

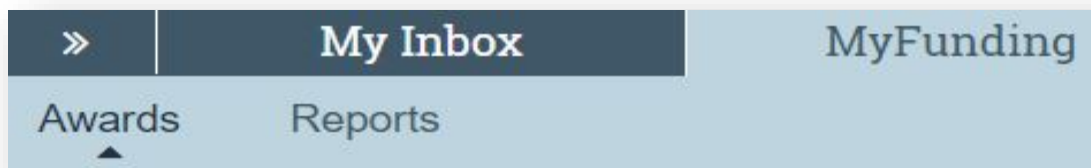
**Overview:** A ‘Demographic Change’ amendment/modification should be requested to change demographic aspects of the award or project.

**Examples:**

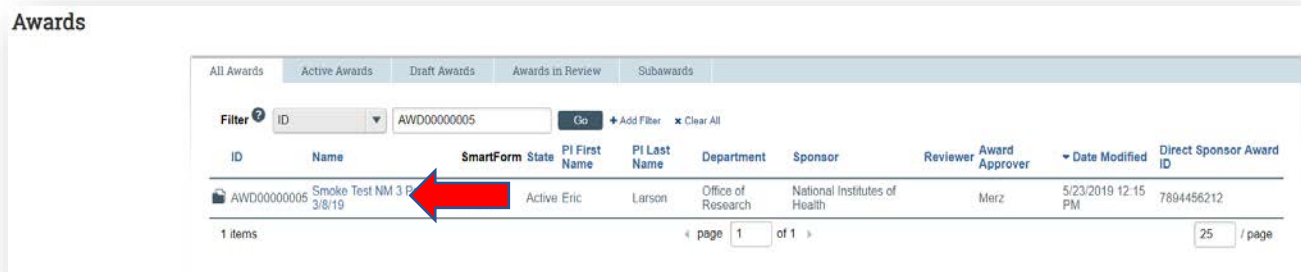
1. Change to a department point of contact on an award.
2. Changes by the sponsor to demographic information, such as updating the sponsor’s address.

**Where to Start**

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



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



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

Active		Smoke Test NM 3 Patch 3/8/19	AWD00000005	Funding Award
<b>Next Steps</b>	<b>PD/PI:</b>	Eric Larson	<b>Award Date:</b>	3/8/2019
<b>Edit Award</b>	<b>Designated Reviewer:</b>		<b>Start Date:</b>	6/1/2019
<b>Printer Version</b>	<b>Award Approver:</b>	Natalie Merz	<b>End Date:</b>	5/31/2022
<b>Create Award Modification</b>	<b>Approving Dept./Center/Institute:</b>	Office of Research 10050	<b>Award Type:</b>	Award
<b>Create Subaward</b>	<b>School:</b>	SVC Research	<b>Sponsor Award #</b>	7894456212
<b>Request Award Modification</b>	<b>Department Administrator:</b>	Natalie Merz	<b>Award Structure:</b>	Standard
<b>Request Subaccount</b>	<b>Direct Sponsor:</b>	National Institutes of Health	<b>Specialist:</b>	Christine McClure
<b>Award Documents</b>	<b>Current Total Project Period Commitment:</b>	\$22,600	<b>SPA Account #</b>	year 1 year 2 Year 1 - subaccount - Ranieri test
<b>Team Disclosure Status</b>	<b>Current Total Award Amount To Date:</b>	\$22,600		
<b>Terms And Conditions</b>	<b>Awarded Funding Proposals:</b>			

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

- a. Enter a 'Short title' that includes the demographic change:

**Request Details**

1. \* Short title: ?

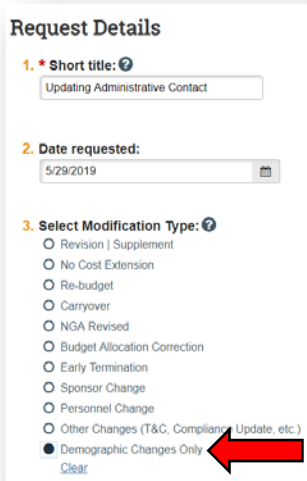
- b. Enter the 'Date' of the amendment/modification request:

**Request Details**

1. \* Short title: ?

2. Date requested:

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



**Request Details**

1. \* Short title:

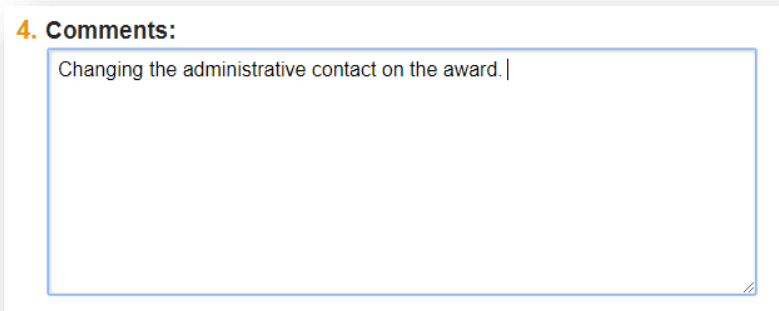
2. Date requested:

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:**

Changing the administrative contact on the award. |

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

4. Comments:  
Changing the administrative contact on the award

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

Back Save Exit Hide/Show Errors Print Finish

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

Draft Updating Administrative Contact AMR00000109 Modification Request

Submitted By: System Administrator Request Date: 5/29/2019  
Specialist: Guy Serapere Award: AWD00000143 (AWD00000143)

Print Version  
Copy  
Log Comment  
Assign Submitter

History Attachments  
No data to display

MyFunding

Execute "Assign Submitter" on AMR00000109 - Google Chrome  
https://clk-grants-dev.offres.pitt.edu/Dev/scf/ResourceAdministration/Activity/form?ActivityType=com.usabridge.entity.f...

Assign Submitter

1 Submitter:  
Jennifer Woodward

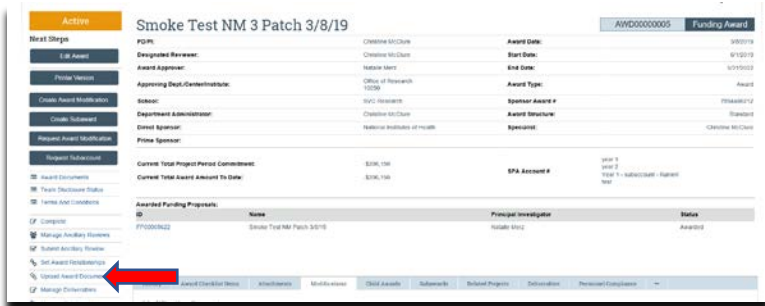
OK Cancel

## What do I attach?

1. Any documents requiring a signature by the Office of Research (OR)
2. Any other school-specific required documents
3. NOA/sponsor document noting change (if applicable)
4. Compliance approvals (if applicable)

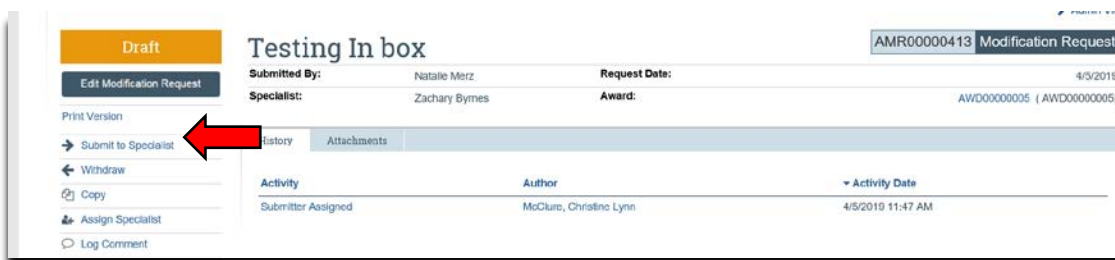
## Where do I attach the documents?

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



## 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.