

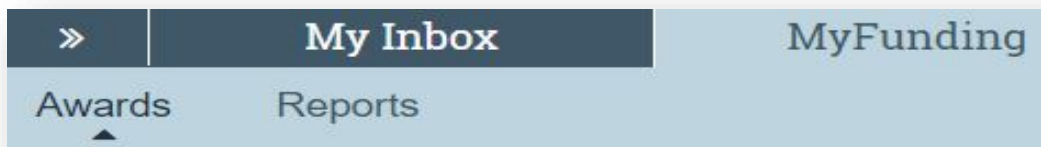
**Overview:** A 'Revision/Supplement' amendment/modification should be completed when a sponsor (such as the NIH) awards additional funding for a revision/supplement proposal to the primary award or a sponsor provides additional funds such as an "add-on".

### Examples:

1. Administrative supplement awarded to the primary notice of award (NOA) and not awarded as a stand-alone NOA.
2. Additional funds provided for clinical trial accrual.

### Where to Start

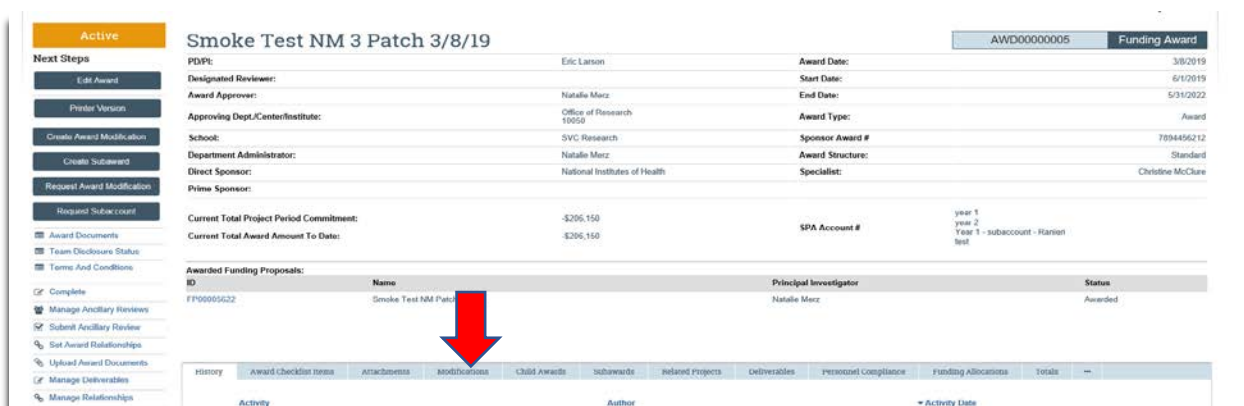
1. Log-in to MyFunding and search for the award in the award tab:



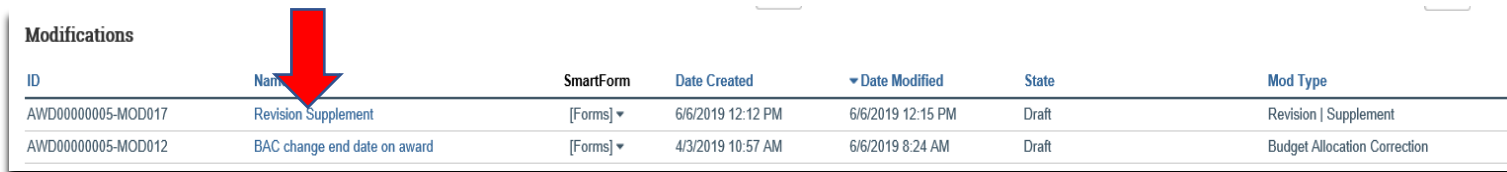
2. Search for the award in the search box and click on the name of the award:



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

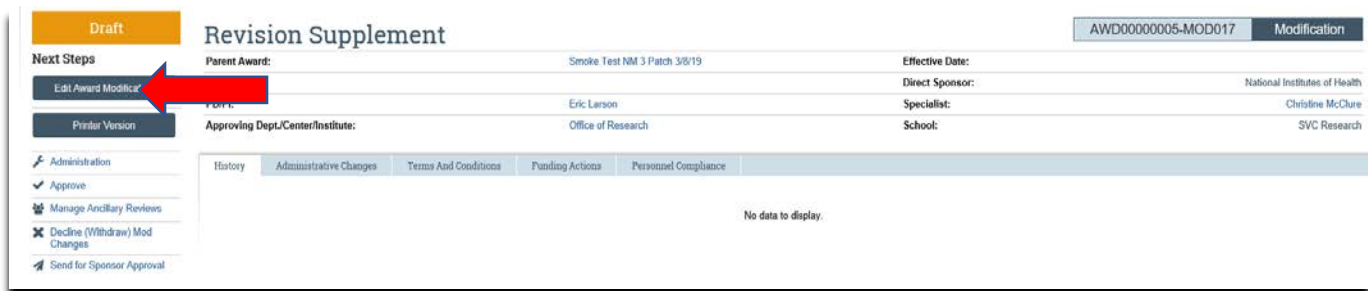


4. Locate the modification to update and click on the 'Name' of the modification:



ID	Name	SmartForm	Date Created	Date Modified	State	Mod Type
AWD00000005-MOD017	Revision Supplement	[Forms] ▼	6/6/2019 12:12 PM	6/6/2019 12:15 PM	Draft	Revision   Supplement
AWD00000005-MOD012	BAC change end date on award	[Forms] ▼	4/3/2019 10:57 AM	6/6/2019 8:24 AM	Draft	Budget Allocation Correction

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



**Draft** Revision Supplement AWD00000005-MOD017 Modification

**Next Steps**

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

**Parent Award:** Smoke Test NM 3 Patch 3/8/19 **Effective Date:**

**Direct Sponsor:** National Institutes of Health **Specialist:** Christine McClure

**Approving Dept./Center/Institute:** Office of Research **School:** SVC Research

**History** Administrative Changes Terms And Conditions Pending 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.
7. On the 'Budget Allocations' page click 'Add' next to the allocation where the funds will be added. Only the master budget will be allocated.
8. Once the budget allocation is open update the 'Incremental direct amount' and the 'Incremental indirect amount' to add the additional funds and click 'OK', then click 'Continue'.
9. On the Award/Authorized Budget Reconciliation page click 'Select the Budget Allocation to display' (this will open the budget reconciliation to enter the budget information). Select the budget allocation, only the master budget will be reconciled.
10. Enter the budget information into subcode 8130 in the 'Adjustments' column and click 'Continue'.

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'.
12. On the 'Completed Award Modification' page click 'Finish'.
13. In the modification workspace click on the 'Parent Award' title to return to the main award workspace.
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 OSP.
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).