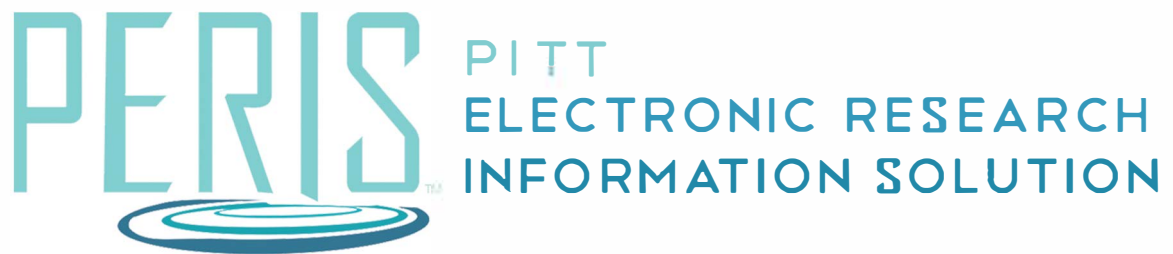




University of Pittsburgh



Quick Reference

CREATING AN AWARD MODIFICATION REVISION OR SUPPLEMENT.....2

Creating an Award Modification – Revision/Supplement

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 revision/supplement?

3. Click *Create Award Modification*. Rename the title to match the submission.
4. Select *Revision/Supplement* as the modification type.
5. Complete the SmartForm and enter the Effective Date.
6. Add a funding proposal, if applicable. Click *Continue*.
7. Click *Add* for the Budget Allocations period that the revision/supplement is being awarded under. Enter award information. Click *Continue*.
8. Choose the Revision Allocation. Select the budget allocation to display. Click *OK*. **Dept completes this step.**
9. Make any adjustments in the Adjustments column to get a Difference of \$0. Click *Continue*. **Dept completes this step.**
10. Update the personnel, if applicable. Click *Continue*. **Dept completes this step.**

What's Next?

12. Click *Finish*.

