

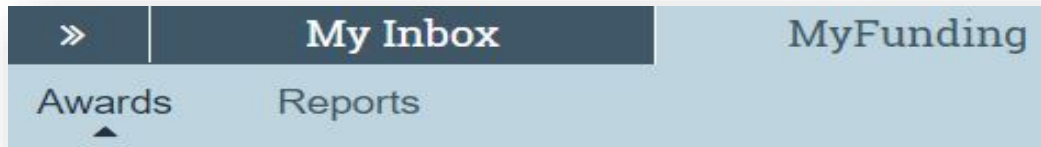
Overview: A 'Budget Allocation Correction' amendment/modification should be requested to make corrections to a budget period.

Examples:

- 1. To correct the total budget amount (i.e. budget activated for \$150,000 that should have been activated for \$15,000).
- 2. To correct the indirect cost rate (i.e. the indirect cost rate was activated at 50.5% that should have been activated at 56.5%).

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 'Request Award Modification':

The screenshot shows the award workspace for 'Smoke Test NM 3 Patch 3/8/19'. On the left, a 'Next Steps' sidebar contains several buttons: 'Edit Award', 'Printer Version', 'Create Award Modification', 'Create Subaward', 'Request Award Modification' (highlighted with a red arrow), and 'Request Subaccount'. Below these are links for 'Award Documents', 'Team Disclosure Status', and 'Terms And Conditions'. The main area displays award details in a table format:

PD/PI:	Eric Larson	Award Date:	3/8/2019
Designated Reviewer:		Start Date:	6/1/2019
Award Approver:	Natalie Merz	End Date:	5/31/2022
Approving Dept./Center/Institute:	Office of Research 10050	Award Type:	Award
School:	SVC Research	Sponsor Award #	7894456212
Department Administrator:	Natalie Merz	Award Structure:	Standard
Direct Sponsor:	National Institutes of Health	Specialist:	Christine McClure
Current Total Project Period Commitment:	\$22,600	SPA Account #	year 1 year 2 Year 1 - subaccount - Ranieri test
Current Total Award Amount To Date:	\$22,600		

Below the table, there is a section for 'Awarded Funding Proposals'.

4. On the 'Request Details' page enter the following information:

a. Enter a 'Short title' that includes 'Budget Allocation Correction':

The screenshot shows the 'Request Details' page. The first step is labeled '1. * Short title: ?'. Below this is a text input field containing the text 'Budget Allocation Correction'.

b. Enter the 'Date' of the award amendment/modification request:

The screenshot shows the 'Request Details' page. The second step is labeled '2. Date requested:'. Below this is a date input field containing the text '5/31/2019' and a calendar icon.

c. Select 'Budget Allocation Correction' as the 'Modification Type':

Request Details

1. * Short title: ?
Budget Allocation Correction

2. Date requested:
5/31/2019

3. Select Modification Type: ?

- Revision | Supplement
- No Cost Extension
- Re-budget
- Carryover
- NGA Revised
- Budget Allocation Correction
- Early Termination
- Sponsor Change
- Personnel Change
- Other Changes (T&C, Compliance Update, etc.)
- Demographic Changes Only

[Clear](#)

d. Enter a description of the request in the 'Comments' box:

4. Comments:

Updating the direct costs for the project period

e. Click 'Finish' in the bottom right-hand corner:

4. Comments:
Updating the direct costs for the project period

5. Supporting Documents:
+ Add
There are no items to display

<< Back Save Print Finish

5. Click 'Assign Submitter'. Assign the submitter as your Dean's area reviewer and select 'OK':

Draft

Edit Modification Request

Print Version

→ Submit to Specialist

← Withdraw

Copy

Assign Submitter

Log Comment

Budget Allocation Correction

Submitted By: Nicole Webb Request Date

Specialist: Guy Serrapere Award:

History Attachments

Execute "Assign Submitter" on AMR0000116 - Google Chrome

https://clk-grants-dev.offres.pitt.edu/Dev/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.E...

Assign Submitter

1. * Submitter:
Jennifer Woodward

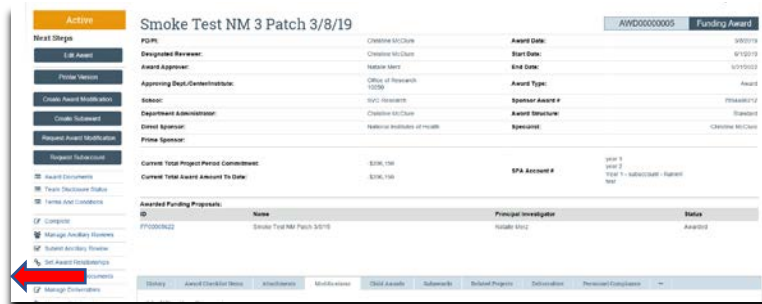
OK Cancel

What do I attach?

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
5. Compliance approvals (if applicable)

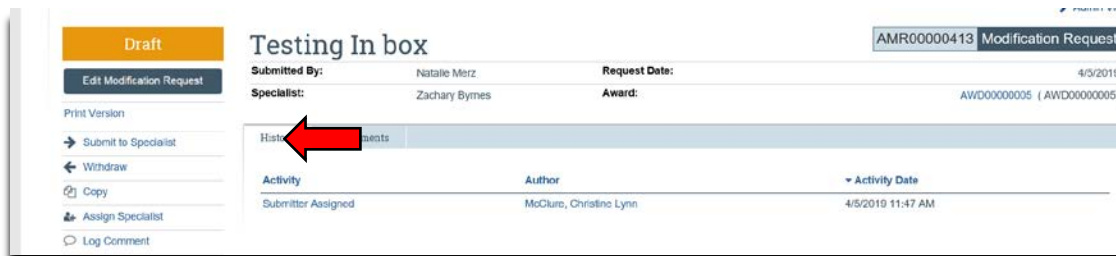
Where do I attach the documents?

Documents should be attached in the award workspace using the 'Upload Award Documents' activity:



What's Next?

1. The Dean's area reviewer will review the amendment/modification request and if acceptable, will use the 'Submit to Specialist' activity in the amendment/modification workspace to send the amendment/modification request to the Office of Research (OR).



2. If accepted by the OR, the amendment/modification request will be "Approved", and the OR will create the amendment/modification for the award and send the required documents to SPA to have the SPA account updated.