Overview: A 'Demographic Change' amendment/modification should be requested to change demographic aspects of the award or project.

Examples:

- 1. Change to a department point of contact on an award.
- 2. Changes by the sponsor to demographic information, such as updating the sponsor's address.

Where to Start

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

»	My Inbox	MyFunding
Awards	Reports	

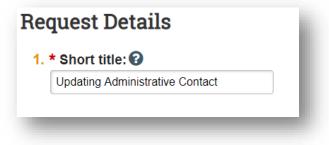
2. Once the award is identified, click on the 'Name' of the award (project title):

All Awards	Active Awards	Draft Awards Aw	ards in Review	Subaward	5				
Filter 🛛 ID	•	AWD0000005	Go	Add Filter x	Clear All				
ID	Name	SmartForm	State PI First Name	PI Last Name	Department	Sponsor	Reviewer Award Approver	- Date Modified	Direct Sponsor Awar ID
AWD00000	005 Smoke Test NM 3/8/19	3 P	Active Eric	Larson	Office of Research	National Institutes of Health	Merz	5/23/2019 12:15 PM	7894456212
1 items					page 1	of 1 🕨			25 / page

3. On the left-hand side of the award workspace click on 'Request Award Modification':

Change -	Smoke Test NM 3 Patc			
lext Steps	PD/PI:	Eric Larson	Award Date:	3/8/2019
Edit Award	Designated Reviewer:		Start Date:	6/1/2019
	Award Approver:	Natalie Merz	End Date:	5/31/2022
Printer Version	Approving Dept./Center/Institute:	Office of Research 10050	Award Type:	Award
Create Award Modification	School:	SVC Research	Sponsor Award #	7894456212
Create Subaward	Department Administrator:	Natalie Merz	Award Structure:	Standard
Create Subawaru	Direct Sponsor:	National Institutes of Health	Specialist:	Christine McClure
Request Award Modification				
Request Subaccount	Current Total Project Period Commitment:	\$22,600	SPA Account #	year 1 year 2
Award Documents	Current Total Award Amount To Date:	\$22,600		Year 1 - subaccount - Ranieri test
Team Disclosure Status				
Terms And Conditions	Awarded Funding Proposals:			

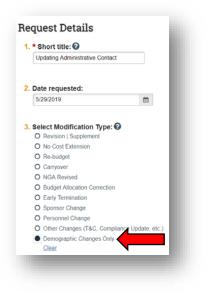
- 4. On the 'Request Details' page enter the following information:
 - a. Enter a 'Short title' that includes the demographic change:



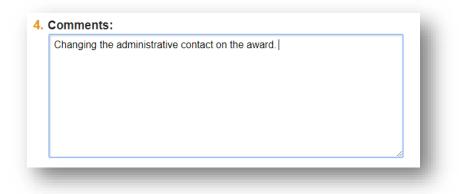
b. Enter the 'Date' of the amendment/modification request:

Short title: 😮	
Updating Administrative Contact	
Date requested:	
Date requested:	

c. Select 'Demographic Changes Only' as the 'Modification Type':



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



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

Changing the administrative contact on the award.	
Supporting Documents:	
There are no items to display	
	Fit

 Click 'Assign Submitter'. Assign the submitter as <u>your Dean's area reviewer</u> and select 'OK':

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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. Compliance approvals (if applicable)

Where do I attach the documents?

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

Active	Smoke Test NM	A 3 Patch 3/8/19			AWD00000005 Funding Award
Next Steps	POPE		Chemitine SACChure	Award Date:	900
Lift Annel	Designated Revenuer.		Civialize McDare	Start Date:	919
	Award Approver:		Hatala Merz	End Date:	6.919
Proter Verson	Approving Dept./Centerlinubitute:		Othos of Research 10250	Award Type:	
Cruste Award Mobilization	School:		RVC Realiants	Spensor Award #	PERMIT
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Construction and the second	Devel Appresie		Names and Andreas of President Appreciated		Christer Hill
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Report following	Current Yotal Project Period Commit	ment.	\$209,139	SPA Account #	year 1 year 2
E Avet Doorers	Current Total Award Amount To Date:		- 82000, 1540	SPA Account#	Treat 5 - subaccount - Hameni Next
M. Yeah Distance Status					
Forma And Condects	Awarded Funding Proposals:				
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What's Next?

 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).

	Testing II	n box		AMR00000413 Modification Reques
Edit Modification Request	Submitted By:	Natalie Merz	Request Date:	4/5/201
Con modification request	Specialist:	Zachary Bymes	Award:	AWD00000005 (AWD0000000
Print Version				
➔ Submit to Specialist	Listory Attachin	nents		
			Author	Activity Date
Copy Copy	Activity			
Assign Specialist	Submitter Assigned		McClure, Christine Lynn	4/5/2019 11:47 AM
O Log Comment				

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.