

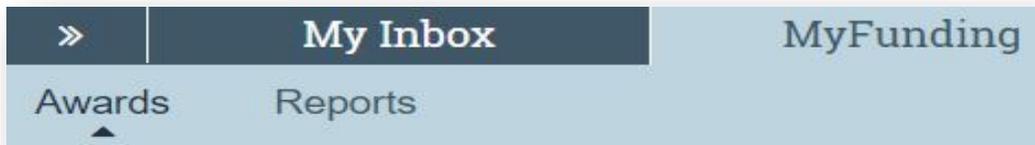
**Overview:** A 'Revision/Supplement' amendment/modification should be completed when a sponsor (such as the NIH) awards additional funding for a revision/supplement proposal to the primary award or a sponsor provides additional funds such as an "add-on".

**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**

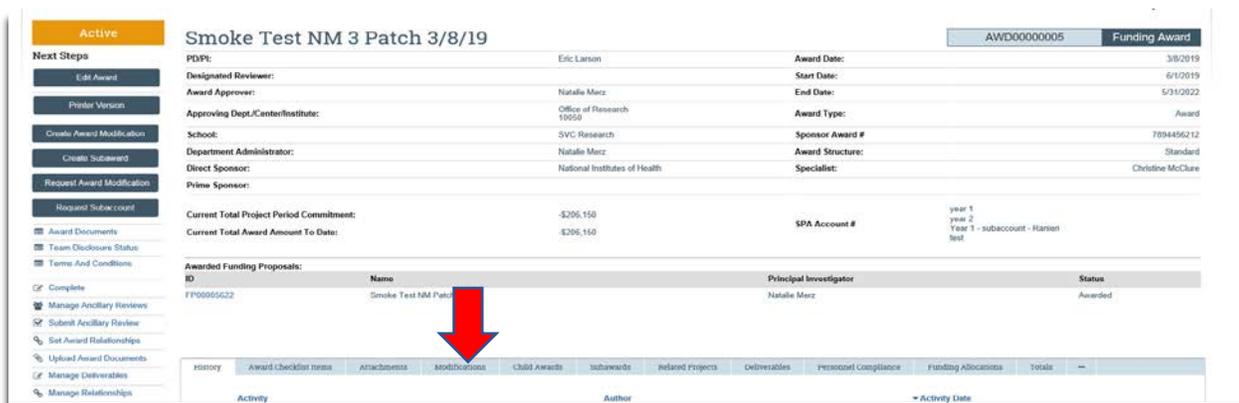
1. Log-in to MyFunding and search for the award in the award tab:



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:

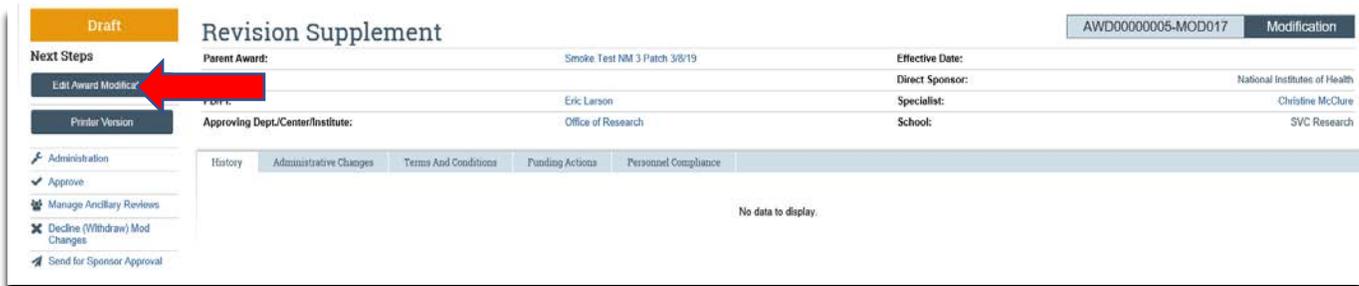


4. Locate the modification to update and click on the 'Name' of the modification:



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** (highlighted with a red arrow)
- 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:



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

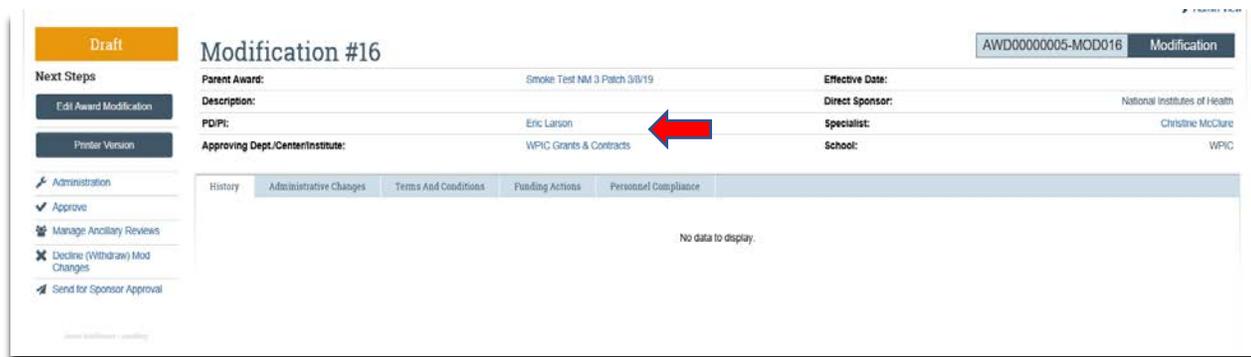
Person	Role	Role Other	Start Date	End Date	Remove Row
Natalie Merz	PI/PI		6/1/2019	5/31/2020	
Michael Ranieri	Faculty		6/1/2019	5/31/2020	
Eric Larson	None		6/1/2019	5/31/2020	
<input type="text"/>	None				
<input type="text"/>	None				



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 1 - subaccount - Report Contribution Used for report:** year 2

**Awarded Funding Proposals:**

ID	Name	Principal Investigator	Status
FF0000002	Smoke Test NM Patch 3/8/19	Rebecca Mero	Amended

**History**

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's updates	Administrator, System	6/30/2019 2:51 PM
Specialist Assigned	McClure, Christine Lynn	4/10/2019 9:16 PM
Deliverable Added	McClure, Christine Lynn	4/10/2019 12:25 PM
Upload Award Documents	McClure, Christine Lynn	4/10/2019 12:25 PM
Deliverable Added	Madd, 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).