

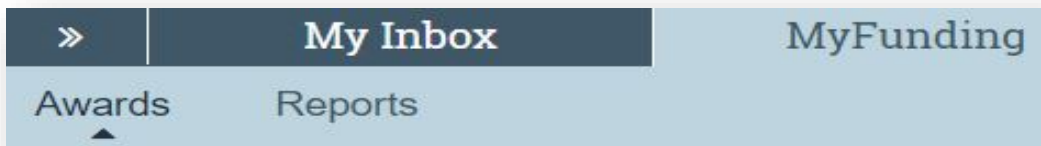
**Overview:** An ‘NGA Revised’ (including subaward/subcontract amendments) amendment/modification request should be requested when a revised Notice of Award (NOA), subaward amendment, and contract amendment is received.

**Examples:**

1. To add or decrease money for a project and change the project period.
2. When a subaward/subcontract amendment is received for year 2 of a project.

**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 ‘NGA Revised’:

**Award Modification**

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

1. \* Name:

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

**Award Modification**

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

1. \* Name:

2. Description of Changes:


c. Select 'NGA Revised' 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  
 NGA Revised   
 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  
 NGA Revised  
 Demographic Changes Only  
[Clear](#)

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

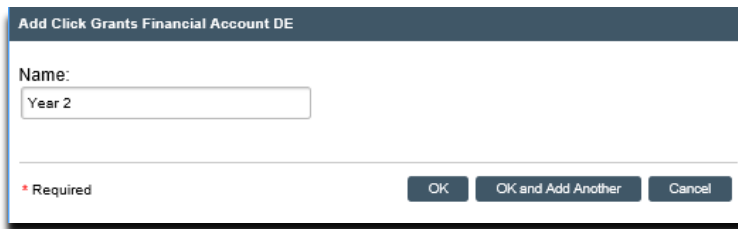
6. \* Will this modification affect any Subaward? ?  
 Yes  No [Clear](#)

7. Effective Date:  
 

5. On the 'Financial Setup' page, click '+Add' to create a new financial account.

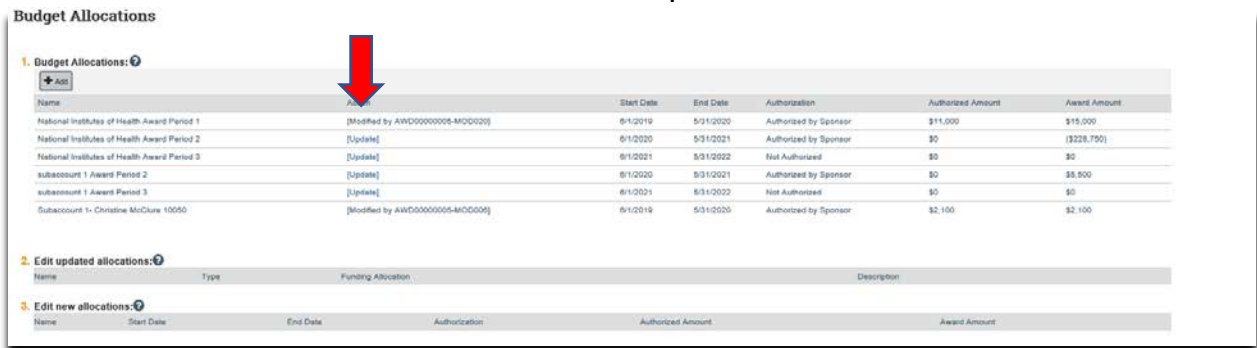


6. Enter a 'Name' for the new financial account and click 'Ok'.



7. On the 'Related Items' page, click 'Continue'.

8. On the 'Budget Allocations' page, click the 'Update' button in the 'Action' column for the allocation that will be updated:



9. Once in the 'Add or Edit Funding Action' screen enter the following:
  - a. New 'PI' (if applicable)
  - b. New 'Start Date' (if applicable)
  - c. New 'End Date' (if applicable)
  - d. 'Incremental direct amount' being added or subtracted to the allocation
  - e. 'Incremental indirect amount' being added or subtracted to the allocation
  - f. New 'Indirect Rate' (if applicable)
  - g. New 'Indirect Cost Base Type' (if applicable)

The screenshot displays a web form for editing a funding action. It includes the following fields and values:

- 10. Current PI:** Natalie Merz
- New PI:** (empty dropdown menu)
- 11. Current start date:** 6/1/2020
- New start date:** (empty date picker)
- 12. Current end date:** 5/31/2021
- New end date:** (empty date picker)
- 13. Sponsor award ID:** 7894456212
- 14. \* Authorized:** Authorized by Sponsor
- 15. Current authorized direct amount:** -\$218,750
- Incremental direct amount:** \$200,000
- 16. Current authorized indirect amount:** -\$10,000
- Incremental indirect amount:** \$20,000
- 17. Current authorized total:** -\$228,750
- New authorized total:** -\$8,750
- 18. Current indirect rate: (%)** 58.5
- New indirect rate: (%)** (empty text box)
- 19. Current indirect cost base type:** MTDC
- \* New indirect cost base type:** MTDC

At the bottom of the form, there is a URL: <http://peris.pitt.edu/Peris/servlet/Rooms/DisplayPage>

- h. Once complete, click 'OK'.

Specialist – Creating an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

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

| All Allocations               |           | Current Allocation    |     |
|-------------------------------|-----------|-----------------------|-----|
| Total Sponsor Awarded to Date | \$166,700 | Total Sponsor Awarded | \$0 |
| Total Reconciled to Date      | \$141,700 | Total Reconciled      | \$0 |
| Difference                    | \$25,000  | Difference            | \$0 |

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

Personnel

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

Completed Award Modification

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

| Parent Award | Description                                   | Effective Date | Direct Sponsor                | Specialist        | Subunit      |
|--------------|---|----------------|-------------------------------|-------------------|--------------|
| AWD0000000   | Adding new 3 funds and updating the end date. | 10/01/19       | National Institutes of Health | Christine McClure | BVC Research |

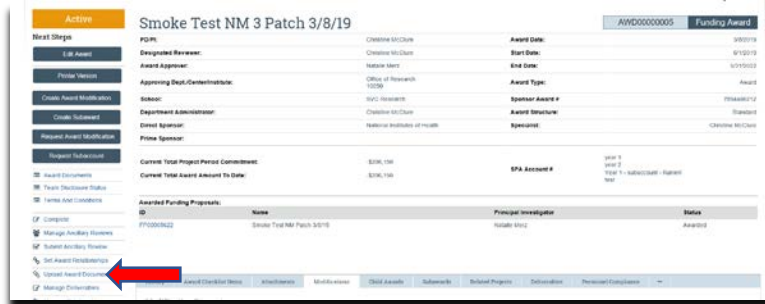
14. In the award workspace click 'Email Award Editors' to notify the specialist that the award amendment/modification has been updated:

**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
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:

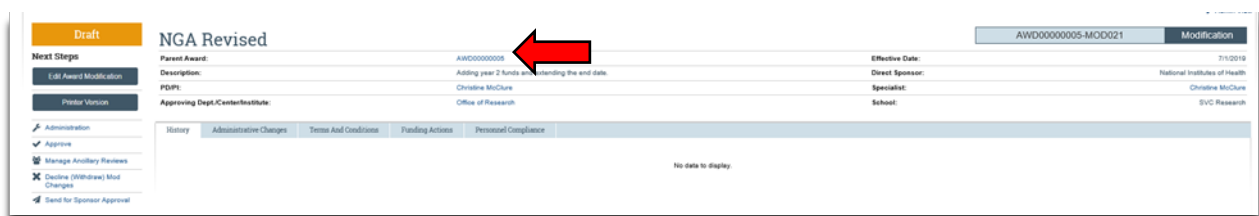


## What's Next?

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. If the amendment/modification requires sponsor approval, the specialist will click ‘Send for Sponsor Approval’.
4. Once the amendment/modification is approved/completed the specialist clicks ‘Approve’ in the modification workspace:

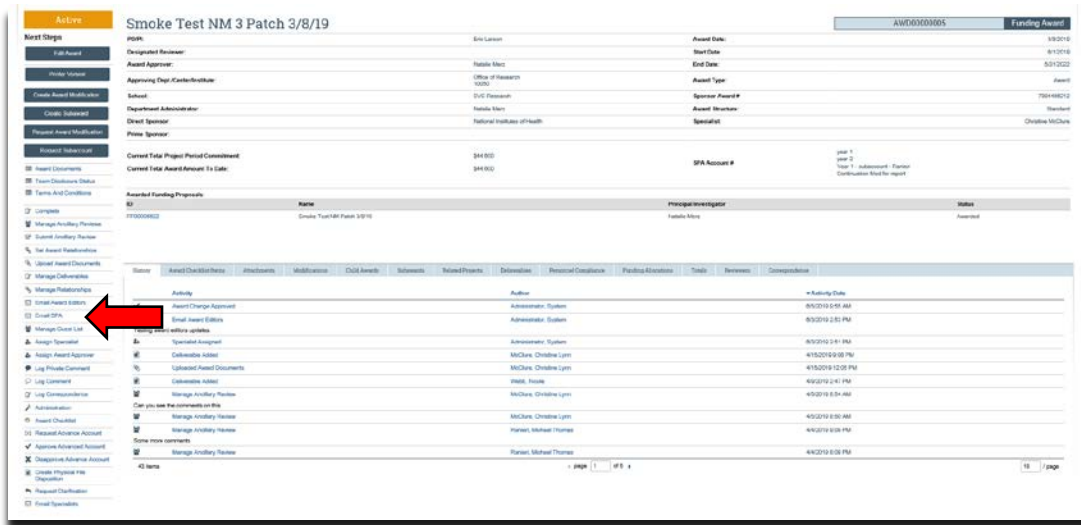


5. The specialist returns to the main award workspace by clicking the ‘Parent Award’ title:





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



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

