

How do I request an amendment/modification to an award in MyFunding?

At times it may be necessary to amend (modify) an award after an award has been activated. For example, the Principal Investigator (PI) may want to make changes to the key personnel on the project, and the sponsor may require prior approval before this type of amendment/modification can be completed.

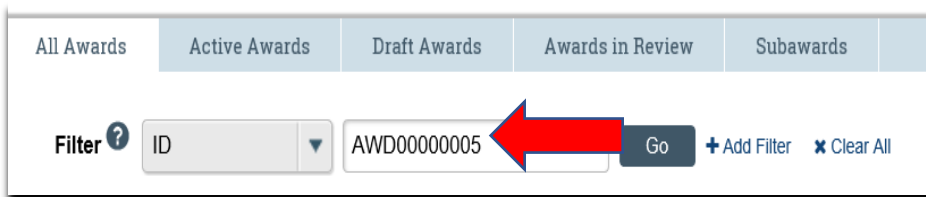
The steps below outline the process for requesting an award amendment/modification in MyFunding.

1. Log into MyFunding:
www.peris.pitt.edu

2. Click on the 'Awards' tab:



3. Enter the award number in the search box and click 'Go':

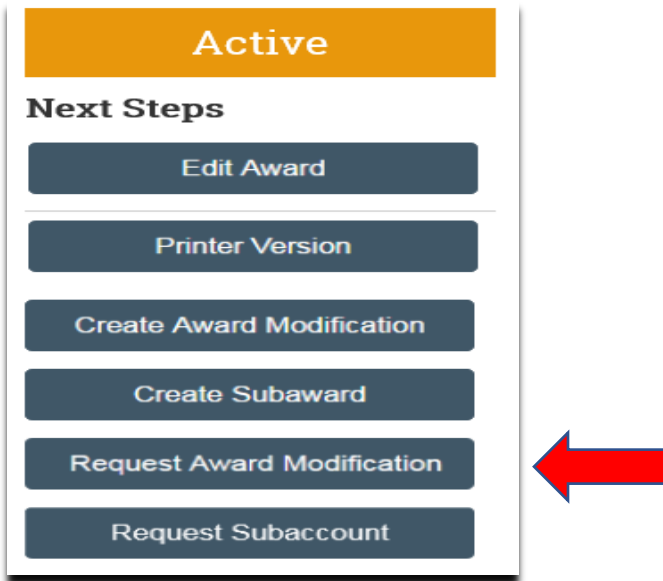


4. Click on the 'Name' of the award

ID	Name	SmartForm	State	PI First Name	PI Last Name
 AWD00000005	Smoke Test NM 3/8/19	[Edit] ▼	Active	Eric	Larson

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5. Click on the 'Request Award Modification' activity:



6. Enter a short title for the modification request, select the 'Modification Type' in question 3, enter any necessary comments into the request form, upload any associated attachments, and then click 'Finish':

The image shows a 'Request Details' form with the following sections:

- 1. Short title:** A text input field containing 'Personnel Change Request'.
- 2. Date requested:** A date picker showing '5/6/2019'.
- 3. Select Modification Type:** A list of radio button options: 'Revision | Supplement', 'No Cost Extension', 'Re-budget', 'Carryover', 'NGA Revised', 'Budget Allocation Correction', 'Early Termination', 'Sponsor Change', 'Personnel Change' (selected), 'Other Changes (T&C, Compliance Update, etc.)', and 'Demographic Changes Only'. A red arrow points to this section.
- 4. Comments:** A large text area for entering comments.
- 5. Supporting Documents:** A section with an 'Add' button and the text 'There are no items to display'.

A 'Finish' button is located at the bottom right of the form.

7. To route the amendment/modification to the Dean's area for approval and submission to the Office of Research, click 'Assign Submitter':

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Draft Personnel Change Request AMR00009995 Modification Request

Edit Modification Request Submitted By: Christine McClure Request Date: 5/8/2018
Specialist: Christine McClure Award: Smoke Test NM 3 Patch 3/8/19 (AWD000000005)

Print Version
Submit to Specialist
Withdraw
Copy
Assign Specialist
Log Comment
Administration
Assign Submitter

History Attachments
No data to display.

8. Select the new submitter (in the Dean's area) and click 'Ok':

Assign Submitter

1. Submitter:
Christine McClure

OK Cancel

At this point, the department's steps for the amendment/modification request are complete. The Dean's area will review and once approved will submit the amendment/modification request to the Office of Research Specialist.

9. When the amendment/modification request is approved by the Specialist in the Office of Research, all listed 'Award Editors' will receive an approval notification from MyFunding.

PERIS PIRELLA GÖTTSCHE LOWE

To: [Christine McClure](#)
Award: [Smoke Test NM 3 Patch 3/8/19](#)
Request: [AMR00000581](#)

An award modification request has been approved by the specialist.

Need Help? E-mail perisproject@pitt.edu or phone 412-624-7400

This e-mail has been sent from an auto-notification that cannot accept incoming mail. **Do not respond to this e-mail.**