

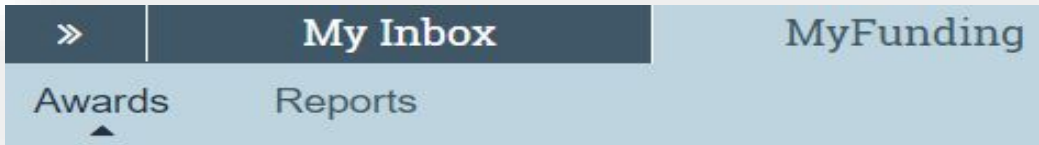
Overview: A ‘Revision/Supplement’ amendment/modification should be completed when a sponsor (such as the NIH) awards additional funding for a revision/supplement proposal to the primary award or a sponsor provides additional funds such as an “add-on”.

Examples:

1. Administrative supplement awarded to the primary notice of award (NOA) and not awarded as a stand-alone NOA.
2. Additional funds provided for clinical trial accrual.

Where to Start

1. Log-in to MyFunding and search for the award in the award 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’ in the workspace:

Specialist-Creating an Amendment/Modification: Revision/Supplement

- In the 'Award Modification' page enter the 'Name' of the modification (include revision/supplement in the name), a 'Description of Changes' (if applicable), select 'Revision/Supplement' as the amendment/modification type, enter an 'Effective Date', and click 'Continue':

- On the 'Financial Setup' page click '+Add' to add a new financial account (if desired) or click 'Continue' to use an existing financial account. If adding a new financial account

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click '+Add' and enter a 'Name' for the new financial account, click 'Ok' then click 'Continue':

Name:
Revision Supplement June 2019

* Required

OK OK and Add Another Cancel

6. Review the information on the 'Related Items' page and click 'Continue':

Related Items

1. Awarded funding proposals / continuations / supplements:

| Name | Principal Investigator | Primary Sponsor | Project State |
|--------------------------|------------------------|---------------------------|---------------|
| MJFF Supplement 14504.02 | Chester Mathis | Michael J. Fox Foundation | Awarded |

New awarded funding proposals / continuations / supplements:

| Name | Principal Investigator | Primary Sponsor | Project State |
|--------------------------------|------------------------|-----------------|---------------|
| There are no items to display. | | | |

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

7. On the 'Budget Allocations' page click 'Add' next to the allocation if the funds will be added to an existing allocation.

Budget Allocations

1. Budget Allocations:

+ Add

| Name | Action | Start Date | End Date | Authorization | Authorized Amount | Award Amount |
|---|--------|------------|-----------|-----------------------|-------------------|--------------|
| Michael J. Fox Foundation Award Period 1 | [Add] | | 1/1/2021 | Authorized by Sponsor | \$50,481 | \$50,481 |
| Subaccount Period #1 - Milos Ikonomovic - 35219 | [Add] | 4/1/2019 | 3/31/2020 | Authorized by Sponsor | \$32,353 | \$57,353 |
| Subaccount Period #1 - William Klunk - 90555 | [Add] | 4/1/2019 | 3/31/2020 | Authorized by Sponsor | \$58,888 | \$58,888 |

2. Edit updated allocations:

| Name | Type | Funding Allocation | Description |
|------|------|--------------------|-------------|
|------|------|--------------------|-------------|

3. Edit new allocations:

| Name | Start Date | End Date | Authorization | Authorized Amount | Award Amount |
|------|------------|----------|---------------|-------------------|--------------|
|------|------------|----------|---------------|-------------------|--------------|

If the funds will not be added to an existing allocation click the '+Add' button to create a new allocation:

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Budget Allocations

1. Budget Allocations: ?

 Add



| Name | Action | Start Date | End Date | Authorization | Authorized Amount | Award Amount |
|---|--------|------------|-----------|-----------------------|-------------------|--------------|
| Michael J. Fox Foundation Award Period 1 | [Add] | 4/1/2019 | 3/31/2021 | Authorized by Sponsor | \$50,481 | \$50,481 |
| Subaccount Period #1 - Miles Ikononovic - 35219 | [Add] | 4/1/2019 | 3/31/2020 | Authorized by Sponsor | \$32,353 | \$57,353 |
| Subaccount Period #1 - William Klunk - 90555 | [Add] | 4/1/2019 | 3/31/2020 | Authorized by Sponsor | \$58,888 | \$58,888 |

2. Edit updated allocations: ?

| Name | Type | Funding Allocation | Description |
|------|------|--------------------|-------------|
|------|------|--------------------|-------------|

3. Edit new allocations: ?

| Name | Start Date | End Date | Authorization | Authorized Amount | Award Amount |
|------|------------|----------|---------------|-------------------|--------------|
|------|------------|----------|---------------|-------------------|--------------|

7. Once the budget allocation is open
 - a. Select the new 'Financial Account' created
 - b. Enter a 'Name' for the new allocation
 - c. Select the 'Associated funding proposal'
 - d. Select the 'PI' for the allocation
 - e. Enter the 'Start and End date' of the allocation
 - f. 'Authorize' the allocation
 - g. Enter the 'Indirect cost base type'

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h. Click 'OK', then click 'Continue':

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

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

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

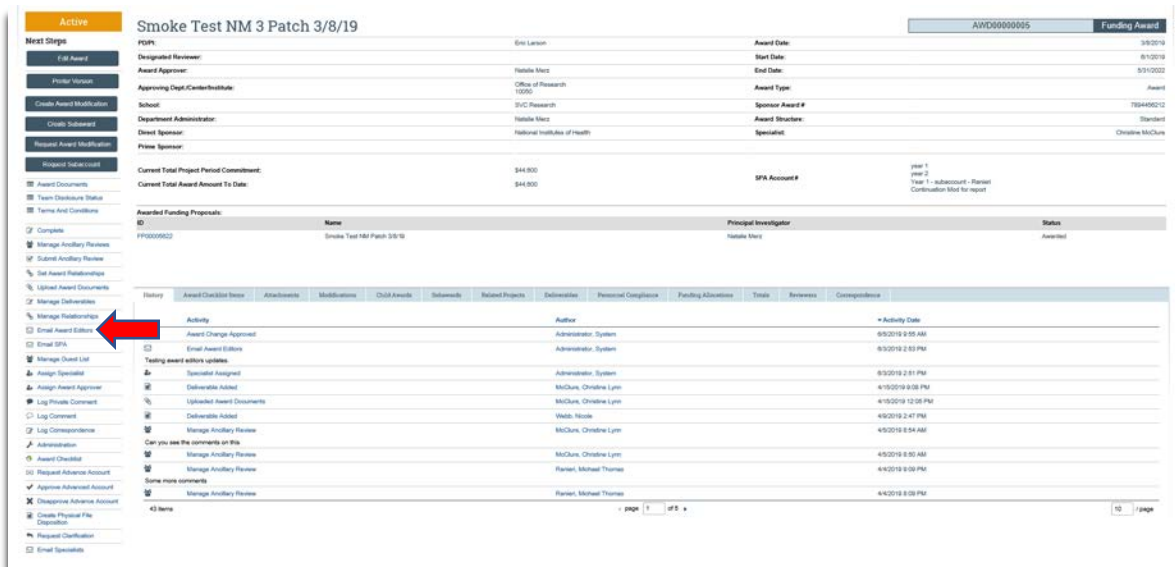
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13. In the modification workspace click on the 'Parent Award' title to return to the main award workspace:



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



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

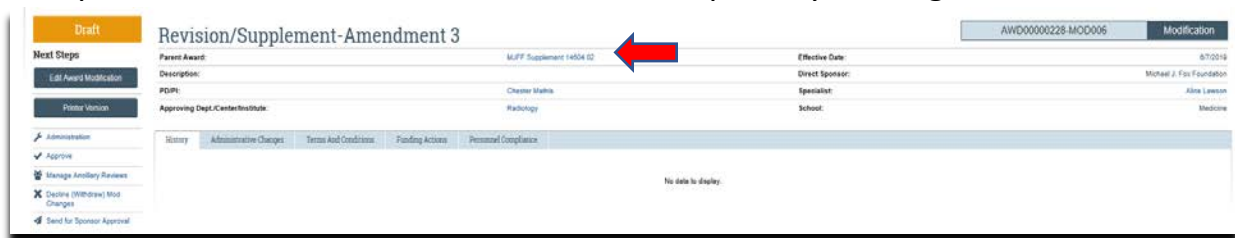
1. Any documents requiring a signature by the Office of Research (OR).
2. Any other school-specific required documents.
3. NOA/sponsor document noting change.

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 completed the specialist clicks 'Approve' in the modification workspace:

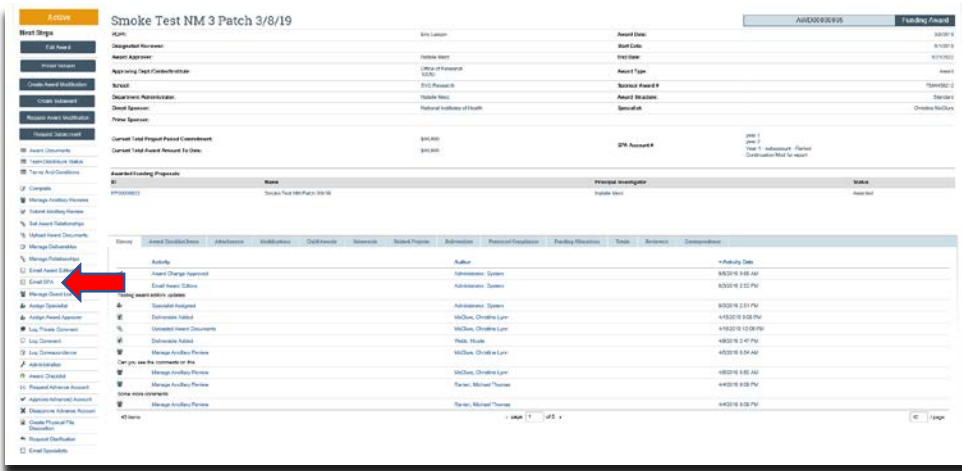


4. The specialist returns to the main award workspace by clicking the 'Parent Award' title:



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



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

