



University of Pittsburgh



# Quick Reference

CREATING AN AWARD MODIFICATION - PERSONNEL CHANGE...2

# Creating an Award Modification – Personnel 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 Personnel Change Modification?

3. Click *Create Award Modification*.
4. Select *Demographic Changes Only*.
5. Select *Personnel Change* and Continue.
6. Complete the SmartForm and enter the Effective Date.
7. Enter the new PD/PI and Administrative Contact (if applicable.)
8. Click *Continue*.

## What's Next?

9. Click *Finish*.

» My Inbox 2 MyFunding

Awards Reports

3 Create Award Modification

### 4. \* Select Modification Type:

- Revision | Supplement
- Re-budget
- Continuation
- Carryover
- NGA Revised 4
- Budget Allocation Correction
- Demographic Changes Only

### 5. Select demographic changes:

- Sponsor Change 5
- Personnel Change

## Personnel Changes

### 1. PD/PI change from:

Natalie Merz 7

### PD/PI change to:

### 2. Administrative contact from:

Eric Larson

### Administrative contact to:

9 Finish