

Department - Creating an Amendment/Modification Request: NGA Revised (Subaward/Subcontract Amendment)

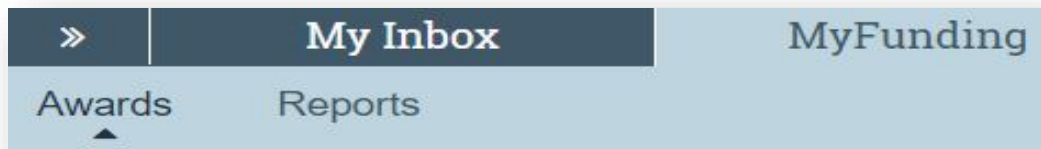
Overview: An 'NGA Revised' (including subaward/subcontract amendments) amendment/modification request should be requested when a revised Notice of Award (NOA), subaward amendment, and contract amendment is received.

Examples:

- 1. To add or decrease money for a project and change the project period.
- 2. When a subaward/subcontract amendment is received for year 2 of a project.

Where to Start

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



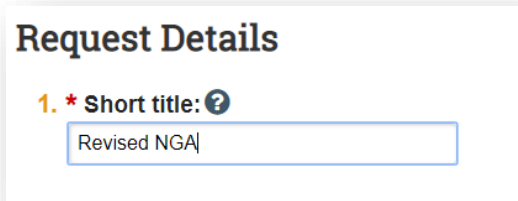
- 2. Search for the award in the search box and click on the 'Name' of the award:



- 3. Once in the award workspace click on 'Request Award Modification':



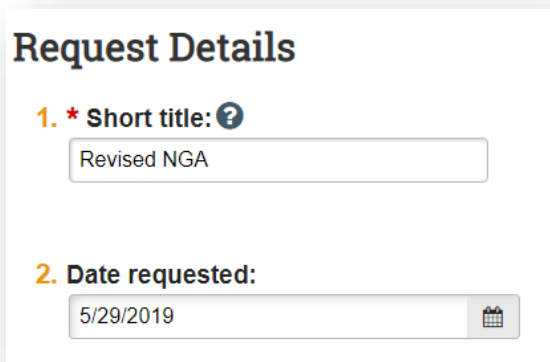
4. On the 'Request Details' page enter the following information:
 - a. Enter a 'Short title' that includes 'Revised NGA':



Request Details

1. * Short title: ?


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



Request Details

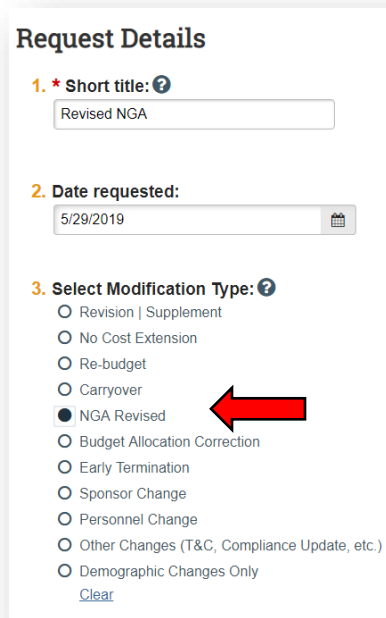
1. * Short title: ?

2. Date requested:


 

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





Request Details


1. * Short title: 

Revised NGA

2. Date requested:

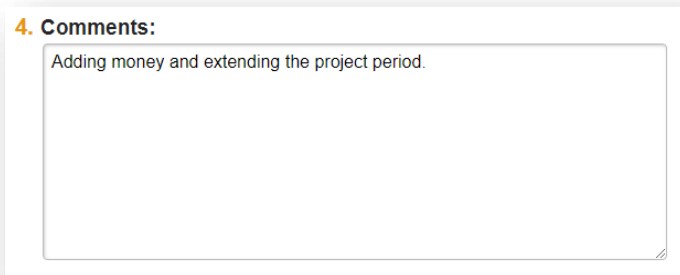
5/29/2019 

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:

Adding money and extending the project period.

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



4. Comments:

Adding money and extending the project period.

5. Supporting Documents:

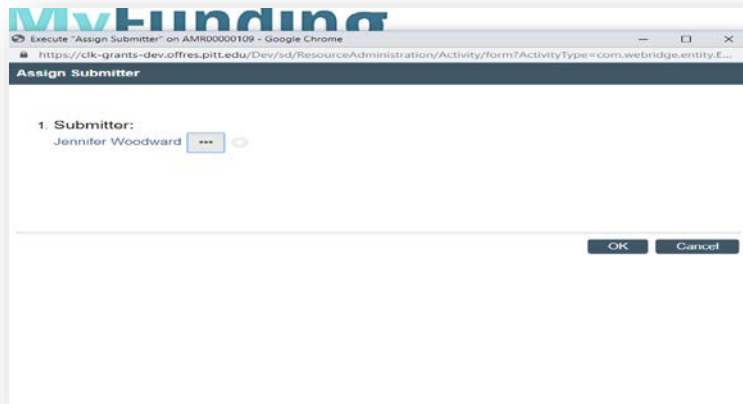
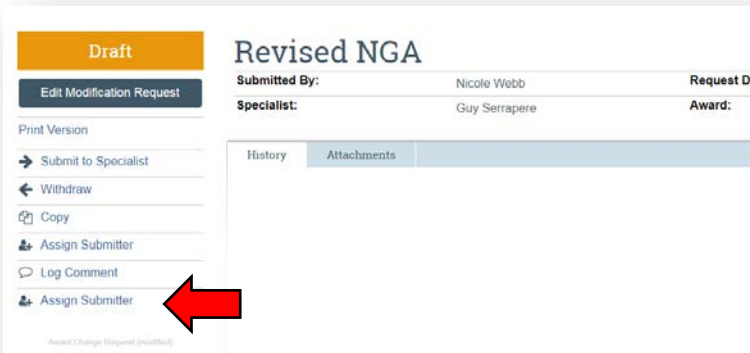
 Add

There are no items to display

 Back  Save  Print  Finish 

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

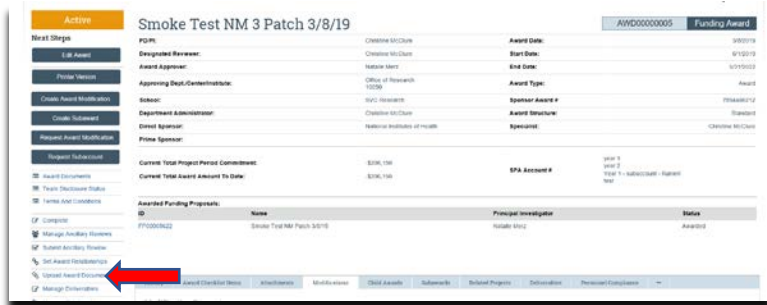


What do I attach?

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
4. Budget Modification Request (BMR) form (if applicable) for Sponsored Programs Accounting (SPA)
5. Compliance approvals (if applicable)

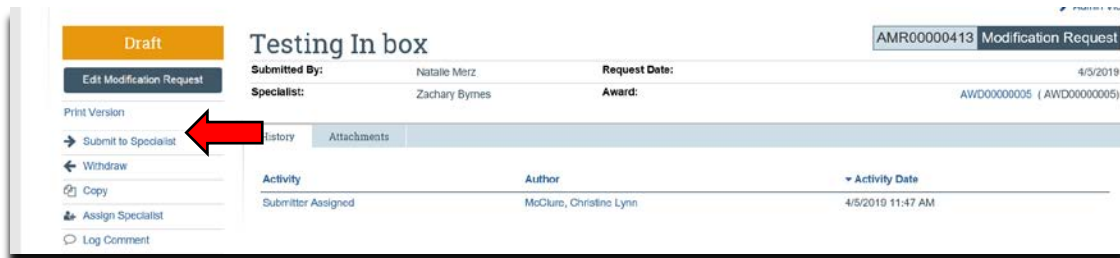
Where do I attach the documents?

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 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 SPA to have the SPA account updated.