

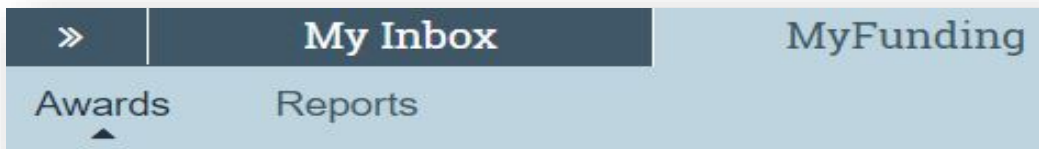
Overview: A ‘Demographic Change’ amendment/modification should be requested to change demographic aspects of the award or project.

Examples:

1. Change to a department point of contact on an award.
2. Changes by the sponsor to demographic information, such as updating the sponsor’s address.

Where to Start

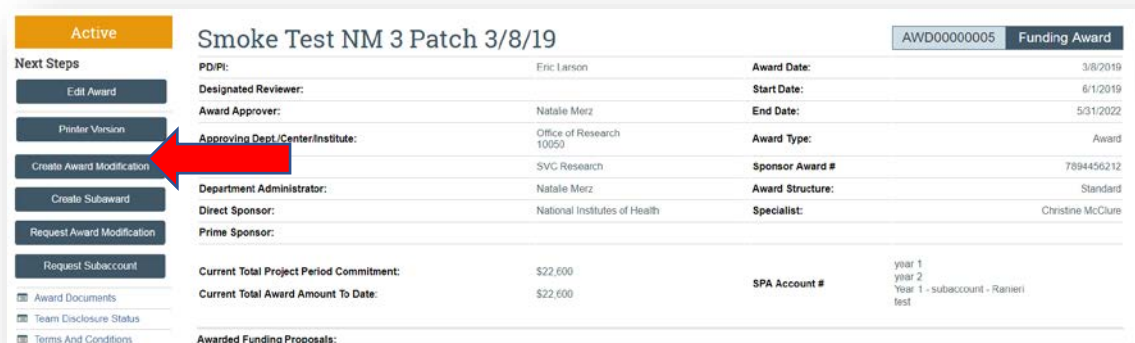
1. Log-in to MyFunding and search for the award in the Awards tab:



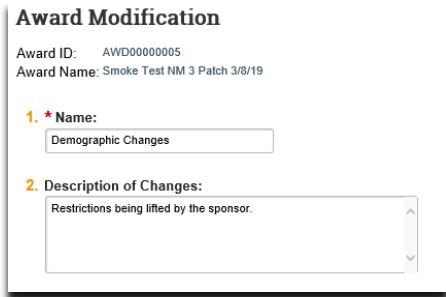
2. Search for the award in the search box and click on the ‘Name’ of the award:



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



3. On the 'Award Modification' page enter the following information:
 - a. Enter a 'Name' for the amendment/modification that includes 'Demographic Change'
 - 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:

4. Select 'Demographic Change' as the 'Modificaiton Type'
5. Select 'Personnel Change' as the 'Demographic Change'

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

- 1. * Name:**
Demographic Changes
- 2. Description of Changes:**
Restrictions being lifted by the sponsor.
- 3. Sponsor's Modification ID:**
7894456212-MOD028
- 4. * Select Modification Type:**
 Revision | Supplement
 No Cost Extension
 Re-budget
 Continuation
 NGA Revised
 Budget Allocation Correction
 Demographic Changes Only
[Clear](#)
- 5. Select demographic changes:**
 Other Changes (T&C, Compliance Update, etc.)

6. Enter an 'Effective Date' and click 'Continue':

7. Effective Date:
7/1/2019

7. On the 'Award Date Changes' page enter the 'New Award Start Date' and 'New Award End Date' (if applicable), and click 'Continue':

Award Date Changes

- 1. Current award start date:**
6/1/2019
New award start date to:
[Calendar icon]
- 2. Current award end date:**
5/31/2022
New award end date to:
[Calendar icon]

8. On the 'Modified Terms & Conditions' page update the 'Award Modification Terms & Conditions' as applicable and click 'Continue':

9. On the 'Compliance Review' page, update the compliance questions as applicable and click 'Continue':

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

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

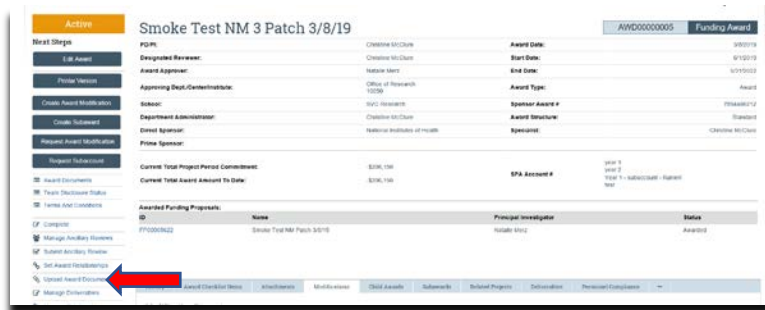


What should be attached by the department (if it was not included with the 'Modification Request')?

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. Compliance approvals (if applicable)

Where do I attach the documents?

Documents should be attached in the award workspace using the 'Upload Award Documents' activity:



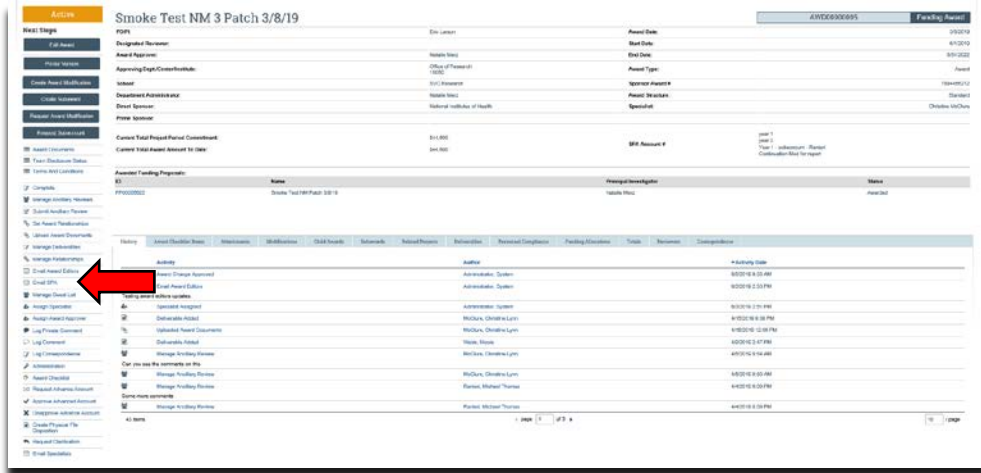
What's Next?

1. If the amendment/modification requires sponsor approval, or is out for signature, the specialist will click 'Send for Sponsor Approval'.
2. Once the amendment/modification is approved/completed the specialist clicks 'Approve' in the modification workspace:

Specialist-Creating an Amendment/Modification: Demographic Changes Only



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



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

