

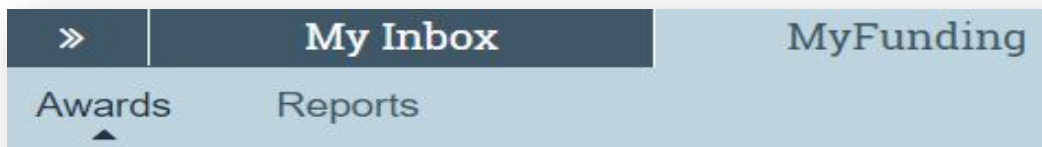
**Overview:** A 'Carryover' amendment/modification should be completed to move funds from one budget period to another budget period.

**Examples:**

1. The Notice of Award (NOA) allows for automatic carryover. Period 1 has \$100, 000 remaining due to staff vacancies and needs moved to period 2.
2. Period 1 has \$100,000 remaining due to staff vacancies and has been approved by the sponsor to move into period 2.

**Where to Start**

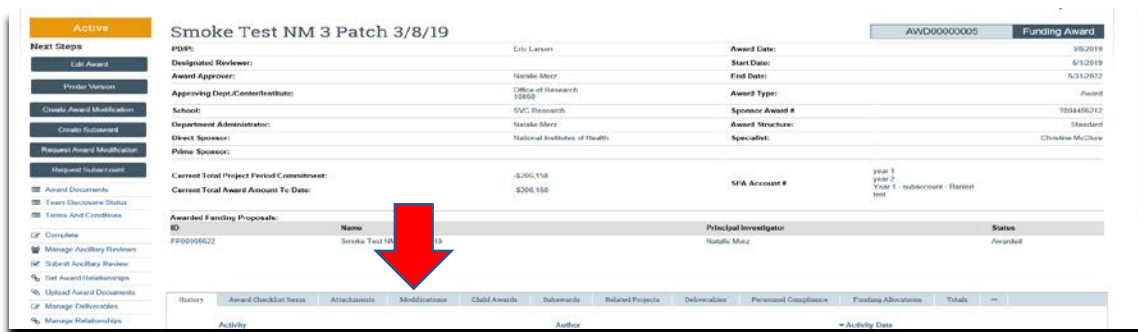
1. Log-in to MyFunding and search for the award in the award tab:



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 'Modifications' Tab in the workspace:



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



## Department-How to Set-up an Amendment/Modification: Carryover

ID	Name	SmartForm	Date Created	Date Modified	State	Mod Type
AWD00000005-MOD017	Carryover - Amendment #6	[Forms] ▼	6/24/2019 3:51 PM	6/24/2019 3:51 PM	Draft	Carryover
AWD00000005-MOD012	BAC change end date on award	[Forms] ▼	4/3/2019 10:57 AM	6/17/2019 10:27 AM	Approved	Budget Allocation Correction
AWD00000005-MOD016	Modification #16	[Forms] ▼	6/6/2019 4:15 PM	6/17/2019 10:26 AM	Approved	Revision   Supplement
AWD00000005-MOD002	Modification #2	[Forms] ▼	3/8/2019 11:08 PM	6/17/2019 10:23 AM	Approved	Carryover
AWD00000005-MOD015	Continuation Mod for report	[Forms] ▼	6/5/2019 9:46 AM	6/5/2019 9:55 AM	Approved	Continuation
AWD00000005-MOD014	Modification #14	[Forms] ▼	4/5/2019 11:00 AM	4/5/2019 11:00 AM	Modification Declined	Early Termination
AWD00000005-MOD006	Christine Testing Subaccount Mod	[Forms] ▼	3/19/2019 9:54 AM	4/4/2019 10:00 AM	Awaiting Sponsor Approval	Subaccount Request
AWD00000005-MOD007	Modification #7	[Forms] ▼	3/20/2019 3:03 PM	4/4/2019 9:59 AM	Modification Declined	Revision   Supplement
AWD00000005-MOD013	NCE Change end date on award	[Forms] ▼	4/3/2019 10:59 AM	4/3/2019 11:00 AM	Draft	No Cost Extension
AWD00000005-MOD011	Modification #11	[Forms] ▼	3/27/2019 10:48 AM	4/3/2019 10:57 AM	Approved	Budget Allocation Correction

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

**Draft** Carryover - Amendment #6 AWD00000005-MOD017 Modification

**Next Steps**

- Edit Award Modification** (highlighted with a red arrow)
- Print Version

Administration

- Approve
- Manage Ancillary Reviews
- Decline (Withdraw) Mod Changes
- Send for Sponsor Approval

Parent Award: Smoke Test NM 3 Patch 3/8/19 Effective Date: 7/1/2019

Direct Sponsor: National Institutes of Health

PI/PI: Eric Larson Specialist: Christine McClure

Approving Dept./Center/Institute: WPIC Grants & Contracts School: WPIC

History Administrative Changes Terms And Conditions Funding Actions Personnel Compliance

No data to display.

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

You Are Here: Smoke Test NM 3 Patch 3/8/19 Revision Supplement

Save Exit Hide/Show Errors Print Jump To

**Financial Setup**

1. Current Financial Accounts:

Name	Account Number
year 1	
Year 2	
Year 1 - subaccount - Ranieri	
test	

Jump To dropdown menu:

- Award Modifications
- Financial Setup (highlighted with a red arrow)
- Related Items
- Budget Allocations
- Budget Reconciliation
- Personnel Effort
- Completed Award Modification

Department-How to Set-up an Amendment/Modification: Carryover

6. On the 'Budget Allocations' page click 'Update' next to the allocation where the funds will be reduced:

**Budget Allocations**

1. Budget Allocations: ?

Name	Action	Start Date	End Date	Authorization	Authorized Amount	Award Amount
Michael J. Fox Foundation Award Period 1	[Edit Action Below]	4/1/2019	3/31/2021	Authorized by Sponsor	\$50,481	\$50,481
Michael J. Fox Foundation Award Period 2	[Cannot Edit]	4/1/2021	3/31/2022	Authorized by Sponsor	\$0	\$27,500
Revision Supplement Allocation	[Cannot Edit]	4/1/2019	3/31/2021	Not Authorized	\$0	\$0
Subaccount Period #1 - Milos Ikonomic - 35219	[Edit Action Below]	4/1/2019	3/31/2020	Authorized by Sponsor	\$32,353	\$57,353
Subaccount Period #1 - William Klunk - 90555	[Add]	4/1/2019	3/31/2020	Authorized by Sponsor	\$58,866	\$58,866

2. Edit updated allocations: ?

Name	Type	Funding Allocation	Description
<input type="button" value="Update"/>	Carryover	Carryover	Subaccount Period #1 - Milos Ikonomic - 35219
<input type="button" value="Update"/>	Carryover	Carryover	Michael J. Fox Foundation Award Period 1

3. Edit new allocations: ?

Name	Start Date	End Date	Authorization	Authorized Amount	Award Amount
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7. Once in the 'Add or Edit Funding Action' screen enter/confirm the following:
  - a. The amount of direct costs the allocation is being reduced by into the 'Incremental direct amount' field.
  - b. The amount of indirect costs the allocation is being reduced by into the 'Incremental indirect amount' field.

15. Current authorized direct amount:  
\$40,385

Incremental direct amount:  
-\$5,000

16. Current authorized indirect amount:  
\$10,096

Incremental indirect amount:  
-\$500

17. Current authorized total:  
\$50,481

New authorized total:  
\$44,981

18. Current indirect rate: (%)  
25

New indirect rate: (%)

- c. Then click 'Ok'.

Department-How to Set-up an Amendment/Modification: Carryover

- 8. On the 'Budget Allocations' page click 'Update' next to the allocation where the funds will be increased:

**Budget Allocations**

1. Budget Allocations: ?

Name	Action	Start Date	End Date	Authorization	Authorized Amount	Award Amount
Michael J. Fox Foundation Award Period 1	[Edit Action Below]	4/1/2019	3/31/2021	Authorized by Sponsor	\$50,481	\$50,481
Michael J. Fox Foundation Award Period 2	[Cannot Edit]	4/1/2021	3/31/2022	Authorized by Sponsor	\$0	\$27,500
Revision Supplement Allocation	[Cannot Edit]	4/1/2019	3/31/2021	Not Authorized	\$0	\$0
Subaccount Period #1 - Milos Ikonomic - 35219	[Edit Action Below]	4/1/2019	3/31/2020	Authorized by Sponsor	\$32,353	\$57,353
Subaccount Period #1 - William Klunk - 90555	[Add]	4/1/2019	3/31/2020	Authorized by Sponsor	\$58,866	\$58,866

2. Edit updated allocations: ?

Name	Type	Funding Allocation	Description
<input type="checkbox"/> Update	Carryover	Carryover	Subaccount Period #1 - Milos Ikonomic - 35219
<input checked="" type="checkbox"/> Update	Carryover	Carryover	Michael J. Fox Foundation Award Period 1

3. Edit new allocations: ?

Name	Start Date	End Date	Authorization	Authorized Amount	Award Amount
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- 9. Once in the 'Add or Edit Funding Action' screen enter/update the following:
  - a. The amount of direct costs the allocation is being increased by into the 'Incremental direct amount' field.
  - b. The amount of indirect costs the allocation is being increased by into the 'Incremental indirect amount' field.

15. Current authorized direct amount:  
\$45,882

Incremental direct amount:  
\$5,000

16. Current authorized indirect amount:  
\$11,471

Incremental indirect amount:  
500

- 10. 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 reduced:

## Department-How to Set-up an Amendment/Modification: Carryover

Award / Authorized Budget Reconciliation

<b>All Allocations</b>		<b>Current Allocation</b>	
Total Sponsor Awarded to Date:	\$194,200	Total Sponsor Awarded:	\$0
Total Reconciled to Date:	\$141,700	Total Reconciled:	\$0
Difference:	\$52,500	Difference:	\$0

Select the Budget Allocation to display: None Selected Undo All Changes

Included in Indirect basis

11. Enter the budget information (in negative numbers) into the subcodes in the 'Adjustments' column to reduce the allocation until the 'Difference' is zero and click 'Save':

Award / Authorized Budget Reconciliation

<b>All Allocations</b>		<b>Current Allocation</b>	
Total Sponsor Awarded to Date:	\$668,778	Total Sponsor Awarded:	\$843,778
Total Reconciled to Date:	\$843,778	Total Reconciled:	\$843,778
Difference:	-\$175,000	Difference:	\$0
Cost Share:	\$0		

Select the Budget Allocation to display: UPMC Enterprises Award Period 1 Undo All Changes

Start Date: 2/1/2018      End Date: 6/30/2020

Budget Categories	Baseline	Rollup Adjustments	Adjustments	Cost Share	Active Allocation Total
Medical Faculty RFT Regular Earnings	5000	\$143,605	\$0	\$70,000	\$213,605
Non-Medical Faculty RFT Regular Earnings	5100	\$0	\$0	\$25,000	\$25,000
Research Associates RFT Regular Earnings	5200	\$0	\$0	\$0	\$0
Staff RFT Regular Earnings	5400	\$284,912	\$0	\$0	\$284,912
GSR-PHD Regular Earnings	5660	\$0	\$0	\$0	\$0
Stipend-Training Grant	5820	\$0	\$0	\$0	\$0
Fringe Benefits-General (Spon Proj Budget only)	5900	\$0	\$0	\$0	\$0
Fringe Benefits-Medical Faculty	5901	\$39,951	\$0	\$33,500	\$73,451
Fringe Benefits-Non-Medical Faculty	5903	\$0	\$0	\$17,000	\$17,000
Fringe Benefits-Research Associates	5905	\$0	\$0	\$0	\$0

12. 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 increased:

Award / Authorized Budget Reconciliation

<b>All Allocations</b>		<b>Current Allocation</b>	
Total Sponsor Awarded to Date:	\$194,200	Total Sponsor Awarded:	\$0
Total Reconciled to Date:	\$141,700	Total Reconciled:	\$0
Difference:	\$52,500	Difference:	\$0

Select the Budget Allocation to display: None Selected Undo All Changes

Included in Indirect basis

13. Enter the budget information (in negative numbers) into the subcodes in the 'Adjustments' column to increase the allocation until the 'Difference' is zero and click 'Continue':

## Department-How to Set-up an Amendment/Modification: Carryover

### Award / Authorized Budget Reconciliation

All Allocations				Current Allocation			
Total Sponsor Awarded to Date:	\$668,778	Total Sponsor Awarded:	\$843,778				
Total Reconciled to Date:	\$843,778	Total Reconciled:	\$843,778				
Difference:	-\$175,000	Difference:	\$0				
Cost Share:	\$0						

Select the Budget Allocation to display: UPMC Enterprises Award Period 1 Undo All Changes Start Date: 2/1/2018 End Date: 6/30/2020

Budget Categories	Baseline	Rollup Adjustments	Adjustments	Cost Share	Active Allocation Total
Medical Faculty RFT Regular Earnings	5000	\$143,605	\$0	\$70,000	\$213,605
Non-Medical Faculty RFT Regular Earnings	5100	\$0	\$0	\$25,000	\$25,000
Research Associates RFT Regular Earnings	5200	\$0	\$0	\$0	\$0
Staff RFT Regular Earnings	5400	\$284,912	\$0	\$0	\$284,912
GSR-PHD Regular Earnings	5660	\$0	\$0	\$0	\$0
Stipend-Training Grant	5820	\$0	\$0	\$0	\$0
Fringe Benefits-General (Spon Proj) Budget only)	5900	\$0	\$0	\$0	\$0
Fringe Benefits-Medical Faculty	5901	\$39,951	\$0	\$33,500	\$73,451
Fringe Benefits-Non-Medical Faculty	5903	\$0	\$0	\$17,000	\$17,000
Fringe Benefits-Research Associates	5905	\$0	\$0	\$0	\$0

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: 6/31/2020

Person	Role	Role Other	Start Date	End Date	Remove
Natalie Merz	PI/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	
<input type="text"/>	None				<input type="button" value="Find"/>
<input type="text"/>	None				<input type="button" value="Find"/>

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

**MyFunding** Edit: Award Change - AWD00000005-MOD002

You Are Here: Smoke Test NM 3 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.

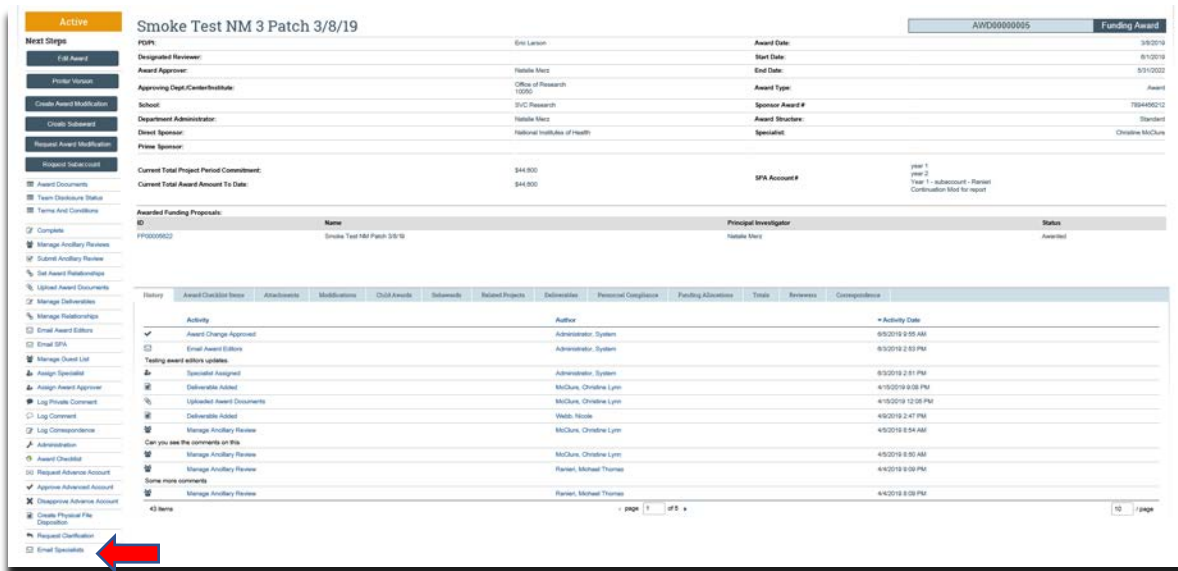
Save Exit Hide/Show Errors Print Jump To Finish

Department-How to Set-up an Amendment/Modification: Carryover

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



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



**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).