

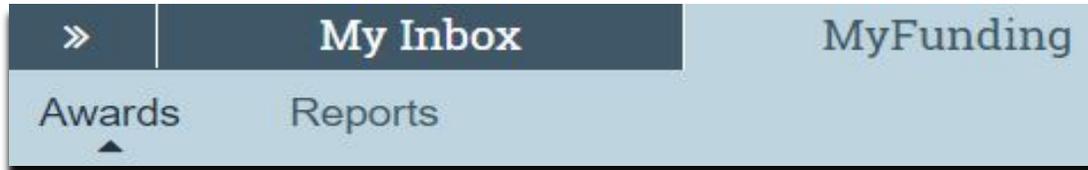
## Dean's Office-Approving an Amendment/Modification Request

**Overview:** This guidance document is to assist central offices with reviewing amendment/modification request in MyFunding.

**Examples:** A department requests a No-Cost Extension (NCE) for the award and the Dean's area must approve the request before the Office of Research initiates the modification.

### Where to Start

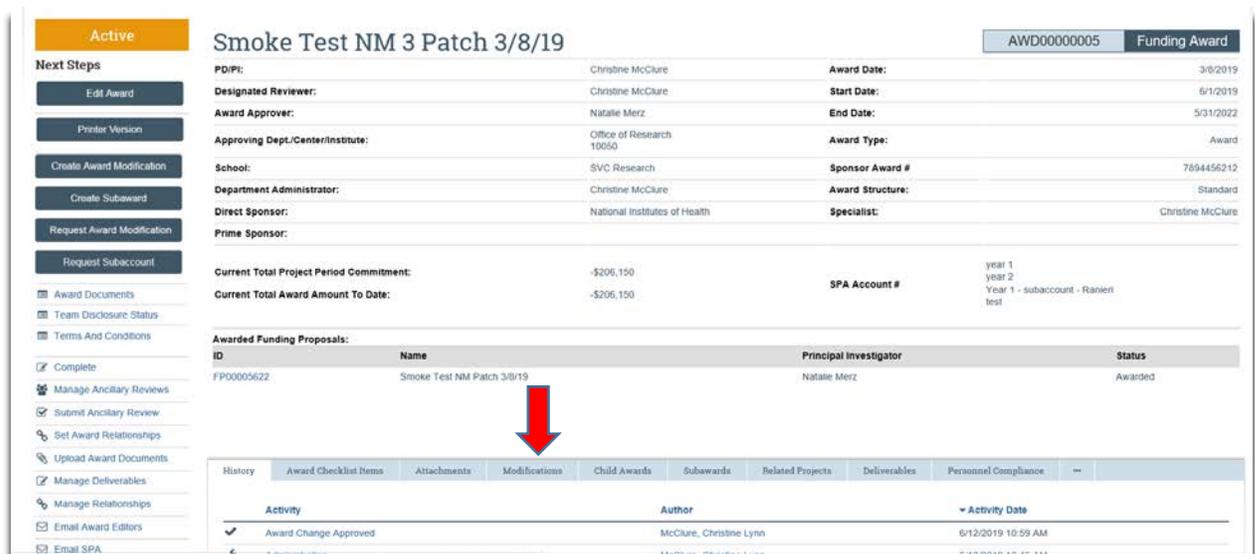
1. Log-in to MyFunding and search for the award in the Awards tab:



2. Once the award is identified, click on the 'Name' of the award (project title):



3. In the Award workspace click on the 'Modifications' tab:





## Dean's Office-Approving an Amendment/Modification Request

Documents are available for review in the 'Attachments' tab in the award workspace:

The screenshot shows a web application interface for an award workspace. The title is "Smoke Test NM 3 Patch 3/8/19". The interface is divided into several sections:

- Header:** "Active" status, "Smoke Test NM 3 Patch 3/8/19", and "Award ID: AWD00000005 Funding Award".
- Left Sidebar:** A vertical menu with options: "Award Documents", "Award Checklist Items", "Attachments", "Modifications", "Final Awards", "Subawards", "Related Programs", "Subgrants", and "Personnel Composites".
- Main Content Area:** Displays award details in a grid format:
  - Designated Reviewer:** Christine McClean
  - Award Approver:** Nathan Allen
  - Approving Dept./Center/Institute:** Office of Research
  - Subject:** HIV Research
  - Department Administrator:** Christine McClean
  - Direct Sponsor:** National Institutes of Health
  - Prime Sponsor:** Christine McClean
  - Award Date:** 8/20/19
  - Start Date:** 9/15/19
  - End Date:** 10/31/23
  - Award Type:** Award
  - Sponsor Account #:** 00000012
  - Award Structure:** Standard
  - Sponsor:** Christine McClean
- Summary:** "Current Total Project Period Commitment: \$306,100" and "Current Total Award Amount To Date: \$306,100".
- Awarded Funding Programs Table:**

ID	Name	Principal Investigator	Status
FF0000022	Smoke Test NM 3 Patch 3/8/19	Nathan Allen	Approved
- Bottom Navigation:** A horizontal bar with tabs: "Home", "Award Checklist Items", "Attachments" (highlighted with a red arrow), "Modifications", "Final Awards", "Subawards", "Related Programs", "Subgrants", and "Personnel Composites".

## What's Next?

1. If accepted by the OR, the amendment/modification request will be "Approved", and the OR will create the amendment/modification for the award.
2. The OR will send the required documents to Sponsored Programs Accounting (SPA) to have the SPA account updated.