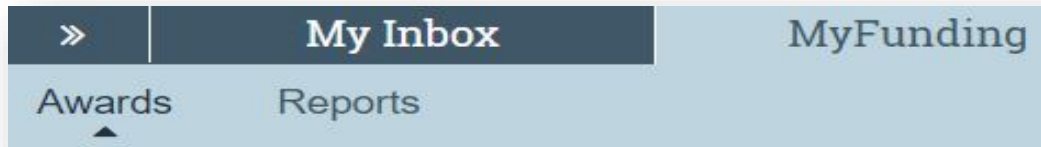


Overview: A 'Sponsor Change' amendment/modification should be requested when the sponsor's name has on an award.

Example: The sponsor's name changes from The American Heart Association to the American Heart Foundation.

Where to Start

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



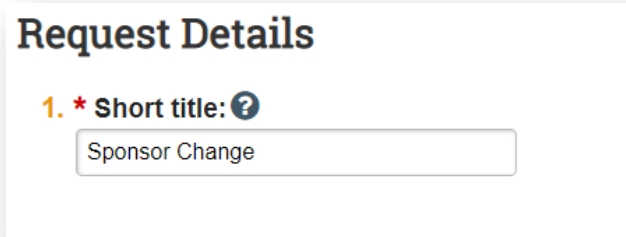
2. Search for the award in the search box and click on the name of the award:



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



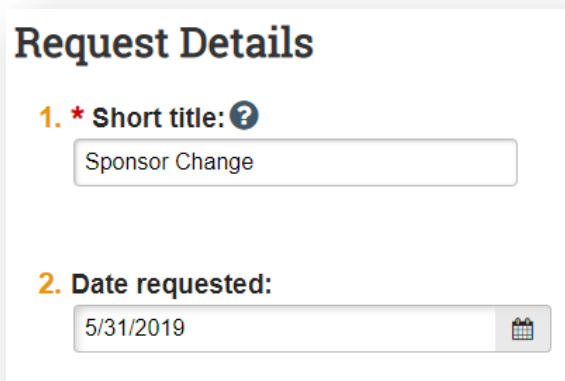
4. On the 'Request Details' page enter the following information:
 - a. Enter a 'Short title' that includes 'Sponsor Change':



Request Details

1. * Short title: ?


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



Request Details

1. * Short title: ?


2. Date requested:


c. Select 'Sponsor Change' as the 'Modification Type':

Request Details

1. * Short title: ?

2. Date requested:
 

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:

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

4. Comments:
Sponsor for the project is changing.

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

Sponsor Change

Submitted By: Nicole Webb
Specialist: Guy Serrapere

Edit Modification Request

Print Version

Submit to Specialist

Withdraw

Copy

Assign Submitter

Log Comment

History Attachments

Execute "Assign Submitter" on AMR00000116 - 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

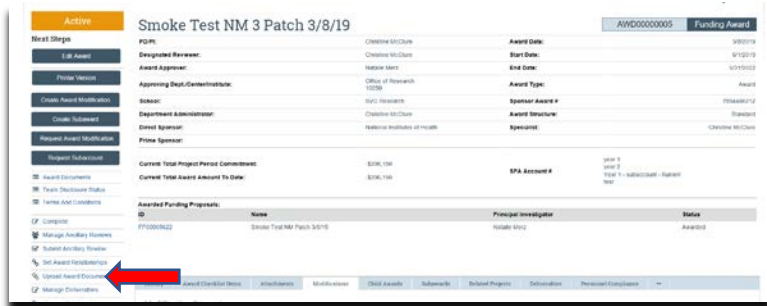
OK Cancel

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)

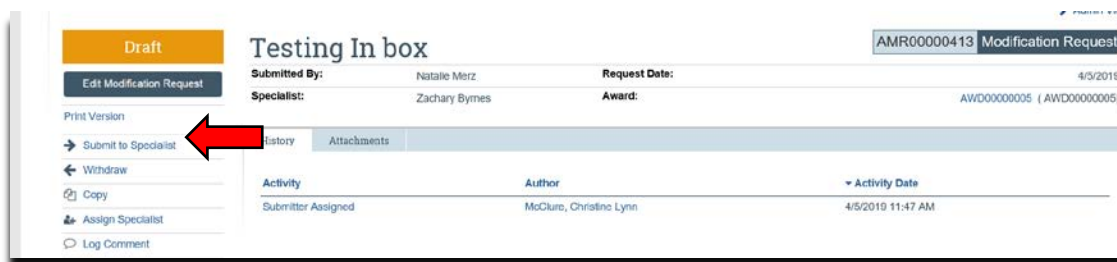
Where do I attach the documents?

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 Sponsored Programs Accounting (SPA) to have the SPA account updated.