

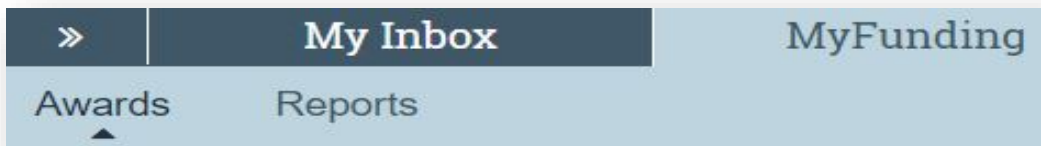
Overview: An 'Early Termination' amendment/modification request should be requested to end (close) an award early.

Examples:

- A) A Principal Investigator (PI) accepts another award and must terminate one award to accept another.
- B) A PI leaves the University of Pittsburgh to move to another institution and is transferring the award to the new institution.

Where to Start

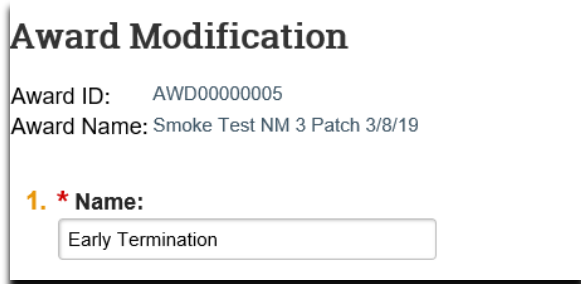
1. Log-in to MyFunding and search for the award in the Awards tab:



2. Once in the award workspace click on 'Create Award Modification':



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

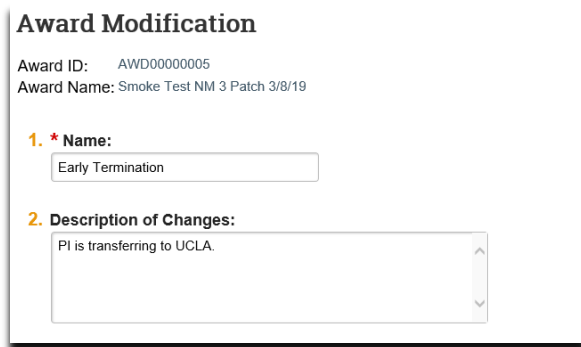


Award Modification

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:

- a. Select 'Early Termination' as the 'Modification Type'
 - b. Select an 'Effective Date' and click 'Continue':

Specialist-Creating an Amendment/Modification: Early Termination

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
 No Cost Extension
 Re-budget
 Continuation
 NGA Revised
 Budget Allocation Correction
 Early Termination
 Demographic Changes Only
[Clear](#)

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

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

4. On the 'Early Termination' page enter the following:
 - a. The 'Reason' for the Early Termination
 - b. If 'Transferring Out' is the reason enter the institution where the award is transferring to
 - c. Click 'Continue'

Early Termination

1. * Select early termination reason:
 Transfer Out
 Fund Next Competing Segment
 Accept Other Award
 Termination Without Future Years
 PI / Fellow Left Institution
 Other (explain below)
[Clear](#)

2. If award is being transferred to another institution, enter the name here:

3. Attach any documents relevant to this termination:

Name	Version
There are no items to display	

Specialist-Creating an Amendment/Modification: Early Termination

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



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

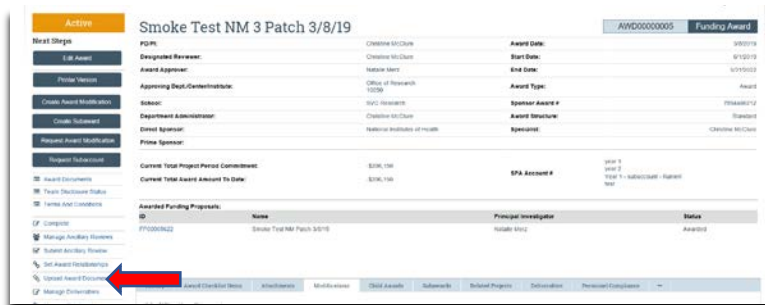


What should be attached by the department (if it was not included with the 'Modification Request')?

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)

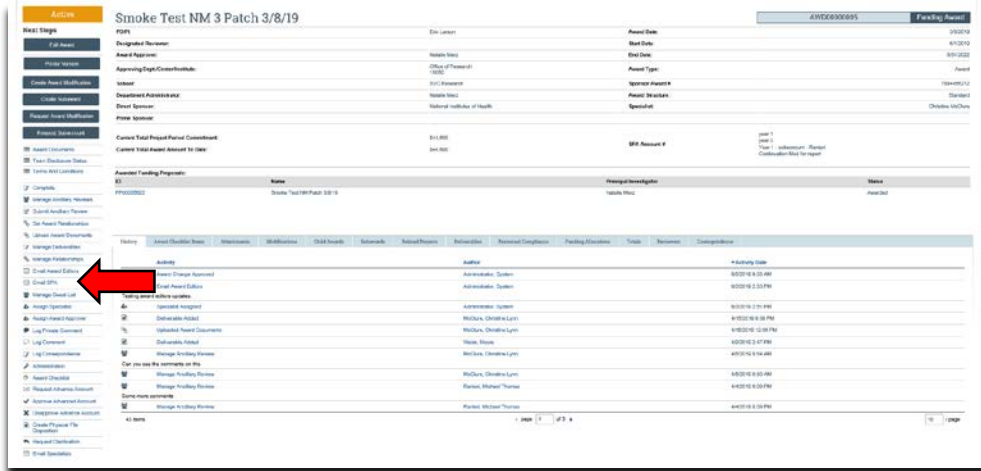
Where do I attach the documents?

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:

