

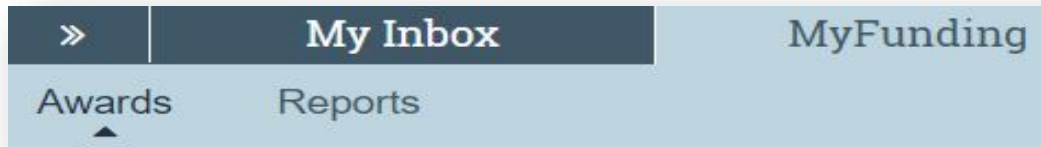
Overview: An ‘Early Termination’ amendment/modification request should be requested to end (close) an award early.

Examples:

- A) A Principal Investigator (PI) accepts another award and must terminate one award to accept another.
- B) A PI leaves the University of Pittsburgh to move to another institution and is transferring the award to the new institution.

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 is a section for 'Awarded Funding Proposals'.

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

a. Enter a 'Short title' that includes 'Early Termination':

The 'Request Details' page shows a form with the following content:

Request Details

1. * Short title: ?

Early Termination

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

The 'Request Details' page shows a form with the following content:

Request Details

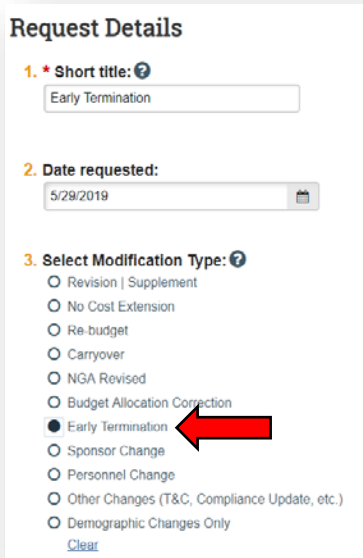
1. * Short title: ?

Early Termination


2. Date requested:

5/29/2019

c. Select 'Early Termination' as the 'Modification Type':





Request Details


1. * Short title: 

Early Termination

2. Date requested:

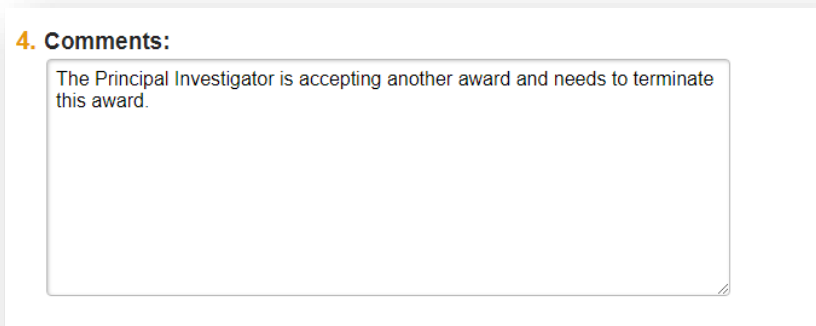
5/29/2019 

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:

The Principal Investigator is accepting another award and needs to terminate this award.

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

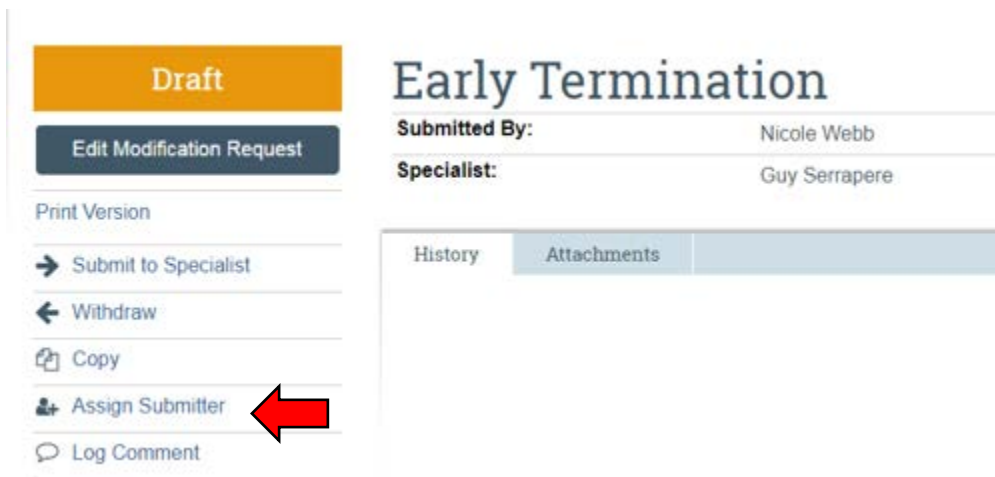


4. Comments:
The Principal Investigator is accepting another award and needs to terminate this award

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

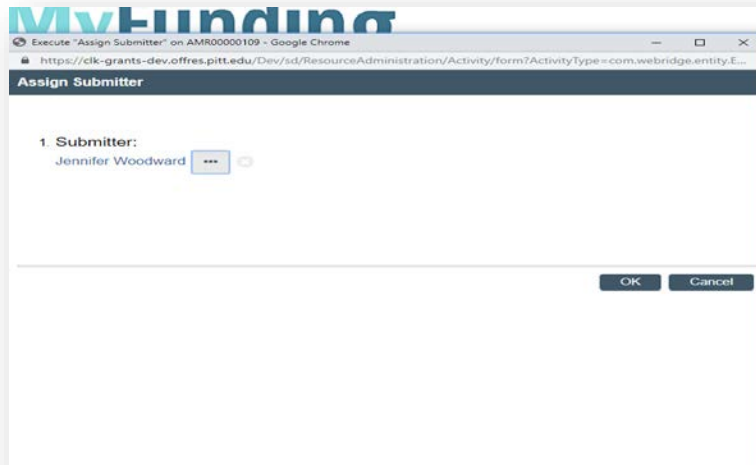
Early Termination

Submitted By: Nicole Webb

Specialist: Guy Serrapere

History Attachments

Department - Creating an Amendment/Modification Request: Early Termination

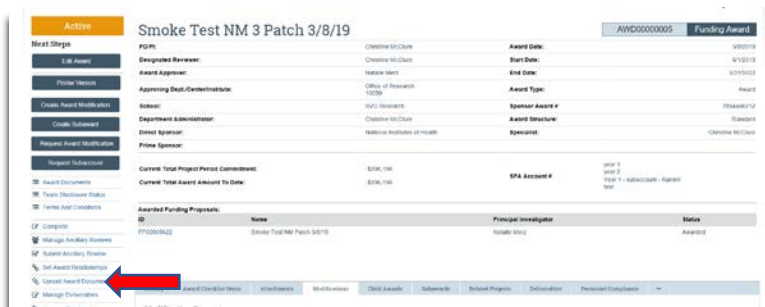


What do I attach?

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)

Where do I attach the documents?

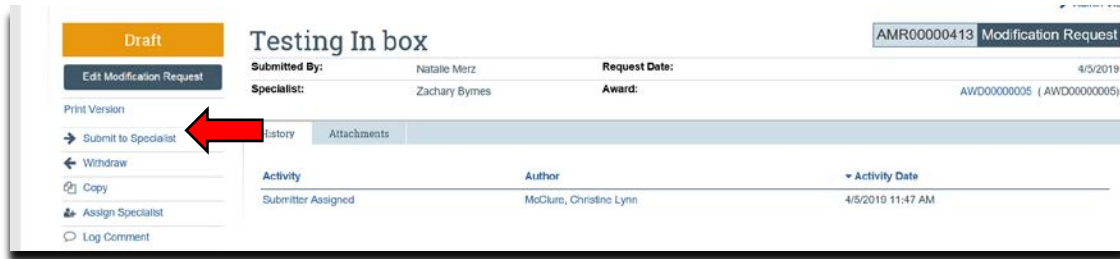
Documents should be attached in the award workspace using the 'Upload Award Documents' activity:



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).

Department - Creating an Amendment/Modification Request: Early Termination



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.