

# How to Complete a Modification

## Where to start?

1. Log into MyFunding. Click on the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

## How do I complete the modification?

2. Click the 'Modifications' tab.
3. Select the modification Name and then click 'Edit Award Modification'.
4. Review all **Award SmartForms** and make any necessary changes.
5. If applicable, On the **Budget Allocations** SmartForm click 'Update' next to the Name. Review and enter data such as Start & End Dates, Direct & Indirect Costs, Indirect Rates, etc. Click OK. Complete *all* budget allocations that are being activated. Click 'Continue'.
6. If applicable, On the **Award/Authorized Budget Reconciliation** SmartForm complete all of the budget reconciliations that are being activated, including those for subaccounts. Create a budget by populating the 'Adjustments' column to get the budget balanced and the "Difference" field in the top right-hand corner to become zero. Click *Continue*.
7. Save and Exit SmartForms.
8. Click 'Email Specialist' to alert the Office of Research that the modification is complete.

*The Specialist will 'Approve' or 'Decline' the modification. Modifications can be found under the 'Modification' tab.*

