

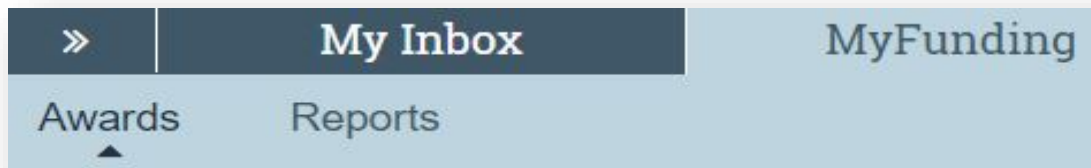
Overview: A 'Other Changes' amendment/modification should be requested to change aspects of the award or project such as the terms and conditions and to update/change the compliances on the award.

Examples:

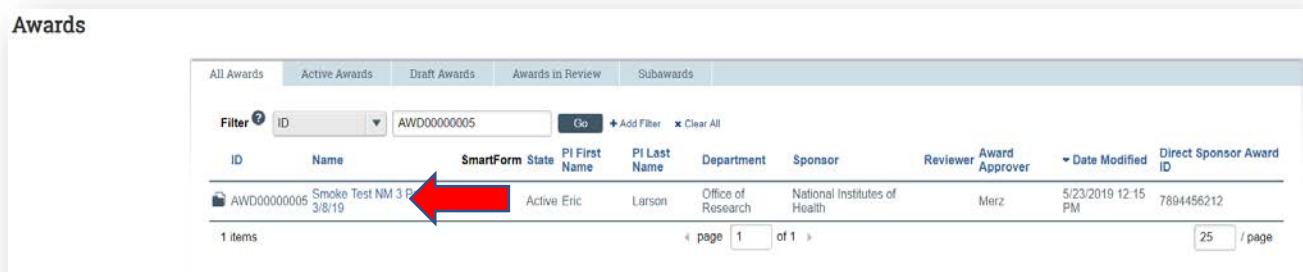
- 1. The sponsor lifts a restriction on the award.
- 2. Human subject work is scheduled to begin, and the award record needs updated to reflect this change.

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':

The screenshot shows the award workspace for 'Smoke Test NM 3 Patch 3/8/19'. On the left, under 'Next Steps', the 'Request Award Modification' button is highlighted with a red arrow. The main area displays award details in a table format.

Smoke Test NM 3 Patch 3/8/19		AWD00000005	Funding Award
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		
Awarded Funding Proposals:			

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

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

The screenshot shows the 'Request Details' form. The first field is '1. * Short title: ?' with a help icon. The text 'Other Changes (Terms and Conditions)' is entered in the input field.

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

The screenshot shows the 'Request Details' form. The second field is '2. Date requested:' with a calendar icon. The date '6/24/2019' is entered in the input field.

c. Select 'Other Changes (T&C, Compliance Update, etc.)' as the 'Modification Type':

Request Details

1. * Short title:

2. Date requested:

3. Select Modification Type: Other Changes (T&C, Compliance Update, etc.)

- Revision | Supplement
- No Cost Extension
- Re-budget
- Carryover
- NGA Revised
- Budget Allocation Correction
- Early Termination
- Sponsor Change
- Personnel Change
- Demographic Changes Only

[Clear](#)

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

4. Comments:

Human subject restrictions lifted

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

4. Comments:

Human subject restrictions lifted

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':



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:

The screenshot displays the 'Smoke Test NM 3 Patch 3/8/19' workspace. On the left sidebar, under the 'Award Documents' section, a red arrow points to the 'Award Documents' tab. The main content area shows details for the award, including PDRs, Award Approver, Approving Dept./Contractable, Sponsor, Department & Administrator, Direct Sponsor, Prime Sponsor, Current Total Project Period Commitment, Current Total Award Amount To Date, EPA Account #, Award Date, Start Date, End Date, Award Type, Sponsor Account #, Award Structure, Specialist, and a table of 'Awarded Funding Proposals'.

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).

The screenshot displays the 'Testing In box' workspace for a 'Modification Request' (AMR00000413). It shows 'Submitted By: Natalie Merz', 'Specialist: Zachary Byrnes', and 'Request Date: 4/3/2019'. On the left sidebar, a red arrow points to the 'Submit to Specialist' button. Below this, there is an 'Activity' table with columns for 'Activity', 'Author', and 'Activity Date'. The table contains one entry: 'Submitter Assigned' by 'McClure, Christine Lynn' on '4/5/2019 11:47 AM'.

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.