

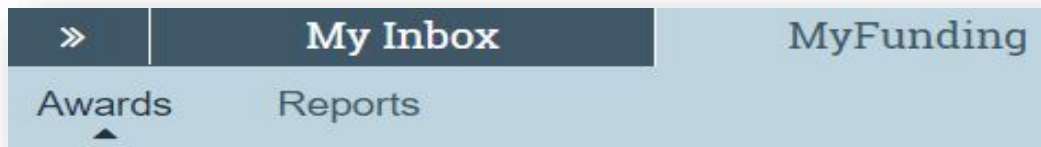
Overview: An 'NGA Revised' (including subaward/subcontract amendments) amendment/modification should be completed when a revised Notice of Award (NOA), subaward amendment, and contract amendment is received.

Examples:

1. To add or decrease money for a project and change the project period.
2. When a subaward/subcontract amendment is received for year 2 of a project.

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:



Department—How to Set-up an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

3. Once in the award workspace click on 'Modifications' Tab in the workspace:

Active Smoke Test NM 3 Patch 3/8/19 AWD000000005 Funding Award

Next Steps: Edit Award, Print Version, Create Award Modification, Create Subaward, Request Award Modification, Request Subcontract.

Metadata: PDPI: Eric Larson, Award Date: 3/8/2019, Designated Reviewer: Natalie Merz, Start Date: 6/1/2019, Award Approver: Natalie Merz, End Date: 5/31/2022, Approving Dept./Center/Institute: Office of Research 10950, Award Type: Award, School: SVC Research, Sponsor Award #: 7894456212, Department Administrator: Natalie Merz, Award Structure: Standard, Direct Sponsor: National Institutes of Health, Specialist: Christine McClure, Prime Sponsor: National Institutes of Health.

Financials: Current Total Project Period Commitment: \$206,150, Current Total Award Amount To Date: \$206,150, SPA Account #: year 1, year 2, Year 1 - subaccount - Ranieri test.

Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
FP00005622	Smoke Test NM Patch	Natalie Merz	Awarded

History: Award Checklist Items, Attachments, **Modifications**, Child Awards, Subawards, Related Projects, Deliverables, Personnel Compliance, Funding Allocations, Totals.

4. Locate the modification to update and click on the 'Name' of the modification:

Modifications

ID	Name	SmartForm	Date Created	Date Modified	Status	Mod Type
AWD000000005-MOD008	Change Funding Subaccount Mod	[Form]	3/19/2019 9:54 AM	4/4/2019 10:00 AM	Awaiting Sponsor Approval	Subaccount Request
AWD000000005-MOD017	Revision #1	[Form]	6/6/2019 12:12 PM	6/6/2019 12:24 PM	Modification Declined	Revision Supplement
AWD000000005-MOD018	Revision #2	[Form]	6/6/2019 12:24 PM	6/12/2019 10:50 AM	Approved	Revision Supplement
AWD000000005-MOD007	Revision #3	[Form]	3/20/2019 3:03 PM	4/4/2019 9:59 AM	Modification Declined	Revision Supplement
AWD000000005-MOD010	Revision #4	[Form]	3/27/2019 10:47 AM	3/27/2019 10:47 AM	Draft	No-Budget
AWD000000005-MOD013	Revision #5	[Form]	4/3/2019 10:59 AM	6/4/2019 8:56 AM	Draft	No Cost Extension
AWD000000005-MOD021	Revision #6	[Form]	6/28/2019 10:56 AM	6/28/2019 11:12 AM	Draft	NGA Revised
AWD000000005-MOD009	Modification #8	[Form]	3/28/2019 9:08 AM	6/5/2019 1:55 PM	Approved	NGA Revised
AWD000000005-MOD004	Modification #4	[Form]	3/28/2019 11:00 PM	3/28/2019 11:10 PM	Modification Declined	NGA Revised
AWD000000005-MOD019	Modification #10	[Form]	6/21/2019 2:47 PM	6/25/2019 10:51 AM	Approved	NGA Revised

22 items | page 1 of 3

5. Click the 'Edit Award Modification' button to open the modification:

Draft NGA Revised AWD000000005-MOD021 Modification

Next Steps: Edit Award Modification, Print Version.

Metadata: Parent Award: AWD000000005, Effective Date: 7/1/2019, Description: Adding year 2 funds and extending the end date, Direct Sponsor: National Institutes of Health, Approving Dept./Center/Institute: Office of Research, Specialist: Christine McClure, School: SVC Research.

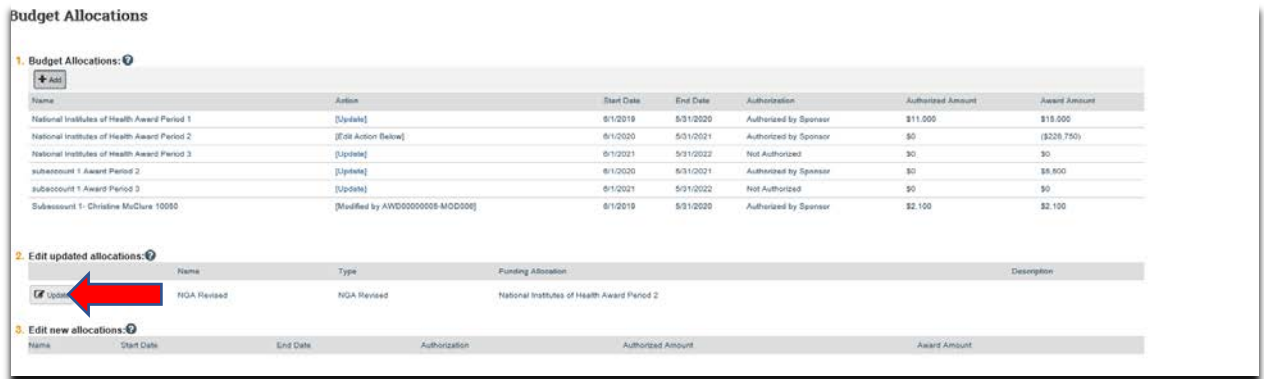
History: Administrative Changes, Terms And Conditions, Funding Actions, Personnel Compliance. No data to display.

Department—How to Set-up an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

6. Review the information on the 'Award Modification' page and click 'Jump-To' to the 'Budget Allocations' page:



7. On the 'Budget Allocations' page click 'Update' next to the allocation to be updated:



8. Once in the 'Add or Edit Funding Action' screen enter/confirm the following:
- New 'PI' (if applicable)
 - New 'Start Date' (if applicable)
 - New 'End Date' (if applicable)
 - 'Incremental direct amount' being added or subtracted to the allocation
 - 'Incremental indirect amount' being added or subtracted to the allocation
 - New 'Indirect Rate' (if applicable)
 - New 'Indirect Cost Base Type' (if applicable)

Department–How to Set-up an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

10. Current PI:
Natalie Merz
New PI:

11. Current start date:
6/1/2020
New start date:

12. Current end date:
5/31/2021
New end date:

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: (%)
58.5
New indirect rate: (%)

19. Current indirect cost base type:
MTDC
* New indirect cost base type:

- h. Once complete, click 'OK'.
9. On the Award/Authorized Budget Reconciliation (formerly the Form 0202) page click 'Select the Budget Allocation to display' (this will open the budget reconciliation to enter the budget information). Select the budget allocation that is being updated:

Award / Authorized Budget Reconciliation

All Allocations		Current Allocation	
Total Sponsor Awarded to Date	\$208,100	Total Sponsor Awarded	\$0
Total Reconciled to Date	\$19,100	Total Reconciled	\$0
Difference	\$219,200	Difference	\$0

Select the Budget Allocation to display:

Included in indirect basis

Save Edit Hide/Show Errors Print Jump To Continue

Department—How to Set-up an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

10. Enter the budget information into the 'Adjustments' column. The entire adjusted dollar amount should be reconciled into the 8130 Subcode. Click 'Save':

Budget				
Unallocated-				
Sponsored Projects	8130	\$19,019	\$0	\$0
Only				

14. If the Personnel have changed on the award update the personnel by either adding new personnel or removing personnel who are no longer on the project, then click 'Continue':

Personnel

1. Name: National Institutes of Health Award Period 1 PI: Natalie Merz
Financial Account: year 1 Period: 1
Start Date: 6/1/2019 End Date: 5/31/2020

Person	Role	Role Other	Start Date	End Date	Remove
Natalie Merz	PD/PI		6/1/2019	5/31/2020	
Michael Ranieri	Faculty		6/1/2019	5/31/2020	
Eric Larson	None		6/1/2019	5/31/2020	
	None				
	None				

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

MyFunding

Edit: Award Change - AWD00000005-MOD002

You Are Here: Smoke Test NM3 Patch 3/8/19 Modification #2

Save Exit Hide/Show Errors Print Jump To Finish

Completed Award Modification

In the toolbar, select "Hide / Show Errors" to validate that the form is complete. Update any errors or incomplete sections.

To complete this component of the award set-up process, please click the Finish button on the right and execute the Notify Award Editors activity, which should allow the department to access the award and complete the budget and compliance components of the award.

Save Exit Hide/Show Errors Print Jump To Finish

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

Draft

NGA Revised

Parent Award: AWD00000005

Description: Adding year 2 funds to existing the end date.

PI/PI: Christine McClure

Approving Dept./Center/Institute: Office of Research

Effective Date: 7/1/2019

Direct Sponsor: National Institutes of Health

Specialist: Christine McClure

School: SVC Research

History Administrative Changes Terms And Conditions Funding Actions Personnel Compliance

No data to display.

16. In the award workspace click 'Email Specialist' to notify the specialist that the award amendment/modification has been updated:

Department–How to Set-up an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

Active Smoke Test NM 3 Patch 3/8/19

Next Steps

- [Edit Award](#)
- [Final Award](#)
- [Final Version](#)
- [Create Award Modification](#)
- [Create Subaward](#)
- [Request Award Modification](#)
- [Request Subcontract](#)

Award Details:

Designated Reviewer:	Eric Larson	Award Date:	9/30/19
Award Approver:	Nicole West	Start Date:	9/30/19
Approving Dept./Center/Institute:	Office of Research	End Date:	9/30/2020
School:	ORC Research	Award Type:	Award
Department Administrator:	Nicole West	Sponsor Award #:	100449022
Direct Sponsor:	National Institutes of Health	Award Structure:	Standard
Prime Sponsor:		Specialist:	Christine McClure

Current Total Project Period Commitment: \$46,800

Current Total Award Amount To Date: \$46,800

SPR Account #

Year 1

Year 2

Year 1 - Subcontract - Revised

Continuation Mod for report

Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
1110000002	Smoke Test NM Patch 3/8/19	Nicole West	Awarded

History

Activity	Author	Activity Date
Award Change Approval	Administrator, System	9/30/19 9:55 AM
Email Award Editors	Administrator, System	9/30/19 2:53 PM
Testing award editors system		
Specialist Assigned	Administrator, System	9/30/19 2:51 PM
Deliverable Added	McClure, Christine Lynn	4/10/2019 4:08 PM
Updated Award Documents	McClure, Christine Lynn	4/10/2019 12:08 PM
Deliverable Added	Wells, Nicole	4/9/2019 2:47 PM
Deliverable Added	McClure, Christine Lynn	4/9/2019 9:54 AM
Manage Award Review	McClure, Christine Lynn	4/5/2019 9:50 AM
Can you see the comments on this		
Manage Award Review	McClure, Christine Lynn	4/5/2019 9:50 AM
Request Advance Account	Parsons, Michael Thomas	4/4/2019 9:58 PM
Some more comments		
Manage Award Review	Parsons, Michael Thomas	4/4/2019 9:58 PM

43 Items

Navigation: [Award Checklist Items](#) [Attachments](#) [Modifications](#) [Child Awards](#) [Subawards](#) [Related Projects](#) [Deliverables](#) [Personnel Compliance](#) [Pending Deliverables](#) [Totals](#) [Reviews](#) [Correspondence](#)

Left Sidebar:

- [Award Documents](#)
- [Team Closure Status](#)
- [Terms And Conditions](#)
- [Complete](#)
- [Manage Award Review](#)
- [Submit Award Review](#)
- [Set Award Relationships](#)
- [Upload Award Documents](#)
- [Manage Deliverables](#)
- [Manage Relationships](#)
- [Email Award Editors](#)
- [Email SPIs](#)
- [Manage Award List](#)
- [Assign Specialist](#)
- [Assign Award Approver](#)
- [Log Private Comments](#)
- [Log Comment](#)
- [Log Correspondence](#)
- [Administration](#)
- [Award Checklist](#)
- [Request Advance Account](#)
- [Approve Advance Account](#)
- [Disapprove Advance Account](#)
- [Create Physical File Download](#)
- [Request Certification](#)
- [Email Specialists](#)

What do I attach (if not included with the modification request)?

1. Any documents requiring a signature by the Office of Research (OR).
2. Any other school-specific required documents.
3. A Budget Modification Request (BMR) for Sponsored Projects Accounting (SPA).
4. NOA/sponsor document noting change.

What's Next?

1. The Specialist will review the award amendment/modification and if acceptable, will 'Approve' the award amendment/modification and release to Sponsored Projects Accounting (SPA).