

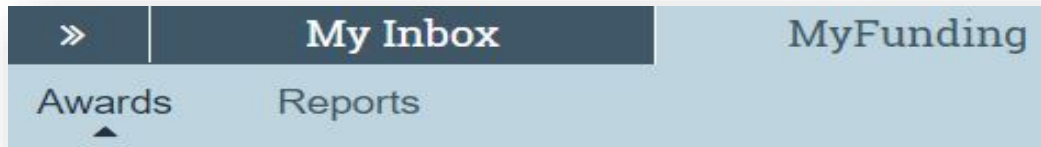
Overview: A 'Carryover' amendment/modification should be requested to move funds from one budget period to another budget period.

Examples:

- 1. The Notice of Award (NOA) allows for automatic carryover. Period 1 has \$100,000 remaining due to staff vacancies and needs moved to period 2.
- 2. Period 1 has \$100,000 remaining due to staff vacancies and has been approved by the sponsor to move into period 2.

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':

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 Details:

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

Financials:

Current Total Project Period Commitment:	\$22,600	SPA Account #	year 1
Current Total Award Amount To Date:	\$22,600		year 2
			Year 1 - subaccount - Ranieri test

Additional Links:

- Award Documents
- Team Disclosure Status
- Terms And Conditions

Awarded Funding Proposals:

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

- a. Enter a 'Short Title' for the amendment/modification that includes 'Carryover':

Request Details

1. * Short title: ?

- b. Enter a 'Date requested' for the amendment/modification request:

Request Details

1. * Short title: ?

2. Date requested:

c. Select 'Carryover' as the 'Modification Type':

Request Details

1. * Short title: ?
Carryover

2. Date requested:
6/25/2019

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:

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

4. Comments:

5. Supporting Documents:

[+ Add](#)

There are no items to display

« Back Save Print **Finish**

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

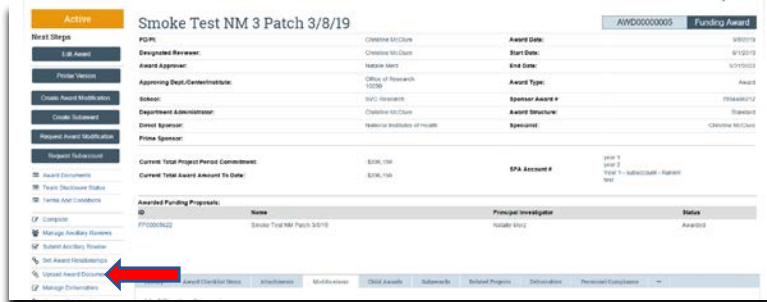


What do I attach?

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 (if applicable)
4. A Budget Modification Request (BMR) for Sponsored Projects Accounting (SPA)
5. Compliance approvals (if applicable)

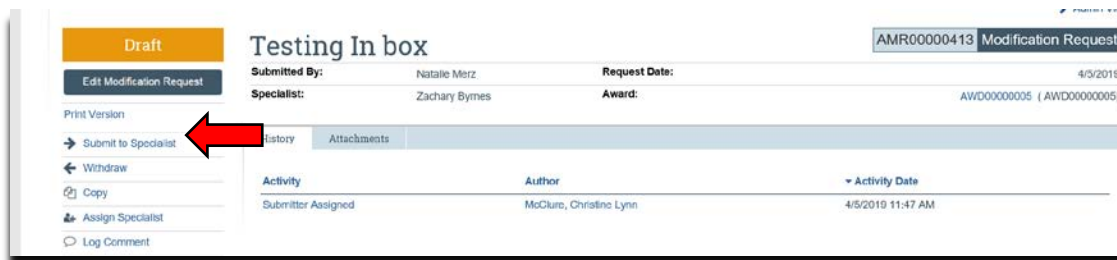
Where do I attach the documents?

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 Sponsored Programs Accounting (SPA) to have the SPA account updated.