

### Can I update a Modification/Amendment that is in an Approved State in MyFunding?

Modifications are considered to be finalized once they are in an [‘Approved’](#) state. Approved modifications cannot be further modified. Instead, users should create a new modification request to request additional changes to an award. All Modification/Amendment Requests and Modifications/Amendments performed on an award can be found in the ‘Modifications’ tab in the Award Workspace.

Below are the ten ‘Modification/Amendment Request’ types and examples of when to use each type.

Modification/Amendment Request Type	When to Use
<a href="#">Budget Allocation Correction</a>	To make internal corrections to a current budget period (ex: to correct \$1,000 to \$10,000 typo)
<a href="#">Carryover</a>	To carry money forward from one budget period into another. <b>Note:</b> If carryover is part of a continuation, a separate modification will be established by the Specialist for the Continuation funds.
<a href="#">Demographic Changes</a>	To change demographic aspects of the award, such as a change to the sponsor’s physical address
<a href="#">Early Termination</a>	To terminate an award prior to the expected project period end date without a reduction in funds. Please indicate if the budget needs reduced, and the Specialist will establish the appropriate modification.
<a href="#">Revised NGA</a>	To request two or more modifications in one action (ex: carryover and no cost extension)
<a href="#">No-Cost Extension</a>	To extend the end-date of a project without adding additional funds
<a href="#">Other Changes</a>	To change non-financial aspects of the award, such as terms and conditions, or to update compliance aspects of the award
<a href="#">Personnel Changes</a>	To change personnel on a project, such as the Principal Investigator (PI) on a project
<a href="#">Revision/Supplement/Add-on</a>	To add supplemental funds to an existing award
<a href="#">Sponsor Change</a>	To change the legal name of the sponsor

MyFunding Updates: July 24<sup>th</sup>, 2019

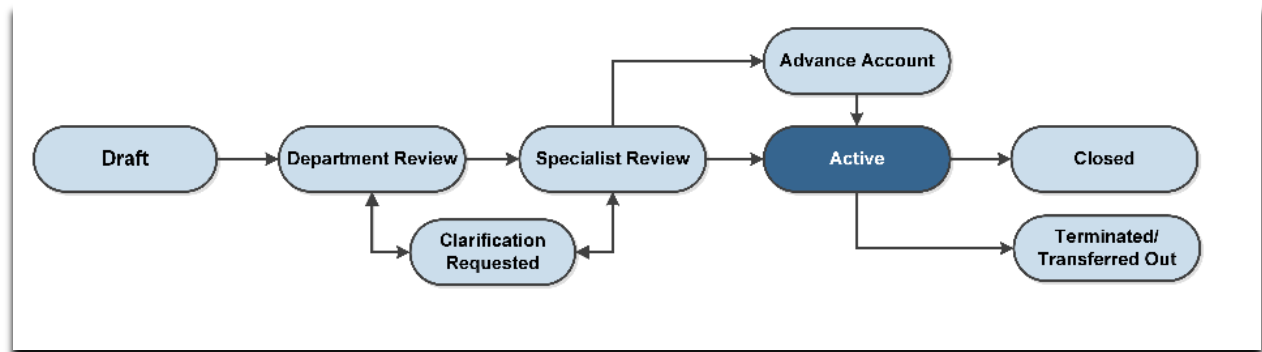
To access the 'Modification/Amendment Request' Quick Guides, please click on the 'Modification/Amendment Type' listed in the table above.

To view all of the Quick Guides, click [here](#).

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### MyFunding Enhancements

The PERIS™ team has enhanced the MyFunding module by including a workflow diagram in the Award Workspace to show where the Award is in the process.



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### Topic-specific Trainings for Research Administrators

Topic-specific trainings are continuing to be scheduled, and no registration is required.

- **MyFunding Proposals Detailed:** July 31, 2019, 10:00-11:30 AM, 102 Benedum

Additional trainings coming soon

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

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

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