

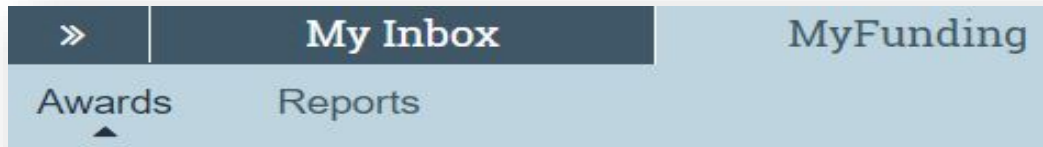
**Overview:** A 'Re-budget' amendment/modification should be requested to make corrections to a budget period.

**Example:**

1. To move funds from one budget category to another (i.e. from subcode 5000 to subcode 5300).

**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, there is a section for 'Awarded Funding Proposals'.

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

a. Enter a 'Short title' that includes 'Re-budget':

The screenshot shows the 'Request Details' page. The first field is labeled '1. \* Short title: ?' and contains the text 'Re-budget staff'.

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

The screenshot shows the 'Request Details' page. The second field is labeled '2. Date requested:' and contains the date '9/19/2019' next to a calendar icon.

c. Select 'Re-budget' as the 'Modification Type':

**Request Details**

1. \* Short title: ?  
Re-budget staff

2. Date requested:  
9/19/2019

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:

Moving funds from 5000 to 5300

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

4. Comments:  
Moving funds from 5000 to 5300

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 Specialist
- Log Comment
- Administration
- Assign Submitter

Re-budget staff

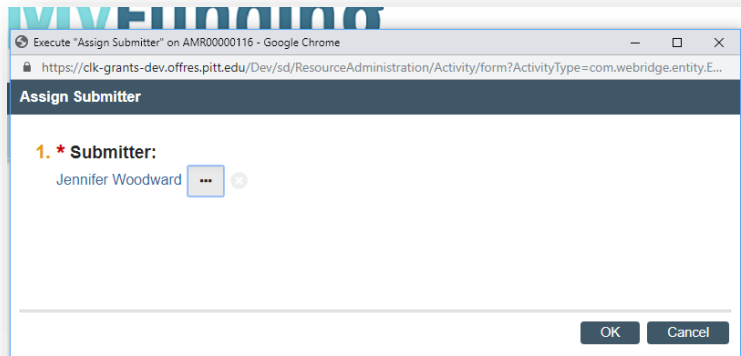
Submitted By: Christine McClure

Specialist: Christine McClure

History Attachments

Award Change Request (modified)

## Department - Creating an Amendment/Modification Request: Re-budget

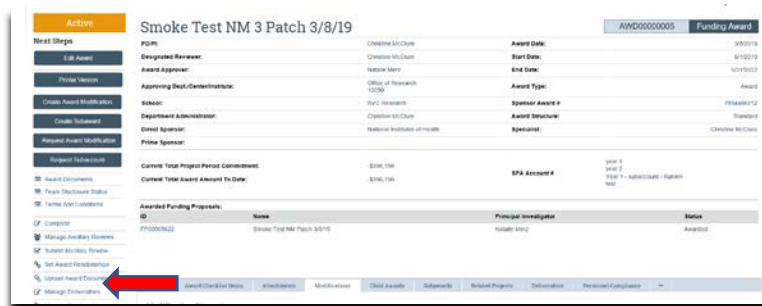


### What do I attach?

1. Any documents requiring a signature by the Office of Research (OR)
2. Any other school-specific required documents
3. A Budget Modification Request (BMR) for Sponsored Projects Accounting (SPA)
4. NOA/sponsor document noting change
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 Sponsored Programs (OSP).

Department - Creating an Amendment/Modification Request: Re-budget

**Draft** **Testing In box** **AMR00000413** **Modification Request**

**Submitted By:** Natalie Merz **Request Date:** 4/3/2019  
**Specialist:** Zachary Bynes **Award:** AWD00000005 (AWD00000005)

Print Version  
→ Submit to Specialist  
← Withdraw  
Copy  
Assign Specialist  
Log Comment

**History** **Comments**

Activity	Author	Activity Date
Submitter Assigned	McClure, Christine Lynn	4/5/2019 11:47 AM

2. If accepted by the OSP, the amendment/modification request will be “Approved”, and the OSP will create the amendment/modification for the award and send the required documents to SPA to have the SPA account updated.