

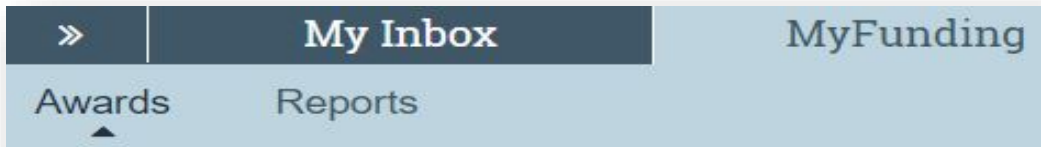
Overview: An ‘NGA Revised’ (including subaward/subcontract amendments) amendment/modification should be completed when a revised Notice of Award (NOA), subaward amendment, and contract amendment is received.

Examples:

1. To add or decrease money for a project and change the project period.
2. When a subaward/subcontract amendment is received for year 2 of a project.

Where to Start

1. Log-in to MyFunding and search for the award in the Awards tab:



2. Search for the award in the search box and click on the ‘Name’ of the award:



Department—How to Set-up an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

3. Once in the award workspace click on 'Modifications' Tab in the workspace:

The screenshot shows the award workspace for 'Smoke Test NM 3 Patch 3/8/19'. The 'Modifications' tab is highlighted in the navigation bar. A red arrow points to the 'Modifications' tab.

Next Steps	Parent Award	Effective Date
Edit Award	AWD00000005	7/1/2019
Print Version	Adding year 2 funds and extending the end date	
Create Award Modification	Office of Research	Christine McClure
Create Subaward	Office of Research	SVC Research
Request Award Modification		
Request Subaccount		

Designated Reviewer:	Award Date:
Eric Larson	3/8/2019
Award Approver:	Start Date:
Natalie Merz	6/1/2019
Approving Dept./Center/Institute:	End Date:
Office of Research 10950	5/31/2022
School:	Award Type:
SVC Research	Award
Department Administrator:	Sponsor Award #
Natalie Merz	7894456212
Direct Sponsor:	Award Structure:
National Institutes of Health	Standard
Prime Sponsor:	Specialist:
	Christine McClure

Current Total Project Period Commitment:	SPA Account #
\$206,150	year 1 year 2 Year 1 - subaccount - Ranier test
Current Total Award Amount To Date:	
\$206,150	

Awarded Funding Proposals:	Name	Principal Investigator	Status
FP00005622	Smoke Test NM Pat	Natalie Merz	Awarded

History | Award Checklist Items | Attachments | **Modifications** | Child Awards | Subawards | Related Projects | Deliverables | Personnel Compliance | Funding Allocations | Totals

4. Locate the modification to update and click on the 'Name' of the modification:

The screenshot shows the 'Modifications' table. A red arrow points to the 'Name' column of the first row.

ID	Name	SmartForm	Date Created	Date Modified	Status	Mod Type
AWD00000005-MOD006	Creating Subaccount Mod	[Forms]	3/15/2019 9:54 AM	4/4/2019 10:00 AM	Awaiting Sponsor Approval	Subaccount Request
AWD00000005-MOD017	Replenishment	[Forms]	05/20/2019 12:12 PM	05/20/2019 12:24 PM	Modification Declined	Revision Supplement
AWD00000005-MOD018	Replenishment	[Forms]	05/20/2019 12:24 PM	5/12/2019 10:59 AM	Approved	Revision Supplement
AWD00000005-MOD007	Replenishment	[Forms]	3/20/2019 3:03 PM	4/4/2019 9:59 AM	Modification Declined	Revision Supplement
AWD00000005-MOD010	Replenishment	[Forms]	3/27/2019 10:47 AM	3/27/2019 10:47 AM	Draft	Re-budget
AWD00000005-MOD013	NGA Revised and date on award	[Forms]	4/3/2019 10:59 AM	5/4/2019 8:56 AM	Draft	No Cost Extension
AWD00000005-MOD021	NGA Revised	[Forms]	6/28/2019 10:56 AM	8/26/2019 11:12 AM	Draft	NGA Revised
AWD00000005-MOD009	Modification #8	[Forms]	3/25/2019 8:05 AM	8/5/2019 1:55 PM	Approved	NGA Revised
AWD00000005-MOD004	Modification #4	[Forms]	3/9/2019 11:02 PM	3/9/2019 11:10 PM	Modification Declined	NGA Revised
AWD00000005-MOD019	Modification #15	[Forms]	6/24/2019 2:47 PM	9/25/2019 10:51 AM	Approved	NGA Revised

5. Click the 'Edit Award Modification' button to open the modification:

The screenshot shows the 'Edit Award Modification' page for 'NGA Revised'. A red arrow points to the 'Edit Award Modification' button.

Next Steps	Parent Award	Effective Date
Edit Award Modification	AWD00000005	7/1/2019
Print Version	Adding year 2 funds and extending the end date	
Administration	Christine McClure	Natalie Merz
Approve	Office of Research	Christine McClure
Manage Ancillary Reviews		SVC Research
Decline (Withdraw) Mod Change		
Stand for Sponsor Approval		

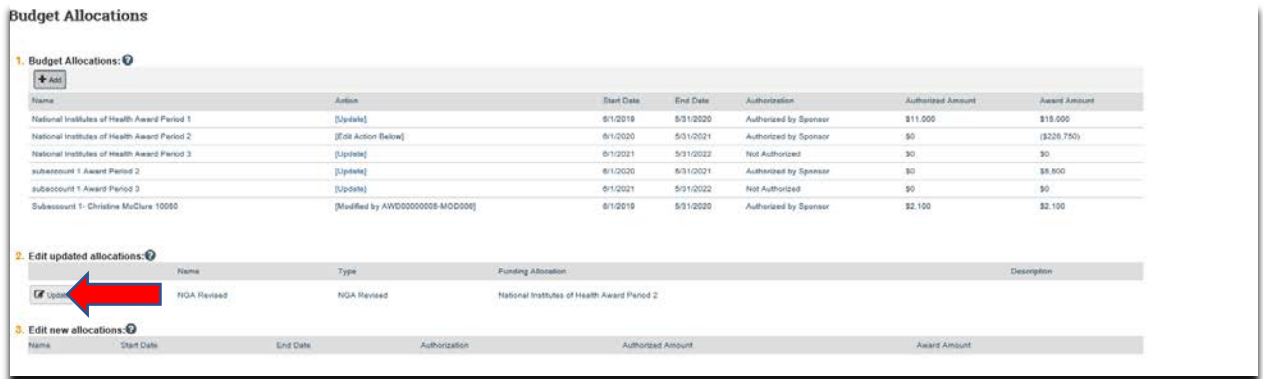
History | Administrative Changes | Terms And Conditions | Funding Actions | Personnel Compliance

No data to display

- Review the information on the 'Award Modification' page and click 'Jump-To' to the 'Budget Allocations' page:



- On the 'Budget Allocations' page click 'Update' next to the allocation to be updated:



- Once in the 'Add or Edit Funding Action' screen enter/confirm the following:
 - New 'PI' (if applicable)
 - New 'Start Date' (if applicable)
 - New 'End Date' (if applicable)
 - 'Incremental direct amount' being added or subtracted to the allocation
 - 'Incremental indirect amount' being added or subtracted to the allocation
 - New 'Indirect Rate' (if applicable)
 - New 'Indirect Cost Base Type' (if applicable)

Department—How to Set-up an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

10. Current PI:
Natalie Merz
New PI:

11. Current start date:
6/1/2020
New start date:

12. Current end date:
5/31/2021
New end date:

13. Sponsor award ID:
7894456212

14. * Authorized:
Authorized by Sponsor

15. Current authorized direct amount:
-\$218,750
Incremental direct amount:
\$200,000

16. Current authorized indirect amount:
-\$10,000
Incremental indirect amount:
\$20,000

17. Current authorized total:
-\$228,750
New authorized total:
-\$8,750

18. Current indirect rate: (%)
56.5
New indirect rate: (%)

19. Current indirect cost base type:
MTDC
* New indirect cost base type:
MTDC

h. Once complete, click 'OK'.

9. On the Award/Authorized Budget Reconciliation (formerly the Form 0202) page click 'Select the Budget Allocation to display' (this will open the budget reconciliation to enter the budget information). Select the budget allocation that is being updated:

Award / Authorized Budget Reconciliation

All Allocations		Current Allocation	
Total Sponsor Awarded to Date	\$208,100	Total Sponsor Awarded	\$0
Total Reconciled to Date	\$13,100	Total Reconciled	\$0
Difference	-\$219,200	Difference	\$0

Select the Budget Allocation to display: **Federal Institute of Health Award Period 2** (Selected)

Included in indirect base

Save | Edit | Hide/Show Errors | Print | Jump To | Continue

10. Enter the budget information into the subcodes in the 'Adjustments' column until the 'Difference' is zero and click 'Save':

Award / Authorized Budget Reconciliation

All Allocations

Total Sponsor Awarded to Date:	\$668,778	Current Allocation	
Total Reconciled to Date:	\$843,778	Total Sponsor Awarded:	\$843,778
Difference:	-\$175,000	Total Reconciled:	\$843,778
Cost Share:	\$0	Difference:	\$0

Select the Budget Allocation to display: UPMC Enterprises Award Period 1 Undo All Changes Start Date: 2/1/2018 End Date: 6/30/2020

Budget Categories	Baseline	Rollup Adjustments	Adjustments	Cost Share	Active Allocation Total
Medical Faculty RFT Regular Earnings	5000	\$143,605	\$0	\$70,000	\$213,605
Non-Medical Faculty RFT Regular Earnings	5100	\$0	\$0	\$25,000	\$25,000
Research Associates RFT Regular Earnings	5200	\$0	\$0	\$0	\$0
Staff RFT Regular Earnings	5400	\$284,912	\$0	\$0	\$284,912
GSR,PHD Regular Earnings	5660	\$0	\$0	\$0	\$0
Stipend-Training Grant	5820	\$0	\$0	\$0	\$0
Fringe Benefits-General (Spon Proj Budget only)	5900	\$0	\$0	\$0	\$0
Fringe Benefits-Medical Faculty	5901	\$39,951	\$0	\$33,500	\$73,451
Fringe Benefits-Non-Medical Faculty	5903	\$0	\$0	\$17,000	\$17,000
Fringe Benefits-Research Associates	5905	\$0	\$0	\$0	\$0

14. If the Personnel have changed on the award update the personnel by either adding new personnel or removing personnel who are no longer on the project, then click 'Continue':

Personnel

1. Name: National Institutes of Health Award Period 1 PI: Natalie Merz
 - Financial Account: year 1 Period: 1
 Start Date: 6/1/2019 End Date: 5/31/2020

Person	Role	Role Other	Start Date	End Date	Remove
Natalie Merz	PI/PI		6/1/2019	5/31/2020	
Michael Ranieri	Faculty		6/1/2019	5/31/2020	
Eric Larson	None		6/1/2019	5/31/2020	
<input type="text"/>	None		<input type="text"/>	<input type="text"/>	<input type="button" value="Find"/>
<input type="text"/>	None		<input type="text"/>	<input type="text"/>	<input type="button" value="Find"/>

14. On the 'Completed Award Modification' page click 'Finish':

MyFunding

Edit: Award Change - AWD00000005-MOD002

You Are Here: Smoke Test NM3 Patch 3/8/19 Modification #2

Save Exit Hide/Show Errors Print Jump To

Completed Award Modification

In the toolbar, select "Hide / Show Errors" to validate that the form is complete. Update any errors or incomplete sections.

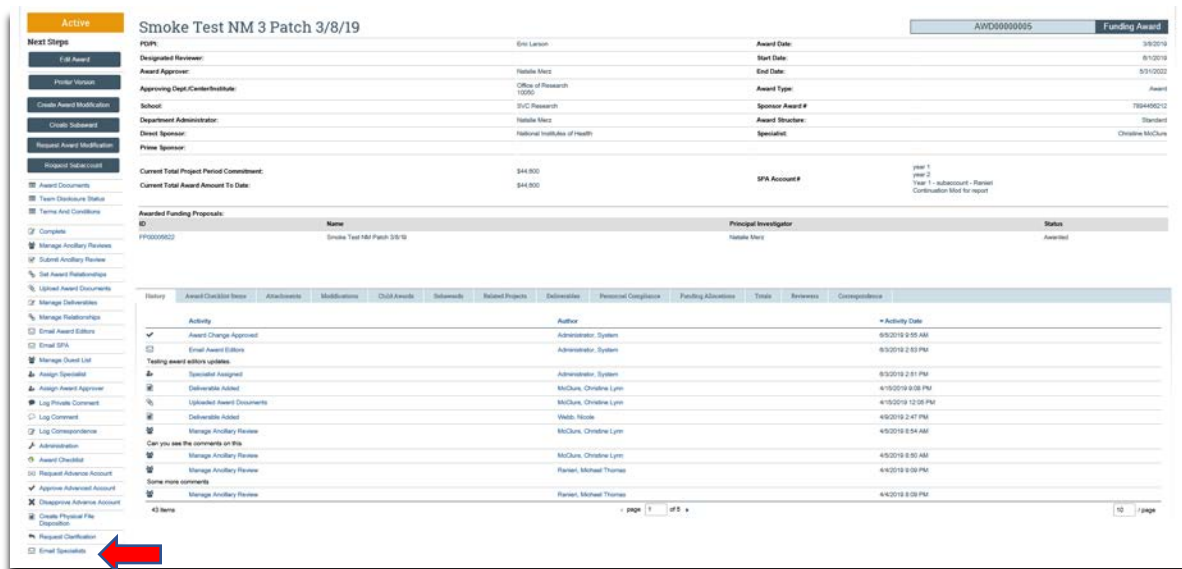
To complete this component of the award set-up process, please click the Finish button on the right and execute the Notify Award Editors activity, which should allow the department to access the award and complete the budget and compliance components of the award.

Back Save Exit Hide/Show Errors Print Jump To

15. In the modification workspace click on the 'Parent Award' title to return to the main award workspace:



16. In the award workspace click 'Email Specialist' to notify the specialist that the award amendment/modification has been updated:



What do I attach (if not included with the modification request)?

1. Any documents requiring a signature by the Office of Research (OR).
2. Any other school-specific required documents.
3. A Budget Modification Request (BMR) for Sponsored Projects Accounting (SPA).
4. NOA/sponsor document noting change.

What's Next?

1. The Specialist will review the award amendment/modification and if acceptable, will 'Approve' the award amendment/modification and release to Sponsored Projects Accounting (SPA).