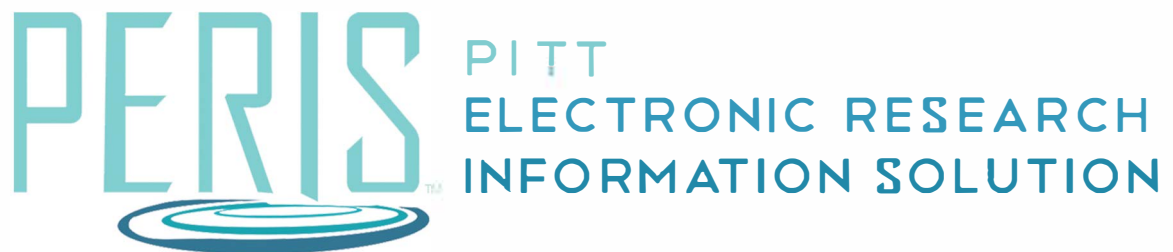




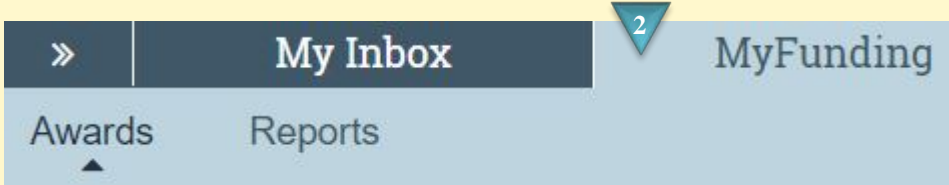
University of Pittsburgh



# Quick Reference

CREATING AN AWARD MODIFICATION - RE-BUDGET.....2

# Creating an Award Modification – Re-budget



## 4. \* Select Modification Type:

Revision | Supplement

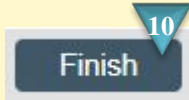
No Cost Extension

Re-budget

Name	Action	Start Date	End Date	Authorization
University of Alabama Award Period 1	[Add]	5/1/2019	4/30/2020	Authorized by Sponsor

## Select the Budget Allocation to display: ?

University of Alabama Award Period 1



### 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 re-budgeting?

3. Click *Create Award Modification*.
4. Select Re-budget as the modification type.
5. Complete the SmartForm and click *Continue*.
6. On Budget Allocations click *Add*.
7. Enter a description of the change. Click *OK* and *Continue*.
8. Select the available budget period. Make adjustments until the difference is zero. Click *Continue*. **Department completes this step.**
9. Update the personnel, if applicable and click *Continue*. **Department completes this step.**

### What's Next?

10. Click *Finish*.