

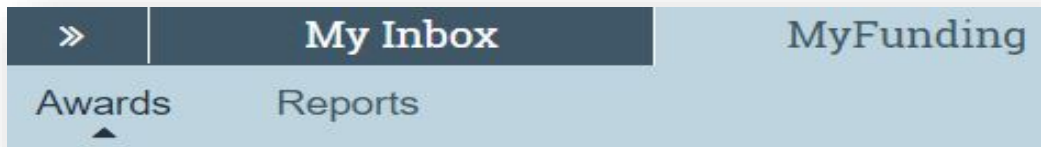
Overview: A 'Revision/Supplement' amendment/modification should be completed when a sponsor (such as the NIH) awards additional funding for a revision/supplement proposal to the primary award or a sponsor provides additional funds such as an "add-on".

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

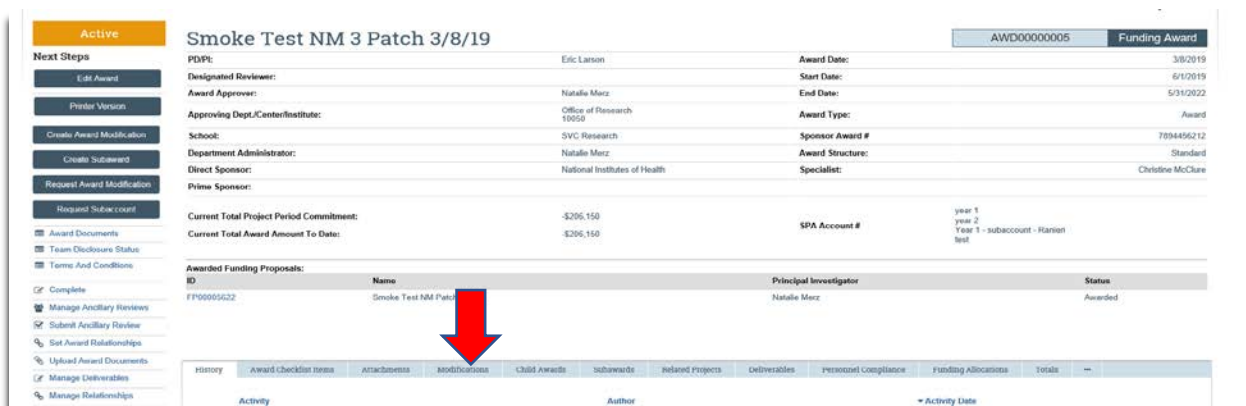
1. Log-in to MyFunding and search for the award in the award tab:



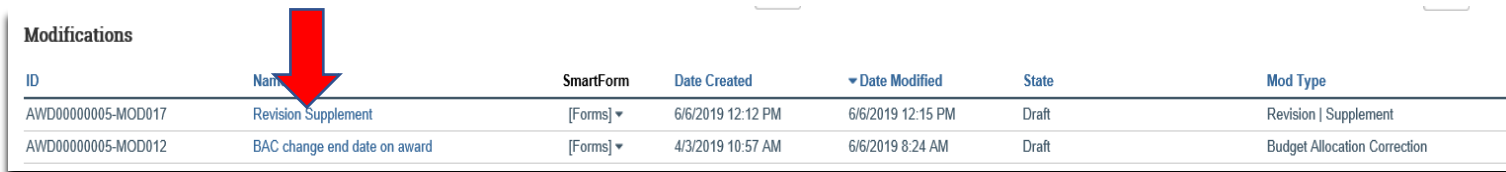
2. Search for the award in the search box and click on the name of the award:



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: National Institutes of Health

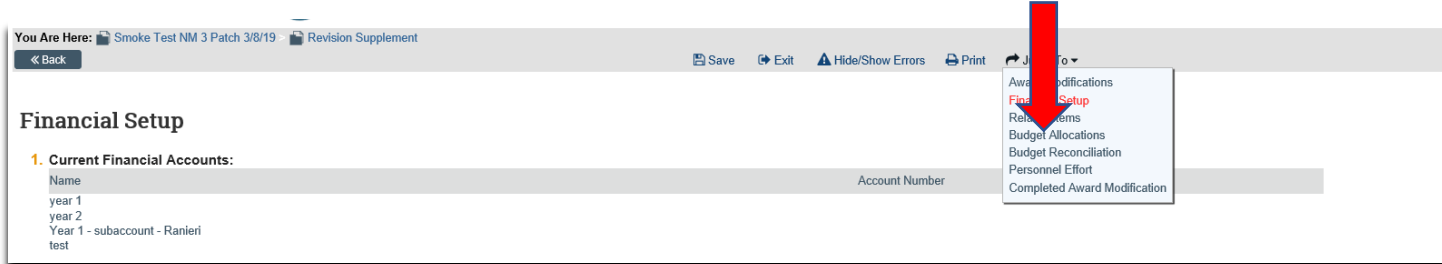
Direct Sponsor: Eric Larson Specialist: Christine McClure

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:



You Are Here: Smoke Test NM 3 Patch 3/8/19 Revision Supplement

Save Exit Hide/Show Errors Print Jump To

Financial Setup

1. Current Financial Accounts:

Name	Account Number
year 1	
year 2	
Year 1 - subaccount - Ranieri	
test	

- Award Modifications
- Financial Setup
- Relationships
- Budget Allocations
- Budget Reconciliation
- Personnel Effort
- Completed Award Modification

7. On the 'Budget Allocations' page click 'Add' next to the allocation where the funds will be added:

Department-How to Set-up an Amendment/Modification: Revision/Supplement

Budget Allocations

1. Budget Allocations: ?

+ Add

Name	Action	Start Date	End Date	Authorization	Authorized Amount	Award Amount
National Institutes of Health Award Period 1	[Modified by AWD00000005-MOD012]	6/1/2019	5/31/2020	Authorized by Sponsor	\$11,000	\$15,000
National Institutes of Health Award Period 2	[Add]	6/1/2020	5/31/2021	Authorized by Sponsor	\$0	(\$228,750)
National Institutes of Health Award Period 3	[Cannot Edit]	6/1/2021	5/31/2022	Not Authorized	\$0	\$0
subaccount 1 Award Period 2	[Modified by AWD00000005-MOD012]	6/1/2020	5/31/2021	Authorized by Sponsor	\$0	\$5,500
subaccount 1 Award Period 3	[Cannot Edit]	6/1/2021	5/31/2022	Not Authorized	\$0	\$0
Subaccount 1- Christine McClure 10050	[Modified by AWD00000005-MOD006]	6/1/2019	5/31/2020	Authorized by Sponsor	\$2,100	\$2,100

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':

14. * Authorized:
Authorized by Sponsor

15. Current authorized direct amount:
\$668,778

Incremental direct amount:
\$125,000

16. Current authorized indirect amount:
\$0

Incremental indirect amount:
\$50,000

17. Current authorized total:
\$668,778

New authorized total:
\$843,778

18. Current indirect rate: (%)
0

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):

Award / Authorized Budget Reconciliation ?

All Allocations		Current Allocation	
Total Sponsor Awarded to Date: ?	\$668,778	Total Sponsor Awarded: ?	\$0
Total Reconciled to Date:	\$668,778	Total Reconciled: ?	\$0
Difference:	\$0	Difference: ?	\$0
Cost Share:	\$0		

Select the Budget Allocation to display: ?

None Selected
UPMC Enterprises Award Period

Undo All Changes

Start Date: End Date:

† Included in Indirect basis

- Enter the budget information into the subcodes in the 'Adjustments' column until the 'Difference' is zero and click 'Continue':

Award / Authorized Budget Reconciliation

All Allocations

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

Current Allocation

Select the Budget Allocation to display: UPMC Enterprises Award Period 1

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



- 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

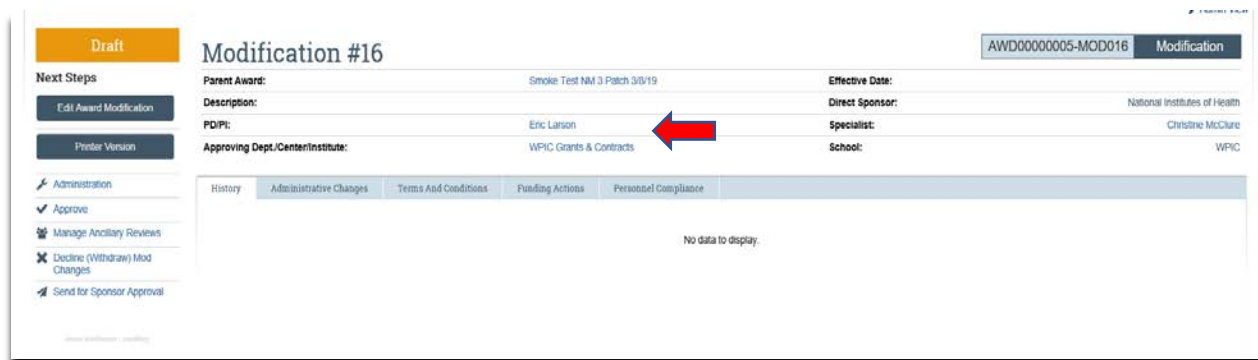
Person	Role	Role Other	Start Date	End Date	Remove Row
Natalie Merz	PI/PI		6/1/2019	5/31/2020	
Michael Ranieri	Faculty		6/1/2019	5/31/2020	
Eric Larson	None		6/1/2019	5/31/2020	
<input type="text"/>	None				
<input type="text"/>	None				



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:

Department-How to Set-up an Amendment/Modification: Revision/Supplement

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

Next Steps

- Full Award
- Final Review
- Check Award Modification
- Orally Subaward
- Request Award Modification
- Request Subaward
- Award Documents
- Team Disclosure Status
- Terms And Conditions
- Complete
- Manage Ancillary Reviews
- Submit Ancillary Review
- Set Award Relationship
- Upload Award Documents
- Manage Deliverables
- Manage Relationships
- Email Award Editors
- Email SPA
- Manage Award List
- Assign Specialist
- Assign Award Approver
- Log Project Comments
- Log Comment
- Log Correspondence
- Administration
- Award Checklist
- Request Advance Account
- Approve Advance Account
- Disapprove Advance Account
- Download Project File Checklist
- Request Certification
- Email Specialists

PI/PI: Eric Larson **Award Date:** 3/30/19

Designated Reviewer: Rebecca Mero **Start Date:** 6/1/2019

Award Approver: Rebecca Mero **End Date:** 3/31/2022

Approving Dept./Center/Institute: Office of Research 10000 **Award Type:** Award

School: SUC Research **Sponsor Award #:** 190446022

Department Administrator: Rebecca Mero **Award Structure:** Standard

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

Prime Sponsor:

Current Total Project Period Commitment: \$44,800 **SPA Account #:** year 1

Current Total Award Amount To Date: \$44,800 **Year 2**

Year 1 - subaccount - Report Contribution Used for report

Award Funding Proposals:	Name	Principal Investigator	Status
FF00000022	Smoke Test NM Patch 3/8/19	Rebecca Mero	Amended

History	Award Checklist Issues	Attachments	Modifications	Oral Awards	Deliverables	Related Projects	Deliverables	Personal Compliance	Funding & Expenses	Times	Reviews	Correspondence
Activity	Author	Activity Date										
✓ Award Change Approval	Administrator, System	6/30/2019 8:59 AM										
✗ Email Award Editors	Administrator, System	6/30/2019 2:53 PM										
Testing award editor updates	Administrator, System	6/30/2019 2:51 PM										
Specialist Assigned	McClure, Christine Lynn	4/10/2019 10:16 PM										
Deliverables Added	McClure, Christine Lynn	4/10/2019 12:25 PM										
Upload Award Documents	McClure, Christine Lynn	4/10/2019 12:25 PM										
Deliverables Added	Mads, Nicole	4/10/2019 2:47 PM										
Manage Ancillary Review	McClure, Christine Lynn	4/10/2019 8:54 AM										
Can you see the comments on this	McClure, Christine Lynn	4/10/2019 8:50 AM										
Manage Ancillary Review	Thomas, Michael Thomas	4/10/2019 9:10 PM										
Some more comments	Thomas, Michael Thomas	4/10/2019 8:59 PM										
Manage Ancillary Review												

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).