



Updating a New Award

1. Log-into MyFunding and search for the award in the Awards tab and select the Name. Select Edit Award.
2. Review and enter data for each award smartform. Some data may automatically be entered from the related Funding Proposal or updated by the Specialist.

The Financial Setup SmartForm

1. Review, complete, and if necessary, edit the Financial Account created by MyFunding by selecting Update. The Financial Account includes the name, description, start and end date, PI, responsible unit, indirect cost rate type, indirect cost base type, and if it is active.

*** Financial accounts:**

[+ Add](#)

Name	PI	Responsible Unit	IDC Rate Type	IDC Base	Active
Test title 7/18/23	Natalie Kaczmarek	Office of Sponsored Programs	On Campus	MTDC	True

[Update](#) [Copy](#) [✖](#)

The Budget Allocations SmartForm

1. Review and edit a Budget Allocation by selecting its Name. The budget allocation includes the financial account, period number, if the allocation includes cost share, direct and indirect costs, and the indirect rate.

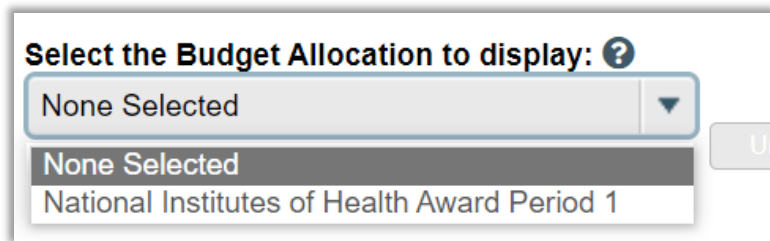
Add / edit and remove bud

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Financial Account Name	Period Number	Name
	1	Pittsburgh Curling Club Award Period 1

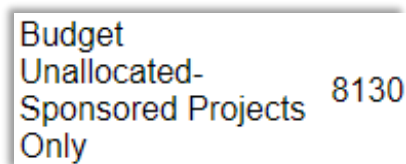
The Budget Reconciliation SmartForm

1. Use the menu 'Select the Budget Allocation to display' to designate the period to be reconciled.



A screenshot of a web form titled "Select the Budget Allocation to display: ?". Below the title is a dropdown menu with "None Selected" as the current selection. The dropdown is open, showing two options: "None Selected" and "National Institutes of Health Award Period 1". To the right of the dropdown is a button labeled "Un".

2. Complete the budget reconciliation. All funds should be entered into the **Budget Unallocated-Sponsored Projects Only 8130** subcode. The Difference should be zero after completing the budget reconciliation.



A screenshot of a text input field containing the text "Budget Unallocated-Sponsored Projects Only 8130".

The Personnel SmartForm

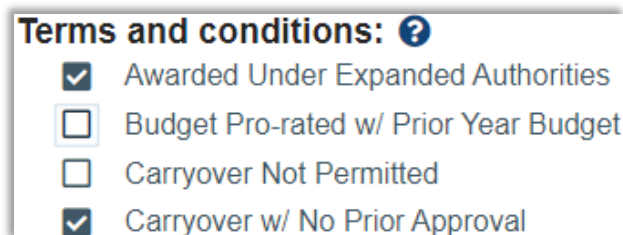
1. Enter all personnel for the project.

The Effort SmartForm

1. This page is to be skipped.

The Terms and Conditions SmartForm

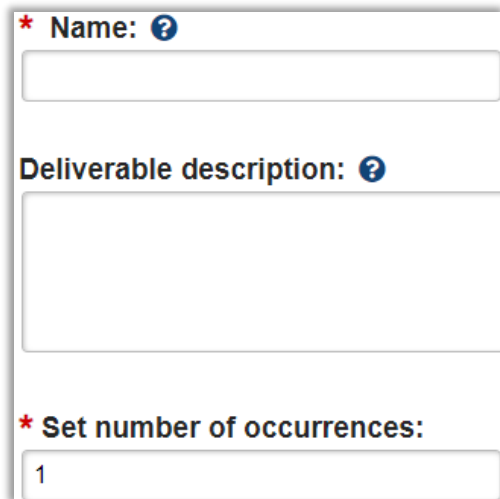
1. Review any terms and conditions and add any special terms and conditions as defined by the sponsor in the official award documents.



A screenshot of a web form titled "Terms and conditions: ?". Below the title are four checkboxes with corresponding text: "Awarded Under Expanded Authorities" (checked), "Budget Pro-rated w/ Prior Year Budget" (unchecked), "Carryover Not Permitted" (unchecked), and "Carryover w/ No Prior Approval" (checked).

The Deliverables SmartForm

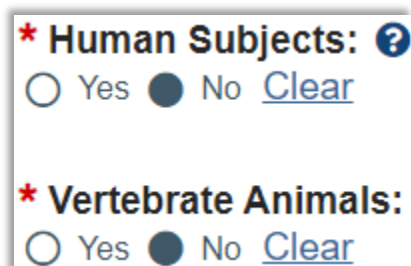
1. Optional at the discretion of the award team.
2. Click Add to define a Deliverable for the Award. Deliverables are activities or work assignments that must be completed to comply with the award's terms and conditions.



A screenshot of a web form titled "Deliverables SmartForm". It contains three main sections: 1. "Name:" with a red asterisk and a help icon, followed by a text input field. 2. "Deliverable description:" with a red asterisk and a help icon, followed by a larger text area. 3. "Set number of occurrences:" with a red asterisk, followed by a text input field containing the number "1".

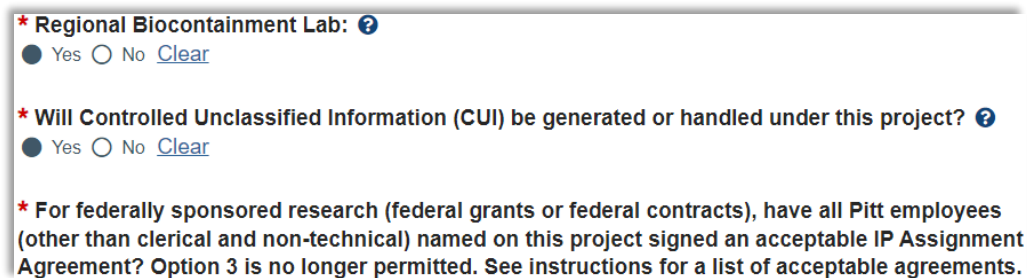
The Compliance Review SmartForm

1. Review and update the inclusion of Human Subjects, Vertebrate Animals, Recombinant DNA, Hazardous Materials, and Human Stem Cells.



A screenshot of a web form titled "Compliance Review SmartForm". It contains two sections: 1. "Human Subjects:" with a red asterisk and a help icon, followed by radio buttons for "Yes" and "No" (with "No" selected), and a "Clear" link. 2. "Vertebrate Animals:" with a red asterisk and a help icon, followed by radio buttons for "Yes" and "No" (with "No" selected), and a "Clear" link.

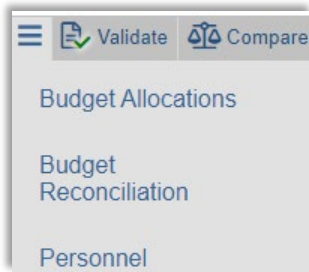
2. Review the selection of the remaining compliance items.



A screenshot of a web form titled "Compliance Review SmartForm". It contains three sections: 1. "Regional Biocontainment Lab:" with a red asterisk and a help icon, followed by radio buttons for "Yes" and "No" (with "Yes" selected), and a "Clear" link. 2. "Will Controlled Unclassified Information (CUI) be generated or handled under this project?" with a red asterisk and a help icon, followed by radio buttons for "Yes" and "No" (with "Yes" selected), and a "Clear" link. 3. "For federally sponsored research (federal grants or federal contracts), have all Pitt employees (other than clerical and non-technical) named on this project signed an acceptable IP Assignment Agreement? Option 3 is no longer permitted. See instructions for a list of acceptable agreements." with a red asterisk.

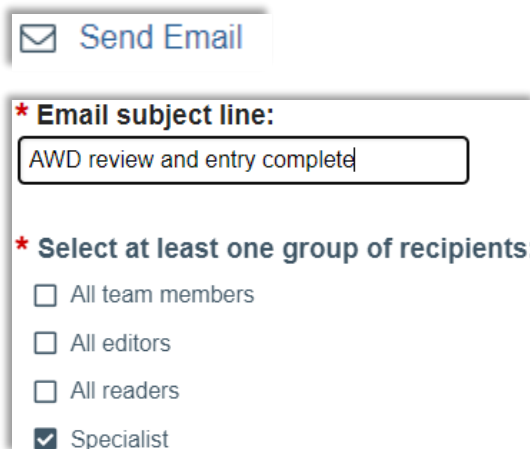
The Complete Award SmartForm

1. Click Validate at the top of the navigation pane to verify that the forms are complete. Update any errors or incomplete sections.



Award Workspace Activities

1. Select Send Email and choose Specialist when the review and tasks are complete.



2. Upload all attachments using the Upload Award Documents activity.



2. Once notified of completion the Specialist will review the award SmartForms. If they are satisfactory the award can be routed to the School for approval and sent to SPA for activation.