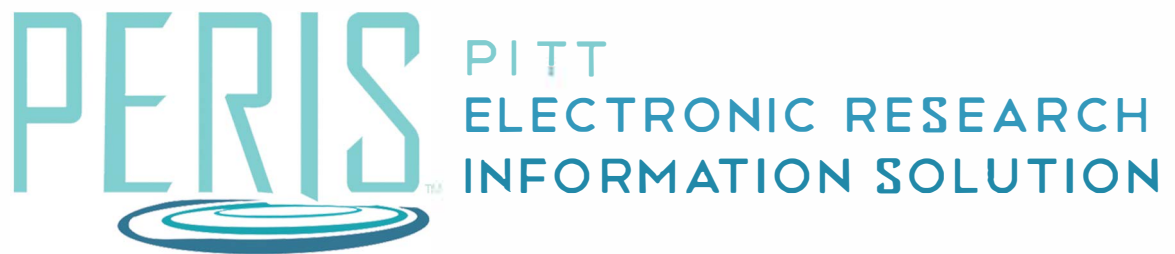




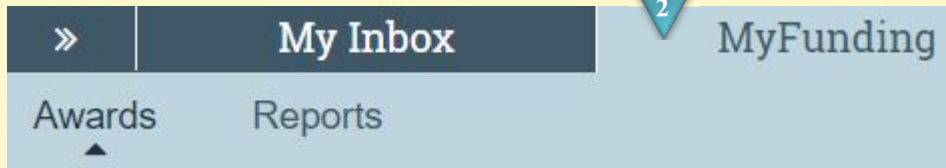
University of Pittsburgh



# Quick Reference

NEW AWARD - DEPARTMENT.....2

# Updating a New Award - Department



## Budget Allocations

1. Add / edit and remove budget allocations: ?

+ Add

Name

Update

National Institutes of Health Award Period 1

5

## Award / Authorized Budget Reconciliation

Select the Budget Allocation to display: ?

National Institutes of Health Award Period 1

Total Sponsor Awarded: ? \$1,000

Total Reconciled: ? \$1,000

Difference: ? \$0

8

Email Specialist

### Where to start?

1. Log in and click the MyFunding tab. Search for the Award under 'Awards'.

### How do I update a New Award?

3. **Review Award SmartForms and make any necessary changes.**
4. On the **Budget Allocations** SmartForm click '*Update*' next to the Name. Review and enter data such as Start and End Dates, Direct & Indirect Costs, Indirect Rates, etc. Click 'Ok'. Complete *all* budget allocations that are being activated. Click 'Continue'.
5. On the **Award/Authorized Budget Reconciliation** SmartForm complete all of the budget reconciliations that are being activated. Create a budget by populating the 'Adjustments' column to get the budget balanced and the "Difference" field in the top right hand corner to become zero. Click *Continue*.
6. On the **Personnel** SmartForm enter all personnel on the budget.
7. Save and Exit SmartForms.
8. Click *Email Specialist* to alert the Office of Research that the budget is complete.