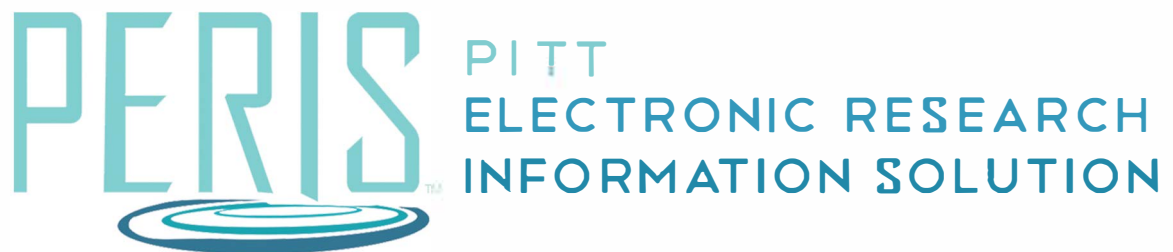




University of Pittsburgh



Quick Reference

CREATING AN AWARD MODIFICATION - SPONSOR CHANGE.....2

Creating an Award Modification – Sponsor Change

Where to start?

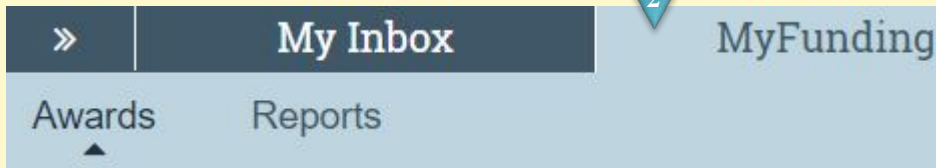
1. Log into MyFunding.
2. Click on the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

How do I create a modification for a sponsor change?

3. Click *Create Award Modification*.
4. Select *Demographic Changes Only*.
5. Select *Sponsor Change*.
6. Enter the Effective Date and click *Continue*.
7. Complete the Sponsor Change SmartForm.
8. Click *Continue*.

What's Next?

9. 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
- A blue triangle with the number '4' points to the 'Demographic Changes Only' option.

5. Select demographic changes:

- Sponsor Change
 - Personnel Change
 - Other Changes (T&C, Compliance Update, etc.)
- A blue triangle with the number '5' points to the 'Sponsor Change' option.

Sponsor Change

1. Current direct sponsor:

National Institutes of Health

Change direct sponsor to:

