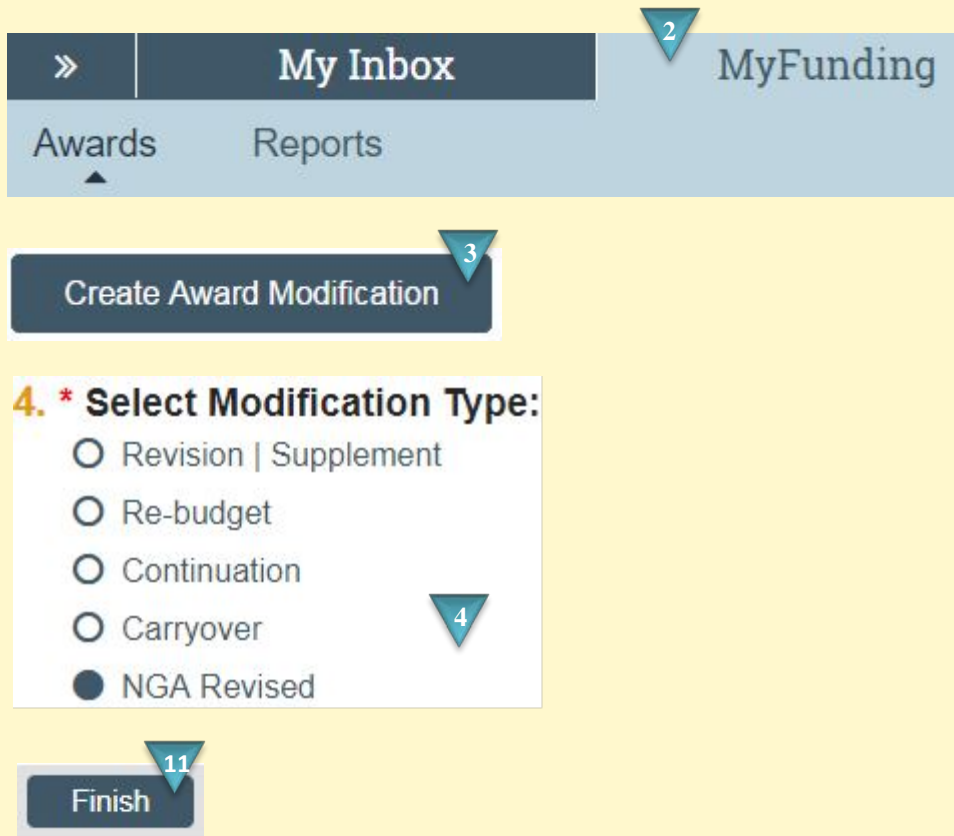
University of Pittsburgh



Quick Reference

CREATING AN AWARD MODIFICATION - BUDGET CORRECTION..2

Creating an Award Modification – Revised NGA



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 a modification for a revised NGA?

3. Click *Create Award Modification*.
4. Select *NGA Revised*.
5. Complete the SmartForm and enter the Effective Date. Click *Continue*.
6. Add a new Financial Account if applicable.
7. Add a new Funding Proposal, Continuation, or Supplement if applicable.
8. Click on the award period to update, if applicable. Click on Budget Allocation to update award information.
9. Select the available budget period. Make adjustments until the difference is zero. Click *Continue*. **Department completes this step.**
10. Update the personnel, if applicable. **Department completes this step.**

What's Next?

11. Click *Finish*.