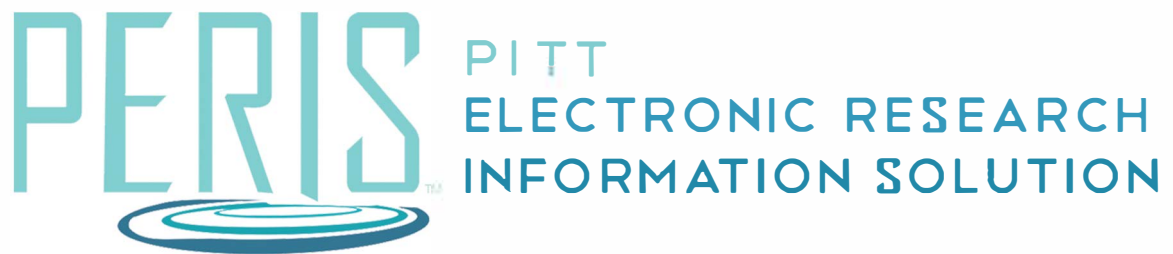




University of Pittsburgh



Quick Reference

REQUESTING A SUBACCOUNT.....2

Requesting a Subaccount

Where to start?

1. Log into MyFunding.
2. 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 request a subaccount?

3. Click *Request Subaccount*.
4. Enter a Subaccount title. Select a PI. Enter Direct, Indirect, and Total Costs.
5. If applicable, attach any supporting documents.

What's Next?

6. Click *OK*.

» My Inbox 2 MyFunding
Awards Reports

3 Request Subaccount

4 1. * **Subaccount Department:**

Chemistry ... x

2. * **Subproject Title:**

Larson Subaccount

3. * **Principal Investigator:**

Eric Larson ... x

4. * **Total Direct Costs:**

* **Total Indirect Costs:**

* **Total Costs:**