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.
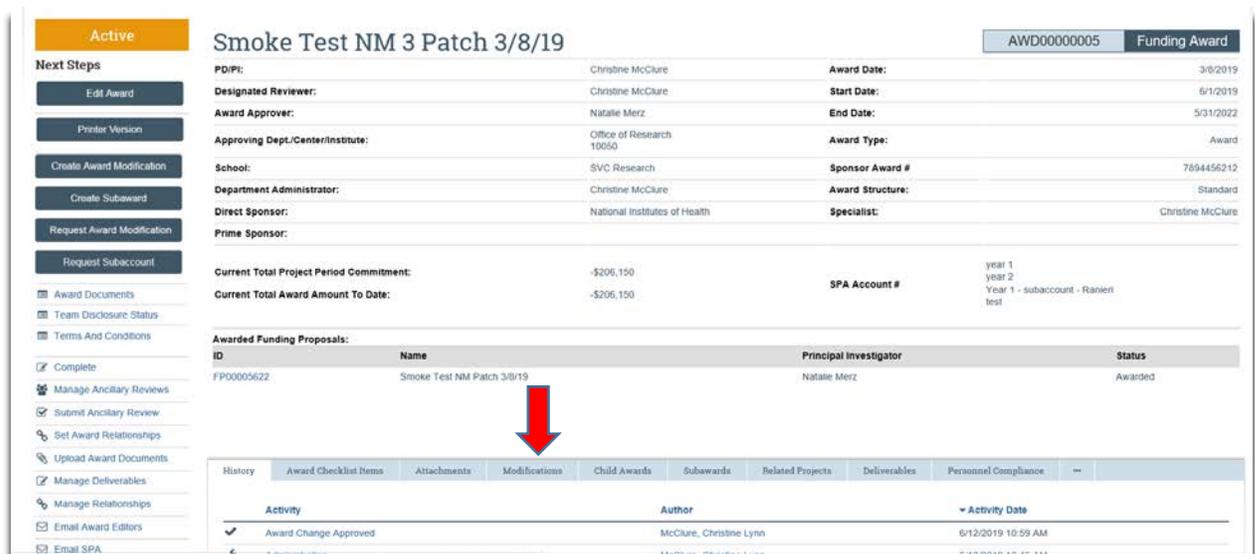
Where to Start

1. Log-in to MyFunding and search for the award in the Awards tab:
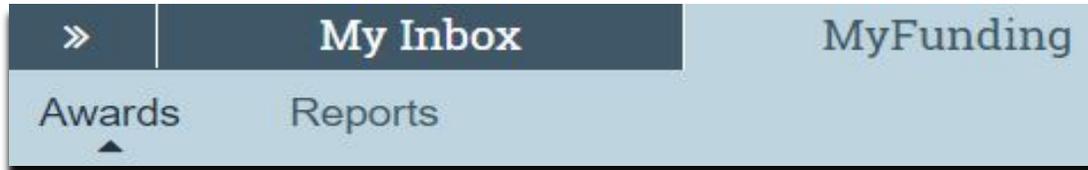
2. Once the award is identified, click on the 'Name' of the award (project title):

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

4. Click on the 'Name' of the 'Modification Request' to review:

5. Review the modification. If approved, click 'Submit to Specialist' to send it to the Office of Research (OR) for review. If not approved, click 'Withdraw' to reject the request.

Where do I find documents?

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

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

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.