

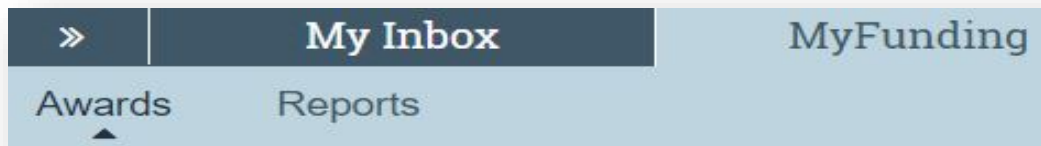
Overview: A ‘Revision/supplement’ amendment/modification should be requested when a sponsor (such as the National Institute of Health) awards additional funding for a revision/supplement proposal to the primary award or a sponsor provides additional funds such as an ‘add-on’.

Examples:

- 1. An Administrative Supplement is awarded to the primary Notice of Award (NOA) and not awarded as a stand-alone NOA.
- 2. Additional funds provided on an award for a clinical trial accrual.

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, under 'Next Steps', the 'Request Award Modification' button is highlighted with a red arrow. The main area displays award details:

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
Project 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		

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

a. Enter a short title that includes 'Revision/Supplement/Add-On':

Request Details

1. * Short title: ?

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


Request Details

1. * Short title: ?

2. Date requested:


c. Select 'Revision|Supplement' as the 'Modification Type':


Request Details


1. * Short title: 

Supplement

2. Date requested:

5/31/2019 

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. Add additional comments in the 'Comments' box:

4. Comments:

Additional funds provided

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

4. Comments:
Additional funds provided

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

Back Save Print Finish

6. 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

Supplement

Submitted By: Nicole Webb

Specialist: Guy Serrapere

History Attachments

Execute "Assign Submitter" on AMR0000116 - Google Chrome

https://clk-grants-dev.offres.pitt.edu/Dev/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.E...

Assign Submitter

1. * Submitter:
Jennifer Woodward

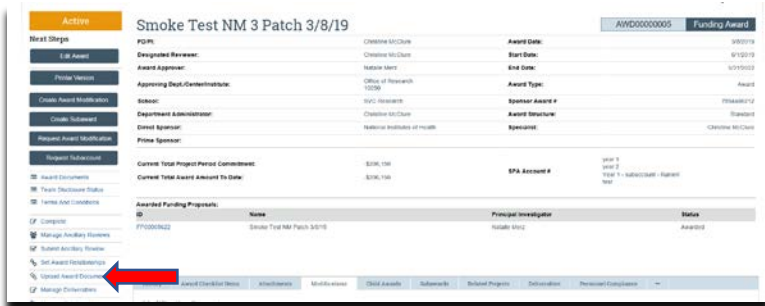
OK Cancel

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
4. Compliance approvals (if applicable)

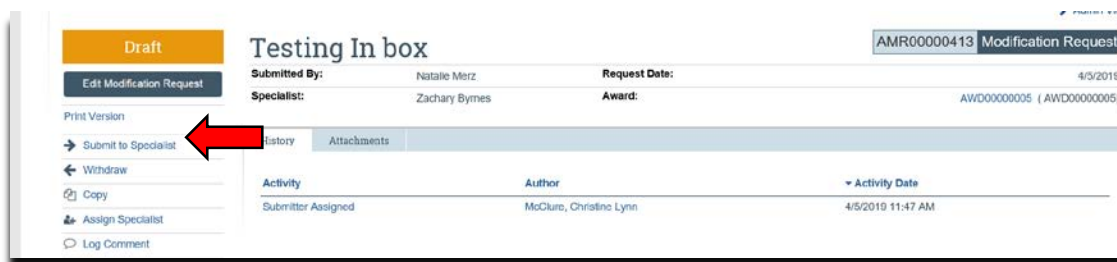
Where do I attach the documents?

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 SPA to have the SPA account updated.