

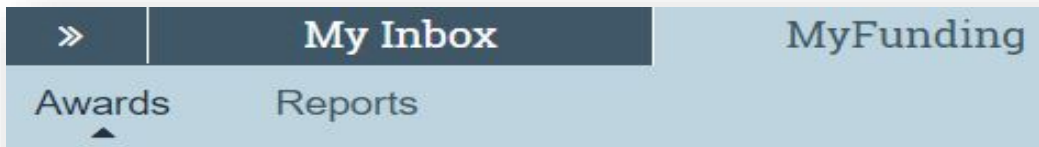
Overview: An 'Continuation' amendment/modification should be completed when amending/modifying and award to add a new year of funding.

Examples:

1. When the Notice of Award (NOA) for year 2 of a project is received and the account will retain the same account number.
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:



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

Department-How to Set-up an Amendment/Modification: Continuation

Active Smoke Test NM 3 Patch 3/8/19 AWD00000005 Funding Award

Next Steps

- Edit Award
- Printer Version
- Create Award Modification
- Create Subaward
- Request Award Modification
- Request Subaccount
- Award Documents
- Team Disclosure Status
- Terms And Conditions
- Complete
- Manage Ancillary Reviews
- Submit Ancillary Review
- Set Award Relationships
- Upload Award Documents
- Manage Deliverables
- Manage Relationships

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

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

ID	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 | --

Activity Author = Activity Date

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

Modifications

ID	Name	SmartForm	Date Created	Date Modified	Status	Mod Type
AWD00000005-MOD006	Christine Testing Subaccount Mod	[Forms] -	3/18/2019 9:54 AM	4/4/2019 10:00 AM	Awaiting Sponsor Approval	Subaccount Request
AWD00000005-MOD007	Revision Supplement	[Forms] +	0/0/2019 12:12 PM	0/0/2019 12:24 PM	Modification Declined	Revision Supplement
AWD00000005-MOD018	Revision Supplement	[Forms] +	0/0/2019 12:24 PM	5/1/2019 10:50 AM	Approved	Revision Supplement
AWD00000005-MOD007	Mod #7	[Forms] +	3/20/2019 3:03 PM	4/4/2019 9:59 AM	Modification Declined	Revision Supplement
AWD00000005-MOD010	Mod #10	[Forms] +	3/27/2019 10:47 AM	3/27/2019 10:47 AM	Draft	Re-budget
AWD00000005-MOD013	NOA end date on award	[Forms] +	4/3/2019 10:49 AM	5/4/2019 8:59 AM	Draft	No Cost Extension
AWD00000005-MOD021	Mod #21	[Forms] +	4/28/2019 10:56 AM	8/26/2019 11:12 AM	Draft	NOA Revised
AWD00000005-MOD009	Mod #9	[Forms] +	3/26/2019 9:09 AM	6/5/2019 1:55 PM	Approved	NOA Revised
AWD00000005-MOD004	Modification #4	[Forms] +	3/8/2019 11:09 PM	3/8/2019 11:10 PM	Modification Declined	NOA Revised
AWD00000005-MOD019	Modification #19	[Forms] +	6/21/2019 2:47 PM	8/25/2019 10:51 AM	Approved	NOA Revised

22 items | page 1 of 3 | 10 / page

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

Draft Continuation Year 2 AWD00000005-MOD029 Modification

Next Steps

- Edit Award Modification**
- Printer Version
- Administration
- Approve
- Manage Ancillary Reviews
- Decline (Withdraw) Mod Changes
- Send for Sponsor Approval

Parent Award: AWD00000005 **Effective Date:** 7/1/2019
NOA received for year 2 of the project. **Direct Sponsor:** National Institutes of Health
P.D.P.I.: Christine McClure **Specialist:** Christine McClure
Approving Dept./Center/Institute: Office of Research **School:** SVC Research

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

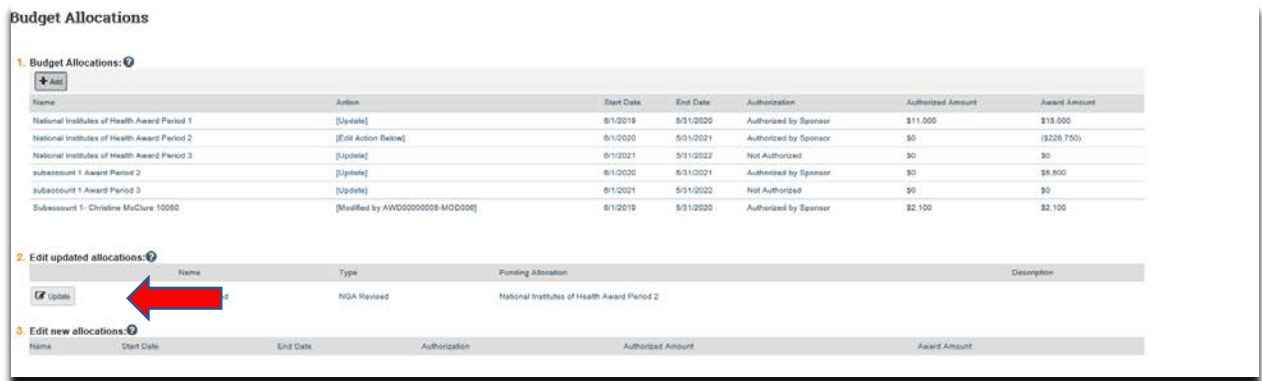
No data to display.

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

Department-How to Set-up an Amendment/Modification: Continuation



- 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)
- '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)

Department-How to Set-up an Amendment/Modification: Continuation

10. Current PI:
Natalie Merz
New PI:

11. Current start date:
6/1/2020

12. Current end date:
5/31/2021

13. Sponsor award ID:

14. * Authorized:
Authorized by Sponsor

15. Current authorized direct amount:

Incremental direct amount:

16. Current authorized indirect amount:

Incremental indirect amount:

17. Current authorized total:

New authorized total:

18. Current indirect rate: (%)
59.5
New indirect rate: (%)

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	\$208,150	Total Sponsor Awarded	\$0
Total Reconciled to Date	\$11,100	Total Reconciled	\$0
Difference	-\$219,250	Difference	\$0

Select the Budget Allocation to display:

Included in indirect base

Start Date: End Date:

Save Edit Hide/Show Errors Filter Jump To Continue

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

Department-How to Set-up an Amendment/Modification: Continuation

Award / Authorized Budget Reconciliation

All Allocations		Current Allocation	
Total Sponsor Awarded to Date:	\$660,778	Total Sponsor Awarded:	\$843,778
Total Reconciled to Date:	\$843,778	Total Reconciled:	\$843,778
Difference:	-\$175,000	Difference:	\$0
Cost Share:	\$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

11. 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: 6/31/2020

Person	Role	Role Other	Start Date	End Date	Remove Role
Natalie Merz	PD/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="button" value="Find"/>
<input type="text"/>	None				<input type="button" value="Find"/>

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

MyFunding Edit: Award Change - AWD00000005-MOD002

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

Save Exit Hide/Show Errors Print Jump To

Completed Award Modification

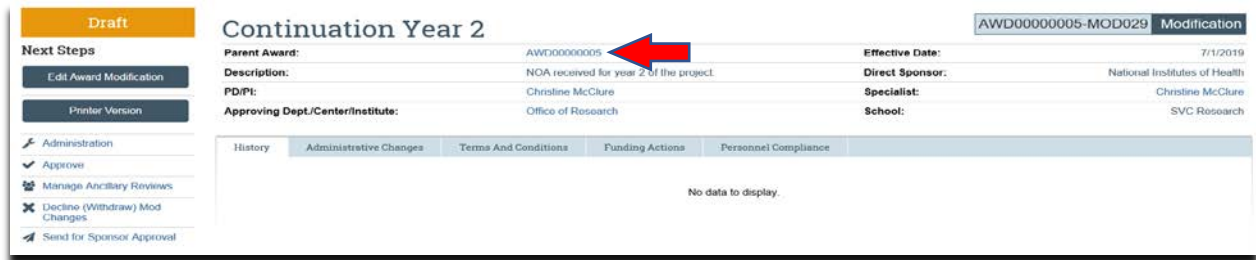
In the toolbar, select "Hide / Show Errors" to validate that the form is complete. Update any errors or incomplete sections.

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.

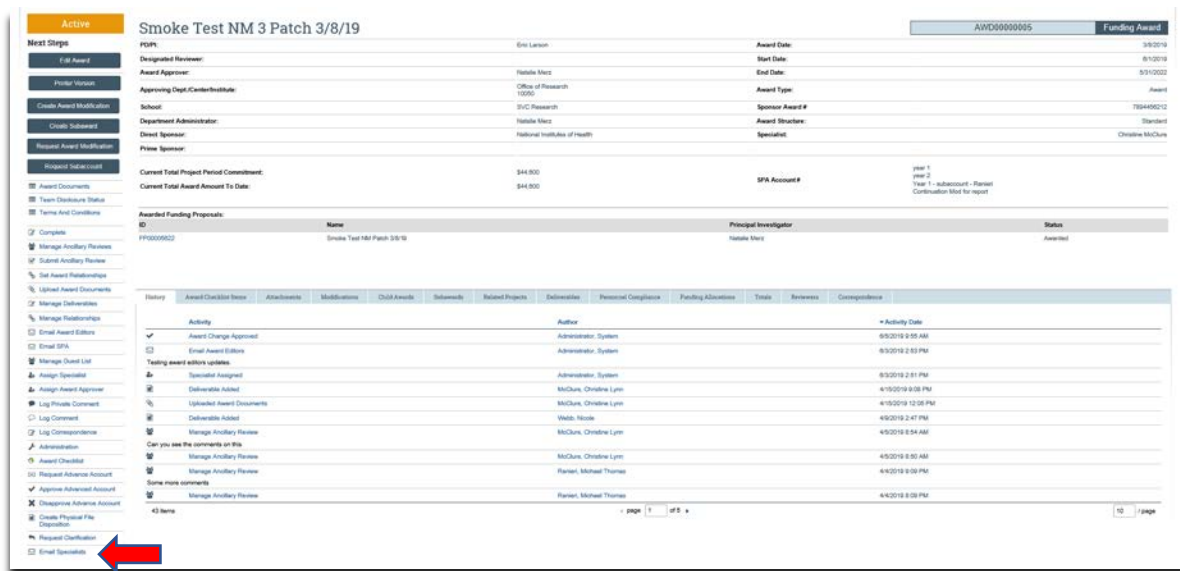
Back Save Exit Hide/Show Errors Print Jump To

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

Department-How to Set-up an Amendment/Modification: Continuation



14. 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. 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).

