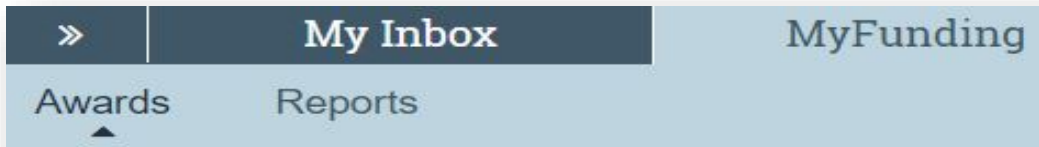


**Overview:** A 'Sponsor Change' amendment/modification should be requested when the sponsors name has on an award.

**Example:** The sponsor's name changes from The American Heart Association to the American Heart Foundation.

### 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 'Sponsor 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:

5. Select 'Demographic Change' as the 'Modificaiton Type'
6. Select 'Sponsor Change' as the 'Demographic Change'
7. Enter an 'Effective Date' and click 'Continue':

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: ?

- Sponsor Change
- Personnel Change
- Other Changes (T&C, Compliance Update, etc.)

7. Effective Date:

8. On the 'Sponsor Change' page, enter the following information:
  - a. 'Change of Direct Sponsor'
  - b. 'Change of Direct Sponsor Award ID' (if applicable)
  - c. 'Change of Prime Sponsor' (if applicable)
  - d. 'Change of Prime Sponsor Award ID' (if applicable)
  - e. 'Change of CFDA' (if applicable)
  - f. 'Change of NIH Document Number' (if applicable)
  - g. 'Change of FAIN Number' (if applicable)

**Sponsor Change**

1. Current direct sponsor:  
National Institutes of Health  
Change direct sponsor to:

2. Current direct sponsor award ID:  
7894456212  
Change direct sponsor award ID to:

3. Current prime sponsor:  
Change prime sponsor to:

4. Current prime sponsor award ID:  
Change prime sponsor award ID to:

5. Current CFDA:  
Change CFDA to:

6. Current NIH document #:  
Change NIH document # to:

7. Current FAIN:  
Change FAIN to:

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

**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.

Save Edit Hide/Show Errors Print Jump To **Finish**

## Specialist-Creating an Amendment/Modification: Sponsor Change

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

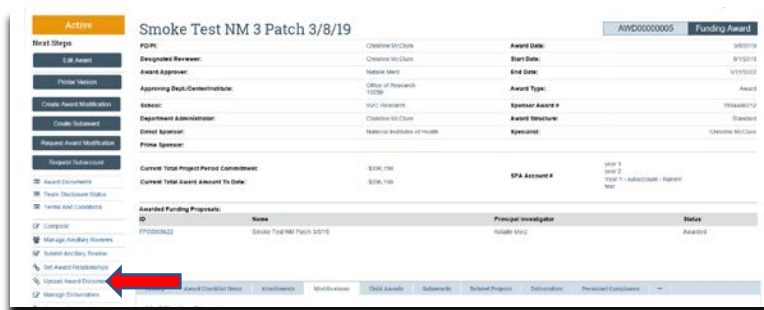


**What should be attached by the department (if it was not included with the 'Modification Request')?**

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)

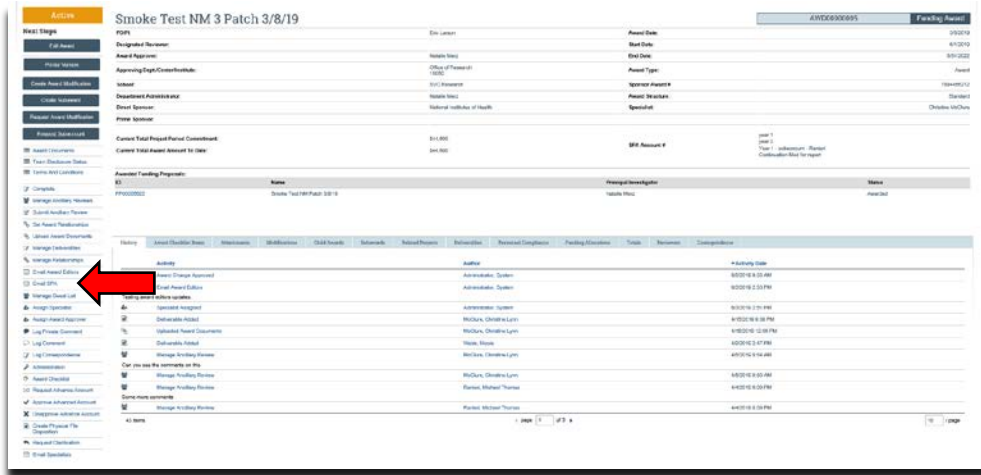
**Where do I attach the documents?**

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



## What's Next?

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



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

