

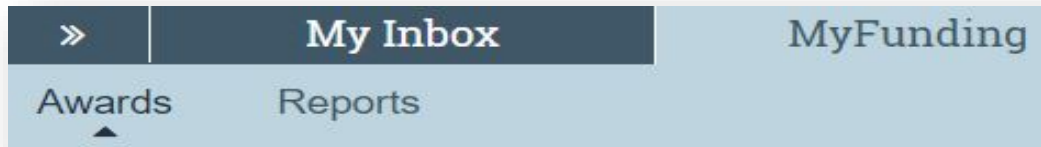
Overview: A 'Carryover' amendment/modification should be requested to move funds from one budget period to another budget period.

Examples:

- 1. The Notice of Award (NOA) allows for automatic carryover. Period 1 has \$100,000 remaining due to staff vacancies and needs moved to period 2.
- 2. Period 1 has \$100,000 remaining due to staff vacancies and has been approved by the sponsor to move into period 2.

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':

Active Smoke Test NM 3 Patch 3/8/19 AWD00000005 Funding Award

Next Steps

- Edit Award
- Printer Version
- Create Award Modification**
- Create Subaward
- Request Award Modification
- Request Subaccount

PD/PI: Eric Larson **Award Date:** 3/8/2019

Designated Reviewer: **Start Date:** 6/1/2019

Award Approver: Natalie Merz **End Date:** 5/31/2022

Approving Dept./Center/Institute: Office of Research 10050 **Award Type:** Award

SVC Research **Sponsor Award #** 7894456212

Department Administrator: Natalie Merz **Award Structure:** Standard

Direct Sponsor: National Institutes of Health **Specialist:** Christine McClure

Prime Sponsor:

Current Total Project Period Commitment: \$22,600 **SPA Account #** year 1

Current Total Award Amount To Date: \$22,600 Year 2

Year 1 - subaccount - Ranieri test

Awarded Funding Proposals:

4. On the 'Award Modification' page enter the following information:

a. Enter a 'Name' for the amendment/modification that includes 'Carryover':

Award Modification

Award ID: AWD00000260
Award Name: Combined Immunologic Approaches to Cure HIV-1 (Clinical SRS) - Continuation

1. * Name:

b. Enter a 'Description of the Changes' for the amendment/modification request:

Award Modification

Award ID: AWD00000260
Award Name: Combined Immunologic Approaches to Cure HIV-1 (Clinical SRS) - Continuation

1. * Name:

2. Description of Changes:

c. Select 'Carryover' as the 'Modification Type':

Award Modification

Award ID: AWD00000260
Award Name: Combined Immunologic Approaches to Cure HIV-1 (Clinical SRS) - Continuation

1. * Name:


2. Description of Changes:

3. Sponsor's Modification ID: ?

4. * Select Modification Type: ?

- Revision | Supplement
- No Cost Extension
- Re-budget
- Continuation
- Carryover
- NGA Revised
- Budget Allocation Correction
- Early Termination
- Demographic Changes Only
- Subaccount Request

[Clear](#)



d. Select an 'Effective Date' and click 'Continue':

Award Modification

Award ID: AWD00000260
Award Name: Combined Immunologic Approaches to Cure HIV-1 (Clinical SRS) - Continuation

1. * Name:

2. Description of Changes:

3. Sponsor's Modification ID: ?

4. * Select Modification Type: ?

- Revision | Supplement
- No Cost Extension
- Re-budget
- Continuation
- Carryover
- NGA Revised
- Budget Allocation Correction
- Early Termination
- Demographic Changes Only
- Subaccount Request

[Clear](#)


5. Select demographic changes: ?

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

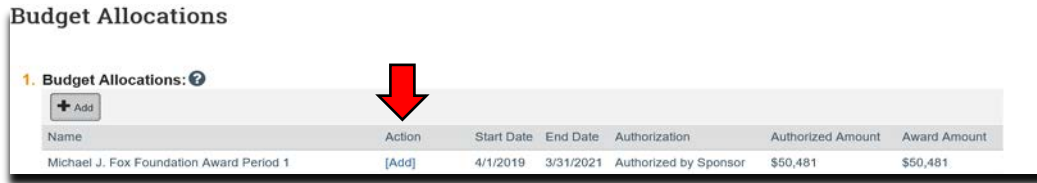
6. * Will this modification affect any Subaward? ?

Yes No [Clear](#)

7. Effective Date:



5. On the 'Financial Setup' page, click 'Continue'.
6. On the 'Budget Allocations' page, click the 'Add' button in the 'Action' column to reduce the allocation where the money is coming from:



7. Once in the 'Add or Edit Funding Action' screen enter the following:
 - a. The amount of direct costs the allocation is being reduced by into the 'Incremental direct amount' field.
 - b. The amount of indirect costs the allocation is being reduced by into the 'Incremental indirect amount' field.

15. Current authorized direct amount:
\$40,385

Incremental direct amount:
-\$5,000

16. Current authorized indirect amount:
\$10,096

Incremental indirect amount:
-\$500

17. Current authorized total:
\$50,481

New authorized total:
\$44,981

18. Current indirect rate: (%)
25

New indirect rate: (%)

- c. Then click 'Ok'.

8. On the 'Budget Allocations' page, click the 'Add' button in the 'Action' column to increase the allocation where the money is going to:

1. Budget Allocations: ?

Name	Action	Start Date	End Date	Authorization	Authorized Amount	Award Amount
Michael J. Fox Foundation Award Period 1	[Edit Action Below]	4/1/2019	3/31/2021	Authorized by Sponsor	\$50,481	\$50,481
Michael J. Fox Foundation Award Period 2	[Cannot Edit]	4/1/2021	3/31/2022	Authorized by Sponsor	\$0	\$27,500
Revision Supplement Allocation	[Cannot Edit]	4/1/2019	3/31/2021	Not Authorized	\$0	\$0
Subaccount Period #1 - Milos Ikonovic - 35219	[Add]	4/1/2019	3/31/2020	Authorized by Sponsor	\$32,353	\$57,353

9. Once in the 'Add or Edit Funding Action' screen enter the following:
- a. The amount of direct costs the allocation is being increased by into the 'Incremental direct amount' field.
 - b. The amount of indirect costs the allocation is being increased by into the 'Incremental indirect amount' field.

15. Current authorized direct amount:

Incremental direct amount:

16. Current authorized indirect amount:

Incremental indirect amount:

Note: The allocations should both match (i.e. if allocation 1 is reduced by 5,000, allocation 2 should be increase by 5,000).

- c. Then click 'Ok'.

Specialist - Creating an Amendment/Modification: Carryover

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



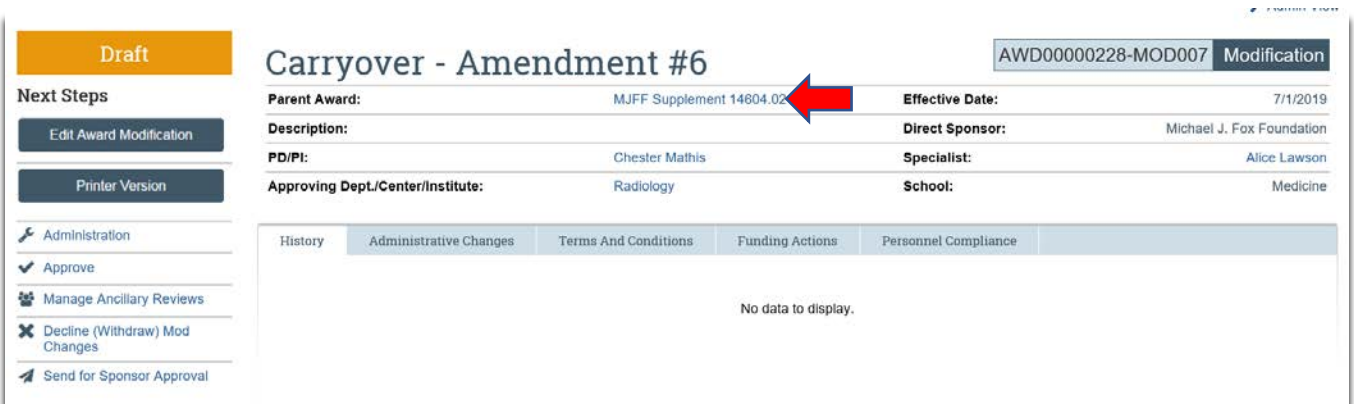
11. On the 'Personnel' page, click 'Continue' (the department completes this step):



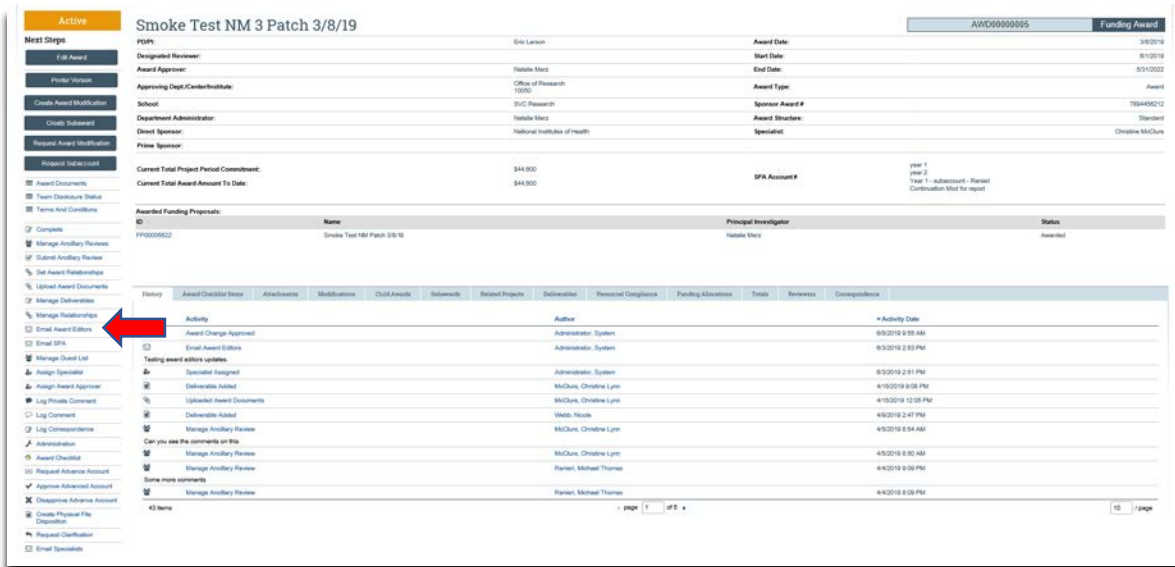
12. On the 'Completed Award Modification' page click 'Finish':



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:

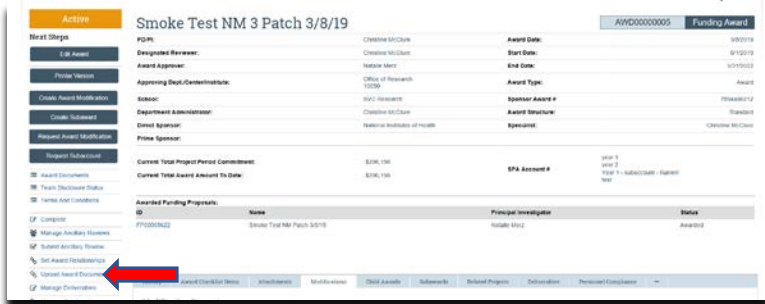


What should be attached by the department (if it was not included with the 'Modification Request')?

1. Any documents requiring signature by the Office of Research (OR)
2. Any other school-specific required documents
3. A Budget Modification Request (BMR) for Sponsored Projects Accounting (SPA)
4. NOA/sponsor document noting change
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:



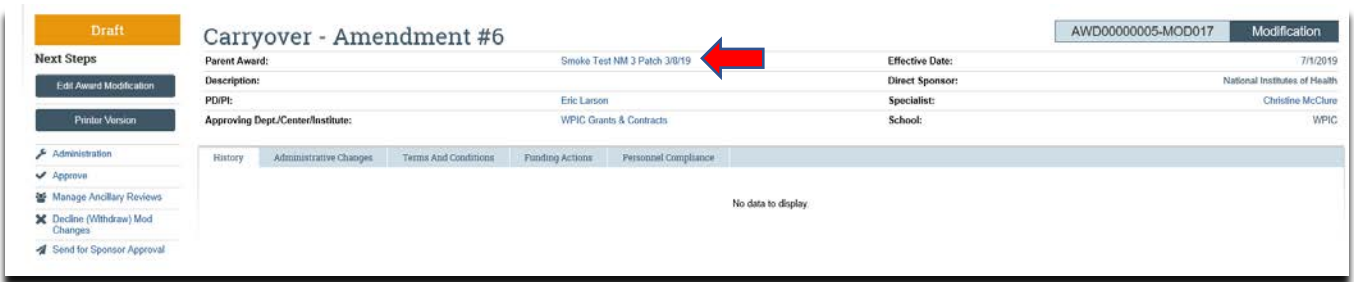
What's Next?

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

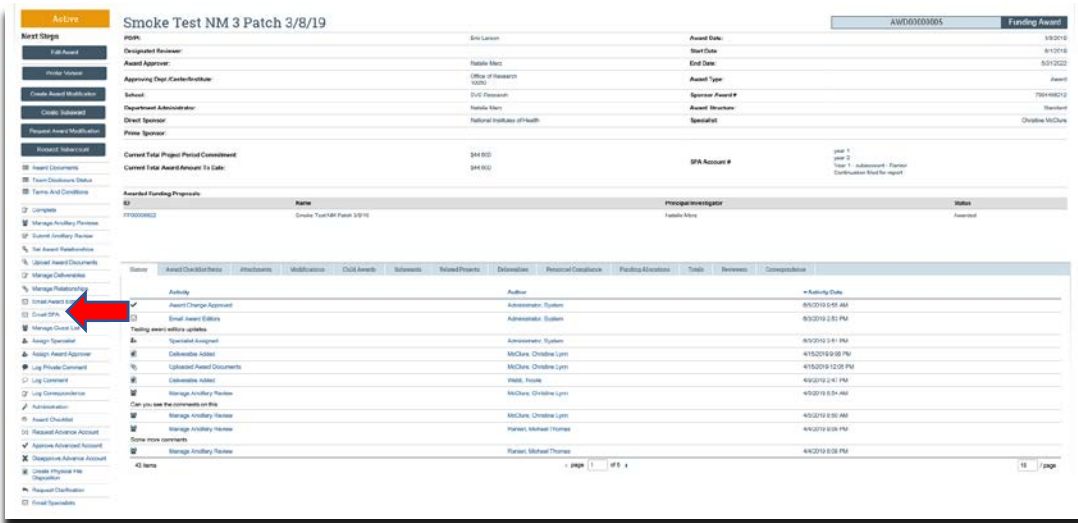


Specialist - Creating an Amendment/Modification: Carryover

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



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



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

