

Overview: An ‘Continuation’ amendment/modification request should be requested when amending/modifying and award to add a new year of funding.

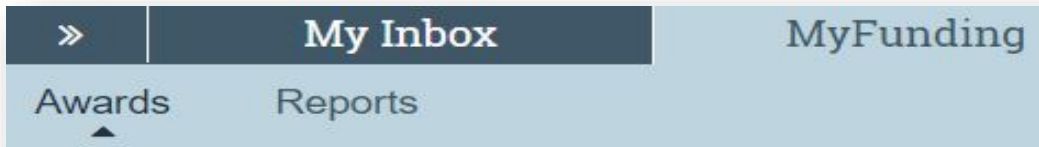
Examples:

1. When the Notice of Award (NOA) for year 2 of a project is received and the account will retain the same account number.
2. When a subaward/subcontract amendment is received for year 2 of a project.

Note: *If the project receives a new account number each year a new a new award MUST be created and released to Sponsored Projects Accounting (SPA). This can be done by awarding against the related funding proposal. A funding proposal can be awarded against as many times as needed.*

Where to Start

1. Log-in to MyFunding and search for the award in the Awards tab:



2. Search for the award in the search box and click on the ‘Name’ of the award:

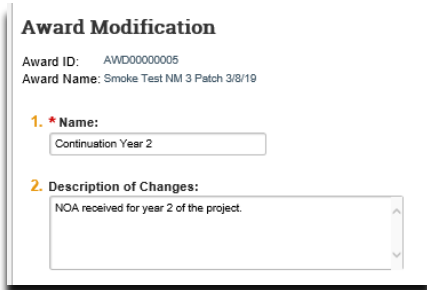


3. Once in the award workspace click on 'Create Award Modification':

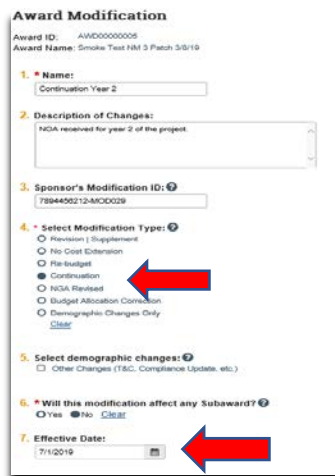


4. On the 'Award Modification' page enter the following information:

- Enter a 'Name' for the amendment/modification that includes 'Continuation':
- Enter a 'Description of the Changes' for the amendment/modification request:



- Select 'Continuation' as the 'Modification Type':
- Select an 'Effective Date' and click 'Continue':



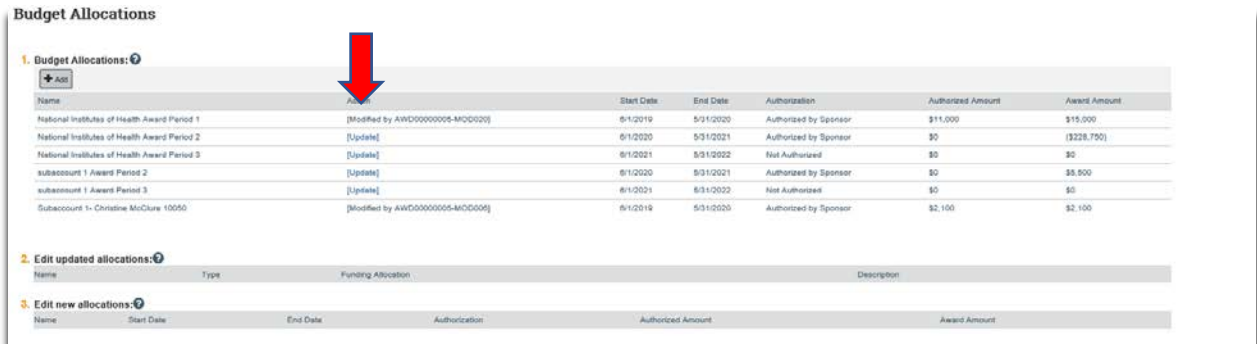
5. On the 'Financial Setup' page, click '+Add' to create a new financial account.



6. Enter a 'Name' for the new financial account and click 'OK'.



7. On the 'Related Items' page, click 'Continue'.
8. On the 'Budget Allocations' page, click the 'Update' button in the 'Action' column for the allocation that will be updated:



9. Once in the 'Add or Edit Funding Action' screen enter the following:
 - a. New 'PI' (if applicable)
 - b. New 'Start Date' (if applicable)
 - c. New 'End Date' (if applicable)
 - d. 'Incremental direct amount' being added or subtracted to the allocation
 - e. 'Incremental indirect amount' being added or subtracted to the allocation
 - f. New 'Indirect Rate' (if applicable)
 - g. New 'Indirect Cost Base Type' (if applicable)

The screenshot displays a web form for editing a funding action. It includes the following fields and values:

- 10. Current PI:** Natalie Merz
- New PI:** (empty text box)
- 11. Current start date:** 6/1/2020
- New start date:** (empty date picker)
- 12. Current end date:** 5/31/2021
- New end date:** (empty date picker)
- 13. Sponsor award ID:** 7894456212
- 14. * Authorized:** Authorized by Sponsor
- 15. Current authorized direct amount:** -\$218,750
- Incremental direct amount:** \$200,000
- 16. Current authorized indirect amount:** -\$10,000
- Incremental indirect amount:** \$20,000
- 17. Current authorized total:** -\$228,750
- New authorized total:** -\$8,750
- 18. Current indirect rate: (%)** 56.5
- New indirect rate: (%)** (empty text box)
- 19. Current indirect cost base type:** MTDC
- * New indirect cost base type:** MTDC

At the bottom, there is a URL: <http://peris.pitt.edu/Peris/servlet/Rooms/DisplayPage>

- h. Once complete, click 'OK'.

Specialist – Creating an Amendment/Modification: Continuation

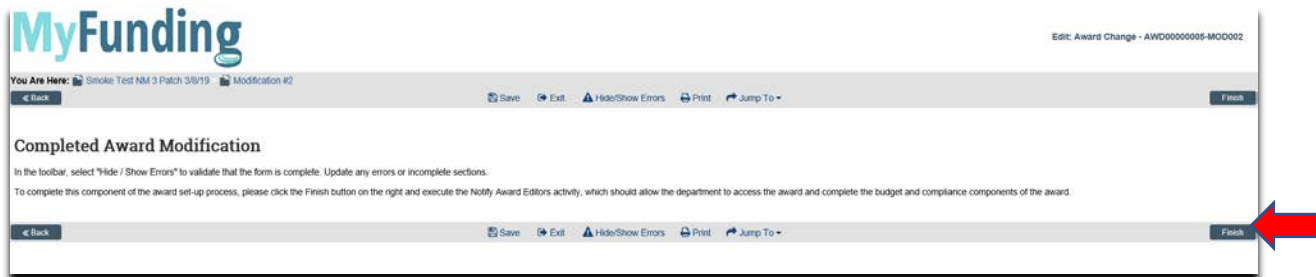
10. On the Award/Authorized Budget Reconciliation (formerly the Form 0202) page click 'Continue' (the department completes this step):



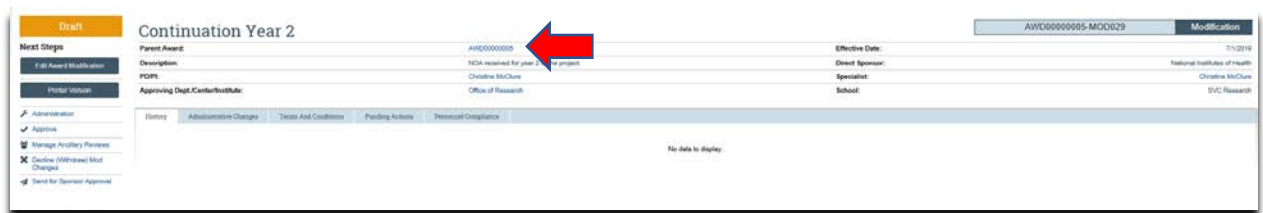
11. On the 'Personnel' page, click 'Continue' (the department completes this step):



12. On the 'Completed Award Modification' page click 'Finish':



13. In the modification workspace click on the 'Parent Award' title to return to the main award workspace:



14. In the award workspace click 'Email Award Editors' to notify the specialist that the award amendment/modification has been updated:

Specialist – Creating an Amendment/Modification: Continuation

Active Smoke Test NM 3 Patch 3/8/19 AWD00000005 Funding Award

Next Steps

- Click Award
- Print Award
- Create Award Modification
- Create Subaward
- Request Award Modification
- Request Subaward
- Award Documents
- Team Document Status
- Terms And Conditions
- Complete
- Manage Auxiliary Reviews
- Submit Auxiliary Review
- Set Award Relationships
- Upload Award Documents
- Manage Deliverables
- Manage Relationships
- Email Award Editors
- Email SPA
- Manage Award List
- Assign Approval
- Assign Award Approver
- Log Private Comment
- Log Comment
- Log Correspondence
- Administration
- Award Checklist
- Request Advance Account
- Approve Advance Account
- Disapprove Advance Account
- Create Physical File Distribution
- Request Certification
- Email Specialists

Designated Reviewer: Eric Larson **Award Date:** 3/8/19

Award Approver: Nadine Mori **Start Date:** 8/1/2019

Approving Dept./Center/Institute: Office of Research 1000 **End Date:** 3/31/2022

School: SVC Research **Award Type:** Award

Department Administrator: Christine McClure **Sponsor Award #:** 789446212

Event Sponsor: National Institutes of Health **Award Structure:** Standard

Prime Sponsor: **Specialist:** Christine McClure

Current Total Project Period Commitment: \$4,800 **SPA Account #:** year 1

Current Total Award Amount To Date: \$4,800 **Year 1 - Subaward - Request Continuation Mod for report**

Awarded Funding Proposals	Name	Principal Investigator	Status
FF000002	Smoke Test NM Patch 3/8/19	Nadine Mori	Awarded

History

Activity	Author	Activity Date
Award Change Approved	Administrator, System	5/2/2019 9:55 AM
Email Award Editors	Administrator, System	5/3/2019 2:53 PM
Testing award editors updates	Administrator, System	5/3/2019 2:51 PM
Deliverable Added	McClure, Christine Lynn	4/10/2019 9:38 PM
Unlinked Award Documents	McClure, Christine Lynn	4/10/2019 12:08 PM
Deliverable Added	Walls, Nicole	4/9/2019 2:47 PM
Manage Auxiliary Review	McClure, Christine Lynn	4/9/2019 8:54 AM
Can you see the comments on this	McClure, Christine Lynn	4/2/2019 8:50 AM
Manage Auxiliary Review	Flower, Michael Thomas	4/2/2019 9:59 PM
Some more comments	Flower, Michael Thomas	4/2/2019 9:59 PM
Manage Auxiliary Review	Flower, Michael Thomas	4/2/2019 9:59 PM

What should be attached by the department?

1. Any documents requiring a signature by the Office of Research (OR)
2. Any other school-specific required documents
3. NOA/sponsor document noting change
4. Compliance approvals (if applicable)

Where do I attach the documents?

Documents should be attached in the award workspace using the 'Upload Award Documents' activity:

Active Smoke Test NM 3 Patch 3/8/19 AWD00000005 Funding Award

Next Steps

- Click Award
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- Create Subaward
- Request Award Modification
- Request Subaward
- Award Documents
- Team Document Status
- Terms And Conditions
- Complete
- Manage Auxiliary Reviews
- Submit Auxiliary Review
- Set Award Relationships
- Upload Award Documents
- Manage Deliverables

Designated Reviewer: Christine McClure **Award Date:** 3/8/19

Award Approver: Nadine Mori **Start Date:** 9/1/2019

Approving Dept./Center/Institute: Office of Research 1000 **End Date:** 3/31/2022

School: SVC Research **Award Type:** Award

Department Administrator: Christine McClure **Sponsor Award #:** 789446212

Event Sponsor: National Institutes of Health **Award Structure:** Standard

Prime Sponsor: **Specialist:** Christine McClure

Current Total Project Period Commitment: \$3K,134 **SPA Account #:** year 1

Current Total Award Amount To Date: \$3K,134 **Year 1 - Subaward - Request Mod**

Awarded Funding Proposals	Name	Principal Investigator	Status
FF000002	Smoke Test NM Patch 3/8/19	Nadine Mori	Awarded

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What's Next?

1. The department administrator will review the award amendment/modification enter the budget information and will 'Email Specialist' when the amendment/modification is completed.

Specialist – Creating an Amendment/Modification: Continuation

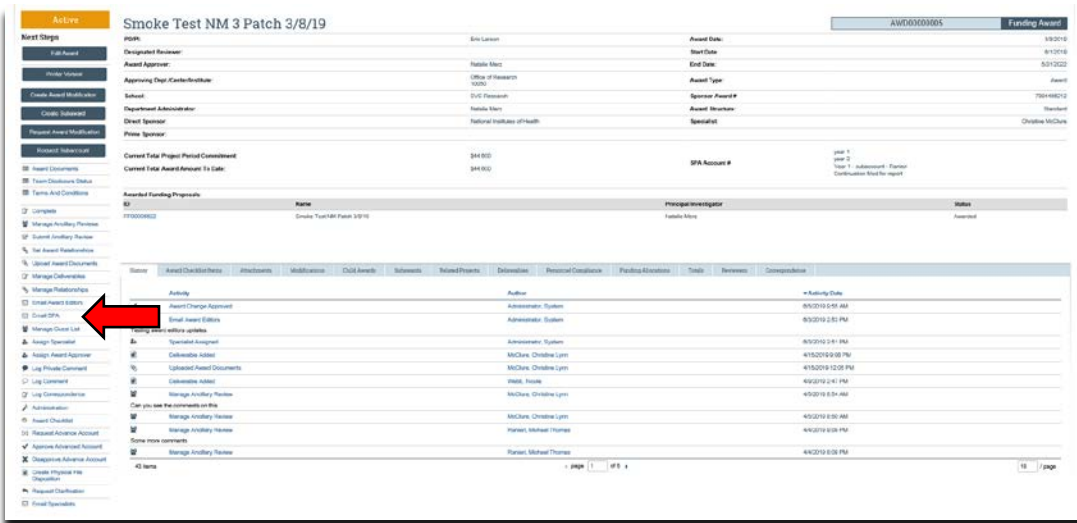
2. Upon return to the specialist, the specialist should review the amendment/modification to ensure the budget is balanced and all required documents are attached.
3. If the amendment/modification requires sponsor approval, or is out for signature, the specialist will click ‘Send for Sponsor Approval’.
4. Once the amendment/modification is approved/completed the specialist clicks ‘Approve’ in the modification workspace:



5. The specialist returns to the main award workspace by clicking the ‘Parent Award’ title:



6. In the award workspace the specialist clicks ‘Email SPA’ to send the required documents to Sponsored Projects Accounting (SPA):



7. The 'Email SPA' activity will open to allow comments and document to be attached to the activity, then click 'Ok' to complete the process:

