

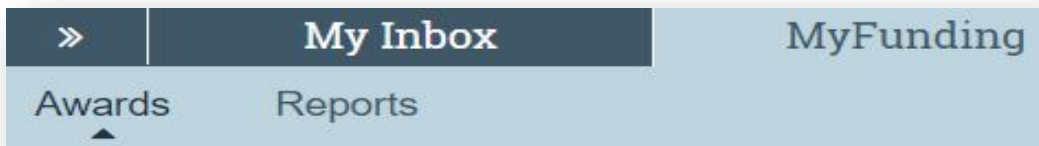
Overview: A ‘Budget Allocation Correction’ amendment/modification should be requested to make corrections to a budget period.

Examples:

1. To correct the total budget amount (i.e. budget activated for \$150,000 that should have been activated for \$15,000).
2. To correct the indirect cost rate (i.e. the indirect cost rate was activated at 50.5% that should have been activated at 56.5%).

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:

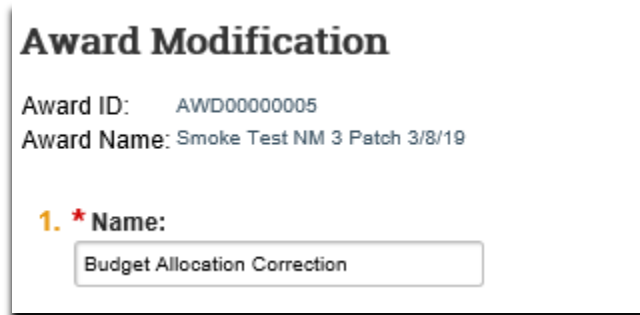


3. Once in the award workspace click on ‘Create Award Modification’:

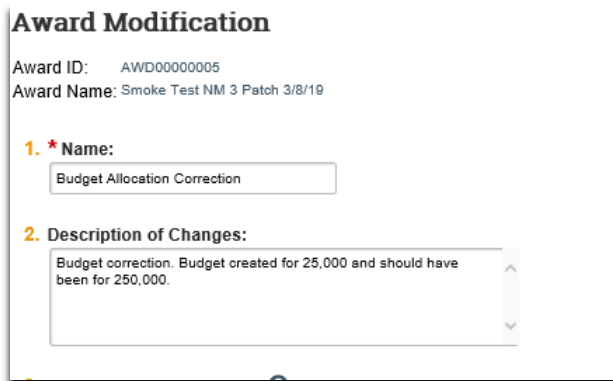


4. On the ‘Award Modification’ page enter the following information:

- a. Enter a ‘Name’ for the amendment/modification that includes ‘Budget Allocation Correction’:



- b. Enter a ‘Description of the Changes’ for the amendment/modification request:



c. Select 'Budget Allocation Correction' as the 'Modification Type':

Award Modification


Award ID: AWD00000005
Award Name: Smoke Test NM 3 Patch 3/8/19

1. * Name:

2. Description of Changes:

3. Sponsor's Modification ID: ?

4. * Select Modification Type: ?
 Revision | Supplement
 Continuation
 Budget Allocation Correction
 Demographic Changes Only
[Clear](#)



d. Select an 'Effective Date' and click 'Continue':

Award Modification

Award ID: AWD00000005
Award Name: Smoke Test NM 3 Patch 3/8/19

1. * Name:


2. Description of Changes:


3. Sponsor's Modification ID: ?

4. * Select Modification Type: ?
 Revision | Supplement
 Continuation
 Budget Allocation Correction
 Demographic Changes Only
[Clear](#)

5. Select demographic changes: ?
 Sponsor Change
 Other Changes (T&C, Compliance Update, etc.)

6. * Will this modification affect any Subaward? ?
 Yes No [Clear](#)

7. Effective Date:
 



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5. On the 'Financial Setup' page, click 'Continue'.
6. On the 'Related Items' page, click 'Continue'.
7. On the 'Budget Allocations' page, click the 'Update' button in the 'Action' column for the allocation that will be updated:

Budget Allocations

1. Budget Allocations: [Add](#)

Name	Action	Start Date	End Date	Authorization	Authorized Amount	Award Amount
National Institutes of Health Award Period 1	[Modified by AWD00000005-MOD000]	6/1/2019	5/31/2020	Authorized by Sponsor	\$11,000	\$15,000
National Institutes of Health Award Period 2	[Update]	6/1/2020	5/31/2021	Authorized by Sponsor	\$0	(\$228,750)
National Institutes of Health Award Period 3	[Update]	6/1/2021	5/31/2022	Not Authorized	\$0	\$0
Subaccount 1 Award Period 2	[Update]	6/1/2020	5/31/2021	Authorized by Sponsor	\$0	\$5,500
Subaccount 1 Award Period 3	[Update]	6/1/2021	5/31/2022	Not Authorized	\$0	\$0
Subaccount 1- Christine McClure 10050	[Modified by AWD00000005-MOD000]	6/1/2019	5/31/2020	Authorized by Sponsor	\$2,100	\$2,100

2. Edit updated allocations: [Add](#)

Name	Type	Funding Allocation	Description
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3. Edit new allocations: [Add](#)

Name	Start Date	End Date	Authorization	Authorized Amount	Award Amount
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8. Once in the 'Add or Edit Funding Action' screen enter the following:
 - a. 'Incremental direct amount' being added or subtracted to the allocation
 - b. 'Incremental indirect amount' being added or subtracted to the allocation
 - c. New 'Indirect Rate' (if applicable)
 - d. New 'Indirect Cost Base Type' (if applicable)

[Clear](#)

15. Current authorized direct amount:
\$0

Incremental direct amount:
\$200,000

16. Current authorized indirect amount:
\$0

Incremental indirect amount:
\$25,000

17. Current authorized total:
\$0

New authorized total:
\$225,000

18. Current indirect rate: (%)
50.5

New indirect rate: (%)

19. Current indirect cost base type:
MTDC

* New indirect cost base type:
MTDC

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e. Once complete, click 'OK'.

9. On the 'Award/Authorized Budget Reconciliation' (formerly the Form 0202) page click 'Continue' (the department completes this step):

Award / Authorized Budget Reconciliation

All Allocations		Current Allocation	
Total Sponsor Awarded to Date	\$165,700	Total Sponsor Awarded	\$0
Total Reconciled to Date	\$141,700	Total Reconciled	\$0
Difference	\$25,000	Difference	\$0

Select the Budget Allocation to display:

1 Included in indirect base

Navigation: Back Save Exit Hide/Show Errors Print Jump To Continue

10. On the 'Personnel' page, click 'Continue' (the department completes this step):

Personnel

Navigation: Back Save Exit Hide/Show Errors Print Jump To Continue

11. On the 'Completed Award Modification' page click 'Finish':

MyFunding

Edit: Award Change - AWD00000005-MOD002

You Are Here: M.F.F. Supplement 14604.02 Revision/Supplement/Amendment

Completed Award Modification

In the toolbar, select "Hide / Show Errors" to validate that the form is complete. Update any errors or incomplete sections.

To complete this component of the award set-up process, please click the Finish button on the right and execute the Notify Award Editors activity, which should allow the department to access the award and complete the budget and compliance components of the award.

Navigation: Back Save Exit Hide/Show Errors Print Jump To Finish

12. In the modification workspace click on the 'Parent Award' title to return to the main award workspace:

Draft NGA Revised

AWD00000005-MOD021 Modification

Parent Award: AWD00000005

Description: Adding year 2 funds and funding the end date

Effective Date: 2/1/2019

Direct Sponsor: National Institutes of Health

Specialist: Christine McClure

School: SVC Research

Approving Dept./Center/Institute: Office of Research

History: Administrative Changes Terms And Conditions Funding Actions Personnel Compliance

No data to display.

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13. In the award workspace click 'Email Award Editors' to notify the specialist that the award amendment/modification has been updated:

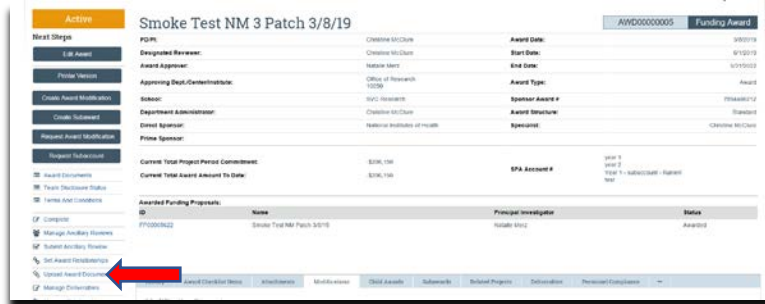
The screenshot shows the 'Smoke Test NM 3 Patch 3/8/19' award workspace. The left-hand navigation menu includes options such as 'Email Award Editors', 'Email SFA', and 'Email Specialist'. A red arrow points to the 'Email Award Editors' option. The main area displays award details, including 'Award Date', 'Start Date', 'End Date', 'Award Type', 'Sponsor Award #', and 'Award Structure'. Below this is a table of 'Awarded Funding Proposals' and a 'History' section with columns for 'Activity', 'Author', and 'Activity Date'. The 'History' table shows several entries related to 'Award Change Approval', 'Award Editors', and 'Testing award editors usability'.

What should be attached by the department (if it was not included with the 'Modification Request')?

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 (if applicable)
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:

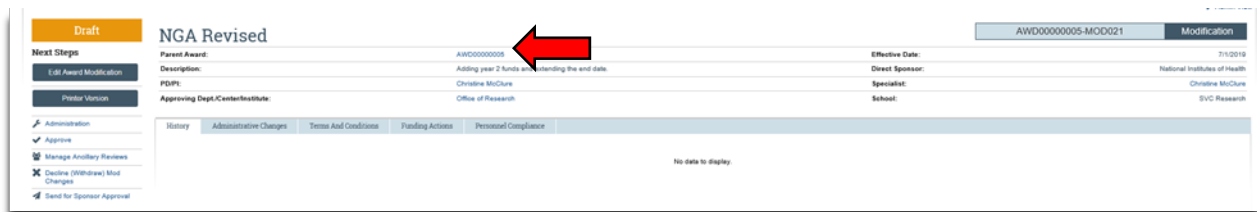


What's Next?

1. The department administrator will review the award amendment/modification enter the budget information and will 'Email Specialist' when the amendment/modification is completed.
2. Upon return to the specialist, the specialist should review the amendment/modification to ensure the budget is balanced and all required documents are attached.
3. Once the amendment/modification is approved/completed the specialist clicks 'Approve' in the modification workspace:



4. The specialist returns to the main award workspace by clicking the 'Parent Award' title:



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- In the award workspace the specialist clicks 'Email SPA' to send the required documents to Sponsored Projects Accounting (SPA):

The screenshot displays the 'Smoke Test NM 3 Patch 3/8/19' award workspace. The top section includes metadata such as 'Award Date', 'Start Date', 'End Date', 'Award Type', 'Sponsor Award #', 'Award Structure', and 'Specialist'. Below this, there are sections for 'Awarded Funding Proposals' and a detailed activity log. The activity log table has columns for 'Activity', 'Author', and 'Activity Date'. A red arrow points to the 'Email SPA' activity, which was performed by 'Administrator System' on 8/12/19 at 5:55 AM.

- The 'Email SPA' activity will open to allow comments and document to be attached to the activity, then click 'OK' to complete the process:

The 'Email SPA' dialog box is shown with a 'Comments' text area at the top. Below it is the 'Documents' section, which includes an '+ Add' button and a table header 'Name'. The table currently contains the text 'There are no items to display'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons. A red arrow points to the '+ Add' button.