



University of Pittsburgh



Quick Reference

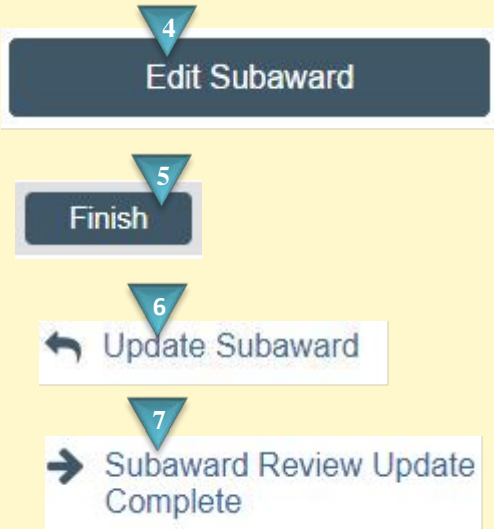
UPDATING A SUBAWARD.....2

Updating a Subaward



The navigation bar shows a dark blue header with a right-pointing arrow and the text "My Inbox". To the right is a teal tab labeled "MyFunding" with a small teal triangle containing the number "2" above it. Below the header are two light blue buttons: "Awards" with an upward-pointing triangle and "Reports".

History	Award Checklist Items	Attachments	Modifications	Child Awards	Subawards
Subawards					
Name	Recipient	State	Start Date		
Subaward 1 (AWD00000049)	Carnegie Mellon University	Draft: Active Award	10/1/2019		



Where to start?

1. Log into MyFunding.
2. Click in the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

How do I update the subaward?

3. Click on the Subaward tab and locate the subaward that will be edited.
4. Click *Edit Subaward*.
5. Edit the subaward. Upload any relevant documents. Click *Finish*.
6. Click *Update Subaward* and provide a description of the changes.

What's Next?

7. Click the *Subaward Review Update Complete* activity. The subaward will be moved back to an Active state.