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:

> My Inbox MyFunding Awards Reports

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

All Awards	Active Awards	Draft Awards A	wards in Review	Subaware	ds				
Filter 🕘 🛛	D 💌	AWD0000005	Go	Add Filtor ×	Clear All				
ID	Name	SmartForm	State PI First Name	PI Last Name	Department	Sponsor	Reviewer Award Approver	• Date Modified	Direct Sponsor Award
AWD0000	0005 Smoke Test NN 3/8/19	13 Pe	Active Eric	Larson	Office of Research	National Institutes of Health	Merz	5/23/2019 12:15 PM	7894456212
1 items					e page 1	of 1 🗉			25 / page

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

	Smoke Test NM 3 Patcl			
Next Steps	PD/PI:	Eric Larson	Award Date:	3/8/2019
Edit Award	Designated Reviewer:		Start Date:	6/1/2019
	Award Approver:	Natalie Merz	End Date:	5/31/2022
Printer Version	Approving Dept./Center/Institute:	Office of Research 10050	Award Type:	Award
Create Award Modification		SVC Research	Sponsor Award #	7894456212
Create Subaward	Deparement Administrator:	Natalie Morz	Award Structure:	Standard
Crience Subaward	Direct Sponsor:	National Institutes of Health	Specialist:	Christine McClure
Request Award Modification	Prime Sponsor.			
Request Subaccount	Current Total Project Period Commitment:	\$22,600	SPA Account #	yoar 1 yoar 2
Award Documents	Current Total Award Amount To Date:	\$22,000	SPA Account #	Year 1 - subaccount - Remeni test
Teem Disclosure Status				
Terms And Conditions	Awarded Funding Proposals:			

- 4. On the 'Award Modification' page enter the following information:
 - a. Enter a 'Name' for the amendment/modification that includes 'Continuation':
 - b. Enter a 'Description of the Changes' for the amendment/modification request:

Award Modification	
Award ID: AWD00000005 Award Name: Smoke Test NM 3 Patch 3/8/19	
1. * Name:	
Continuation Year 2	
2. Description of Changes:	
NOA received for year 2 of the project.	^
	~

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

Name:	
Continuation Year 2	
Description of Changes:	
NCA received for year 2 of the project.	
Sponsor's Modification ID: 😡	
7894450212-MOD029	
- Select Modification Type: Ø	
O Revision Supplement	
O No Cost Extension	
O Re-budget	
Continuation	
O NGA Revised	
O Budget Allocation Correction	
O Demographic Changes Only	
Clear	
Select demographic changes: Other Changes (T&C. Compliance Update. etc.)	13
• Will this modification affect any Subawa	nrd? 😡
Effective Date:	
7/1/2019	

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

urrent Financial Accounts:			
ama		Assount Number	
ear 1 ear 2 ear 1 - subaccount - Ranien st			
Aat	Addsunt Number		

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

Add Click Grants Financial Account DE	
Name:	
Year 2	
• Description	OK OK and Add Another Cancel
* Required	OK OK and Add Another Cancel

- 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:

Budget Alloc	cations: O							
+ A55								
Name			A	Start Date	End Date	Authorization	Authorized Amount	Award Amount
National Institut	tas of Health Award Period 1		[ModRed by AWD0000008-MOD020]	6-1/2019	5/01/2020	Authorized by Sponsor	\$11,000	\$15,000
National Institut	tes of Health Award Period 2		[Update]	6/1/2020	5/31/2021	Authorized by Sponsor	50	(\$228.750)
National Institut	les of Health Award Period 3		[Update]	6/1/2021	5/31/2022	Not Authorized	80	30
subaccourt 1 A	ward Period 2		[Update]	6/1/2020	5/31/2021	Authorized by Sponsor	80	\$5,500
subaccount † A	ward Period 3		[Uprinte]	8/1/2021	6/31/2022	Not Authorized	\$0	\$0
Subsccount 1-	Christine McClure 10050		[Modified by AWD0000006-MOD0005]	6/1/2019	5/31/2020	Authorized by Sponsor	\$2,100	\$2,100
Edit updated	allocations:0							
Name	Ту	pe	Funding Adocation			Description		
Edit new allo	Cations D							
Conclusion quito	Start Date	End Date	Authorization	11 20 20 40 M	d Amount		Award Amount	

- 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)

10.	Current PI: Natalie Merz
	Natale Merz
	New PI:
11.	Current start date:
	6/1/2020
	New start date:
	m
43	Current end date:
12.	5/31/2021
	New end date:
	m
13.	Sponsor award ID:
	7894456212
14.	* Authorized:
	Authorized by Sponsor
15.	Current authorized direct amount:
	-\$218,750
	- 400 r.o.t. 200
	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: (%)
	new maneoerate: (76)
19-	Current indirect cost base type:
	MTDC
	* New indirect cost base type:
ht	trMTPPperis.pitt.edu/Peris/sd7Rooms/DisplayPa

h. Once complete, click 'OK'.

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

ward / Authorized Budget Reconciliation 🛛						1
All Allocations				Current Allocation		
otal Sponsor Awarded to Date: 😧	\$100,700		Total Sponsor Awarded: 0		90	
otal Reconciled to Date:	\$141,700		Total Reconciled		\$0	
ifference:	325.000		Difference: 0		\$0	
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cluded in Indirect basis						
(Sus)		Stave De Ext Allide Those Errors Billion Plans To *			Cardinue 3	

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

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Personnel Ø		I
Learning Michael I Fast Foundation Annual Revised J DJ Charles Mathia		

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

MyFunding						Edit: Award Change - AWD0000006-MOD002	
You Are Hare: 🙀 Smoke Test NM 3 Patch 3/8/19 . 📦 Modification #2.	Save 3	() Ext	A HiderShow Errors		🕈 Jump To 🗝	Fren	
Completed Award Modification In the tooliar, select "Hide / Show Errors" to validate that the form is complete. Update any errors or incomplet	le sections.						
To complete this component of the award set-up process, please click the Finish button on the right and exect	ute the Notify Award E	ditors activ	ity, which should allow th	e departmer	nt to access the award and complete the budget and compliance co	imponents of the award.	
≪ Back	E Save	De Exit	A Hide/Show Errors	🔒 Print	🕈 Јипр То +	Field	

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

	Effective Data:		AM00000005			¢.	Parent Awars	ext Steps
Tadional Traff	Dent Sponsor:		NOA repaired for year 2 he project.				Description	Fdil Assert Mobile sheet
Chr	Specialist:		Ovidene McOure				POPt.	
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								Approve
		No data to display						Manage Acollery Perfere
								Decline (Withdraw) Mod Charges
								Sand for Sportan Approval

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	Smok	te Test NM 3 Patc	n 3/8/19			AWD00000	005 Funding Awa
Next Steps	POP1			Ens Larson	Award Date:		39
EditAreat	Designated R	leviewer:			Start Date:		61
	Award Appro	WHE.		Nature Merz	End Date:		529
Poster Verson	Approving De	egit/Canterbratitute		Office of Research 10050	Award Type:		,
Create Award Modification	School			SVC Research	Spontor Award #		789445
Orab Subsect	Department A	Administrator		Natural Marz	Award Structure:		9br
	Deset Sponsor		National Institutes of Healthy	Specialist		Ovaline Mo	
Report Award Modification	Prime Spons	*					
Roquind Subaccould	Current Total	(Project Period Commitment		344,900		year 1 year 2	
Award Documents	Current Total	Award Amount To Data:		\$44,000	SPA Account#	Year 1 - subaccount - Renieri Continuation Mod for report	
Team Disclosure Datus						Contraction Mod for report	
Terms And Conditions	Awarded Fun	ding Proposals:					
Complete	KD .		Name		Principal Investigator		Statun
Manage Accillary Reviews	FP00005822		Smaller Test Mill Patch 315/19		Natalie Merz		Awarting
Set Award Relationships							
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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 NI	A 3 Patch 3/8/19			AWD00000005	Funding Award
Next Steps	POPL		Crestine McDure	Award Date:		5000
Lift Annel	Designated Revenuer.		Chelalane McDare	Start Date:		6150
	Award Approver:		Hatale Merz	End Date:		69190
Pentar Varsem	Approving Dept./Centerlinations:		Office of Research 10259	Award Type:		Ann
Cruste Award Mobiliation	School:		SVC Resident	Spansor Award #		PERMIT
Croste Schemart	Department Administrator		Chaladine At Chare	Award bruchuw		See
Contract of the second second	Direct Sporsor:		National Indinates of Health	Rpeciarist.		Children Hellow
Request Avent Modification	Prime Sponsor:					
Report Induction	Current Yotal Project Period Commi	trust	\$206,156		year 1 year 7	
E Aust Decements	Current Total Award Amount To Dat		\$2106,150	SPA Account #	Wear 5 - subjectment - Rament Near	
M. Teals Discloser Status						
E Terms And Condents	Awarded Funding Proposals:					
Compile	•	Name		Principal Investigator		Blatus
Watage Anditaly Humans	F7-00008422	Smuke Teal NM Parch 3/01/0		Hatalie Metz		Anathri
12 Subin Accilory Rowew						
S Uptant Award Document		ataritaria Multurian	Name and Address of the Owner o			
(2 Manual Deliveration	Award Checklist Benn	abathiarata Molda elarat	Child Annaly Subsecuto 1	Indused Property Delivereditors	Nermone/Complants -	

What's Next?

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

- 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:

Vext Steps	Parent Award:	AM00000005		Effective Date:	7//28
F-BI Assert Mobile store	Description	NOA received for year 2 of the project.		Direct Sponsor:	Retional Institutes of Healt
	FOPL	Ontotine McOure		Specialist	Chrysten McCha
Profee Version	Approving Dept./Center/Institute:	Office of Research		School	SVC Research
Manage Acollecy			No data to display		
Manage Arcilley Decline (Withdraw) Mon Charges	-		No data to display		
Charges d Sant for Sporase Approval					

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

Draft	Continuation Year 2			AWD0000005-MOD029 Modification
Next Steps	Parent Award:	AMDOCODODS	Effective Date:	2/5/2011
Fdil Award Mobile alere	Description	NOA received for year 2 of the propert.	Deept Sponsor:	National Institutes of Healt
	POPL	Ovtative McOure	Specialist	Chrysten McCha
Porter Voltage	Approving Dept./CenterInstitute:	Office of Research	School	DVC Research
F Administration	History Administrative Clanges Terms And Conditions Pending Astronomy	Personal Compliance		
Approve				
Manage Accillery Fischeres		Rio data ti	display	
Cective (Withdraw) Mod Changes				
Sant for Sporter Approval				

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

Astive	Smol	ke Test NM 3 Patc	n 3/8/19					AWD0000005	Funding Award
Kext Steps	POPL			Erie Lanuari		Averand Date:			1900
FillAnnel	Designated	Reviewer:				Start Date			6120
	Award Appr	aver:		Flatalie Merz		End Date:			50120
Photo Martine	Approving	Sept. Kanterdestitute		Office of Neurant 10070		Award Type			100
Conde Resel Middle allow	School .			DVC Remark		Sporser Award #			7901488
Croate Subavord	Department	Administration		Festula Mary		Auset Braches			There
Contra Solution	Deect Spore	Mar.		Fadioral Institutes	s of Health	Igentiated			Christine McCl
Personal Averal Multifuence	Prime Spore	eor:							
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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:

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