

MyFunding Updates

Revised Subaccount Request Process

Users will no longer be required to complete separate subaccount requests when establishing a new award or when completing a modification that includes budget changes. Users can now add the subaccount allocations to the award while the award is in a draft state, without submitting subaccount requests.

Users will only need to complete a subaccount request if the subaccount is being added to the award after the project has been activated.

To access the new Quick Guide for 'How to Set-up a New Award (with subaccounts)', click [here](#).

To access all of the current MyFunding Quick Guides, click [here](#).

New Flow Charts

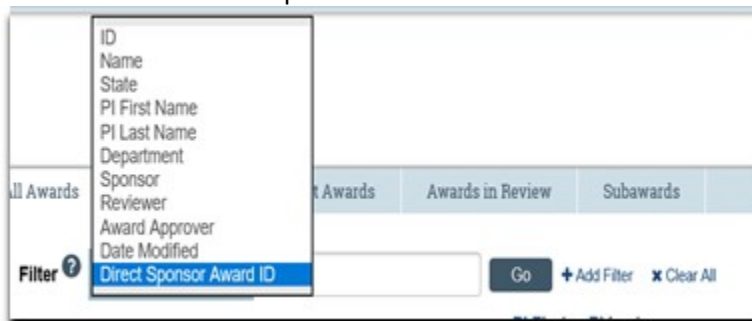
The PERIS™ team has created flow charts to assist users with understanding the process for new awards, and amendments/modifications to awards. To view the flow charts, click the links below.

- To view the Process for Activating a New Award flow chart, click [here](#).
- To view the Process for Amending/Modifying an Award with budget changes flow chart, click [here](#).
- To view the Process for Amending/Modifying an Award without budget changes, click [here](#).

New MyFunding Search Filter

The PERIS™ team has added a new award filter in MyFunding. Award records can now be searched for by users by using the 'Direct Sponsor Award ID' as a filter. To search for a record using the 'Direct Sponsor Award ID' please follow the steps below.

1. Set the filter to 'Direct Sponsor Award ID':



2. Enter all or a portion of the award ID into the search box and click 'Go':

The screenshot shows the 'Active Awards' tab in the PERIS™ system. The filter is set to 'Direct Sponsor' with the value '%R01DA0464'. A red arrow points to the '+ Add Filter' button. The table below lists two awards:

ID	Name	SmartForm	State	PI First Name	PI Last Name	Department	Sponsor	Reviewer	Award Approver	Date Modified	Direct Sponsor Award ID
AWD00000327	Teen Mothers' Prenatal Cannabis Use and Co-Use with Tobacco	[Edit]	Draft	Natacha	DeGenna	WPIC Grants & Contracts	National Institute on Drug Abuse			5/14/2019 4:38 PM	1R01DA04640101A1
AWD00000215	Cocaine Withdrawal, Sleep Regulation, and Melanin-Concentrating Hormone Neurons	[Edit]	Active	Yanhua	Huang	WPIC Grants & Contracts	National Institutes of Health	Bowler	Magness	5/1/2019 9:22 AM	1R01DA04649101A1

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3. Select the appropriate award by clicking on the 'Name' of the award:

The screenshot shows the same list of awards as the previous one. A red arrow points to the 'Name' column header, indicating that users should click on the award name to select it.

Topic Specific Training Sessions

The PERIS™ team is hosting the following topic-specific training sessions. No registration is necessary. Stay tuned for additional sessions to be announced.

Topic	Session Date	Session Time	Session location
Generating a Budget on a New Award	May 29, 2019	3:00-4:30 PM	102 Benedum
Requesting Subaccounts and Generating Subaccount Budgets	June 4, 2019	10:00-11:30 AM	102 Benedum
Questions and Answers	June 11, 2019	10:00-11:30 AM	102 Benedum

For any questions related to the PERIS™ project, using MyFunding, or to arrange training, please email peristeam@pitt.edu, or visit the [project website](#) for more information.

To sign-up for the PERIS™ Listserv, please click [here](#).

To unsubscribe from the PERIS™ Listserv, please click [here](#).