**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:

All Awards	Active Awards	Draft Awards Awards	in Review	Subaward	is					
Filter 😧	ID 💌	AWD0000005	Go	+ Add Filtor ×	Clear All					
ID	Name	SmartForm State	e PI First Name	PI Last Name	Department	Sponsor	Reviewer	Award Approver	+ Date Modified	Direct Sponsor Award
AWD0000	00005 Smoke Test NM 3/8/19	Activ	ve Eric	Larson	Office of Research	National Institutes of Health		Merz	5/23/2019 12:15 PM	7894456212
1 items					i page 1	of 1 🔋				25 / page

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

Active	Smol	ke Test NM	3 Patch	3/8/19						AWD	00000005	Fu	nding Award	
lext Steps	PD/PI:				Eric	Larson		A	ward Date:				3/8/2019	
Edit Award	Designated	Reviewer:						5	tart Date:				6/1/2019	
	Award Appr	over:			Nata	lie Merz		E	nd Date:				5/31/2022	
Printer Version	Approving E	ept./Center/Institute:			Offic 1005	e of Research Ø		A	ward Type:			Award		
Create Award Modification	School:				SVC	Research		\$	ponsor Award #	789445621				
Crosle Subaward	Department	Administrator:			Nata	še Merz		A	ward Structure:		Standa			
Create Sociality	Direct Spon	sor:			Natio	onal Institutes of H	leath.	5	pecialist:				Christine McClure	
Request Award Modification	Prime Spon	sor:												
Request Subaccount	Current Total Project Period Commitment:		-\$20	6,150				year 1 year 2						
Award Documents	Current Total Award Amount To Date:			-\$20	\$205,150 SPA Acc			SPA Account # Year 1 - subaccount - Ranieri Itest						
Team Disclosure Status														
Terms And Conditions	Awarded Fu	nding Proposals:												
Complete	1D		Name			Principal Investigator Natalie Merz					Status			
Manage Ancillary Reviews	FP00005622		Smoke Test f	VM Pate								Awarded		
Submit Ancillary Review					-									
Set Award Relationships														
Upload Award Documents														
Manage Deliverables	History	Award Checklist Items	Attachmente	Modifications	Child Awards	Subawards	Related Projects	Deliverables	Personnel Compliance	Funding Allocations	Totals	17. C		
Manage Relationships		Activity				Author				- Activity Date				

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

D	Name	SmartForm	Date Created	Date Modified	State	- Mod Type
AWD00000005 MCID006	Charles Telling Subaccount Mod	(Forma) -	3/10/2019 P.64 AM	4/4/2018 10.00 AM	Awaiting Sponsor Approval	Subaccourt Request
AWD00000005-MC0017	Reppendit	(Forma) +	0/0/2019 12:12 PM	0/0/2018 12:24 PM	Modification Declined	Revision ( Supplement
AWD0000005-MOD018	Ria polement	(Forms) *	8/8/2010 12:24 PM	6/12/2019 10:59 AM	Approved	Revision   Supplement
AWD0000005-MC0007	30 e7	(Picens) +	3/20/2019 3:03 PM	414/2019 9:59 AM	Modification Declined	Revision   Supplement
AWD00000005-MQD010		(Forma) =	3/27/2019 10:47 AM	3/27/2010 10:47 AM	Dreft	Re-budget
AWD0000005-MIDID013	NO. ge end date on award	(Forma) =	4/3/2019 10:59 AM	6/4/2019 0:56 AM	Draft	No Cost Extension
AWD00000005-MICD021	NGA Revised	[Forms] •	6/26/2019 10/56 AM	8/25/2019 11:12 AM	Draft	NGA Revises
AWD0000005-MCID000	Modification #0	(Forma) *	3/26/2019 0.05 AM	6/5/2010 1:55 PM	Approved	NGA Revised
AWD0000005-MD0004	Modification #4	(Forma) +	3/8/2019 11:08 PM	3/8/2019 11:10 PM	Modification Declined	NGA Revises
AWD0000005-M0D019	Modification #19	(Forma) +	6/21/2019 2:47 PM	6/25/2019 10:51 AM	Approved	NGA Revised

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

NGA	Revised						AWD00000005-MOD021 Modification
Parent Ama	rd:		0.4	WD00000005		Effective Date	7/1/29
				utiling year 2 funds and extending the and date.		Direct Sponsor	Reduced Institutes of Heal
				Deletine Michael		Specialist	Charline McCha
Approving	Dept./Canlerfinstitule			Mus of Research		School	SVC Research
Hatory	Administrative Changes	Terms And Canditional	Funding Actions	Pressonal Compliance			
					No data to doplay		
	Parent Awa	NGA Revised Partet Award Approving Dept Canterfus Butter Statisty Administrative Changes	Partol Award: Approving Dept Centerbostinae	Period Award A	Peret Asset Addg year 2 Anda Anda year 2 Anda Anda year 2 Anda Anda year 2 And	Perint Award AACCOUNCES ARXing you's Show and alian. Original antendring has and alian. Original antendring has and alian. Original antendring has and alian. Original antendring has and alian. Restory Advances antendring has and alian. Restory Advances antendring has and alian. Restory Advances antendring has and alian.	Perint Asset         AllCOUNCED         Effective Oals           Allang year 2 Minks and extending two and data.         Overet Spansan.         Overet Spansan.           Compared Space Contractions         Spansan Contractions         Spansan Contractions           Approving Space Contractions         Other of Space Contractions         Space Contractions           Restory         Administration Changers         Trans And Conditions         Personnel Compliance

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:

	10000										
Add Alloc	ations: 😡										
Name				Anton			Start Date	End Date	Authorization	Authorized Amount	Award Amount
National Institut	es of Health Award P	eriod 1		[Update]			6/1/2019	5/31/2020	Authorized by Sponsor	811.000	\$15.000
National Institut	es of Health Award P	eriod 2		(Edit Action Below)			6/1/2020	5/31/2021	Authorized by Sponsor	50	(\$220,750)
National Institut	es of Health Award P	£ bone		(Update)			8/1/2021	5/31/2022	Not Authorized	30	30
subeccount 1 A	want Period 2			[Updata]			6/1/2020	5/31/2021	Authorized by Sponsor	80	\$5,500
subaccount 1 A	ward Period 3			(Update)			6/1/2021	5/31/2022	Not Authorized	50	50
Subassount 1-1	Christine McClure 10	980		(Modified by AWD00	000005-MOD000		6/1/2019	5/31/2020	Authorized by Sponsor	82.100	\$2.100
Edit updated	allocations:0										
		Nama		Туре		Funding Allocation					Description
C# Lpase		NGA Revised		NGA Revised		National Institutes of He	alth Award Period 2				
Edit new allo	cations:0										
Nama	Start Date		End Date		Authorization		ALMONITOR .	d Amount		Award Amount	

- 8. Once in the 'Add or Edit Funding Action' screen enter/confirm 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
	New PI:
11.	Current start date: 6/1/2020
	New start date:
	8
12.	Current end date: 5/31/2021
	New end date:
	<b>D</b>
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
	s20,000
	420,000
17.	Current authorized total: -\$228,750
	New authorized total:
	-\$8,750
18.	Current indirect rate: (%) 56.5
	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:

80 80 80
\$0 \$0
80

# 10.Enter the budget information into the subcodes in the 'Adjustments' column until the 'Difference' is zero and click 'Save':

All Allocations					Current Allocation	on .	
Total Sponsor Awarded to Date: 🕖	\$668,778			Total Sponsor Av	warded: 0	\$843,778	
Total Reconciled to Date:	\$843,778			Total Reconciled		\$843,778	
Difference:	-\$175,000				50		
Cost Share:	\$0			Difference: 🕜	50		
elect the Budget Allocation to display: O UPMC Enterpris	es Award Period 1 *	Undo AS Charges		Start Date: 2/1/20	018 End Date: 6/30/	2020	
Budget Categories		Baseline	Rollup Adjustments	Adjustments	Cost Share	Active Allocation Total	
Vedical Faculty RFT Regular Earnings	5000	\$143,605	\$0	\$70,000	\$0	\$213,605	
ion-Medical Faculty RFT Regular Earnings	5100	\$0	\$0	\$25,000	50	\$25,000	
Research Associates RFT Regular Earnings	5200	\$0	\$0	\$0	\$0	\$0	
taff RFT Regular Earnings	5400	\$284,912	\$0	\$0	\$0	\$284,912	
ISR-PHD Regular Earnings	5660	\$0	\$0	50	\$0	\$0	
Itipend-Training Grant	5820	\$0	\$0	50	\$0	\$0	
ringe Benefits-General (Spon Proj Budget only)	5900	\$0	\$0	\$0	\$0	50	
ringe Benefits-Medical Faculty	5901	\$39,951	\$0	\$33,500	\$0	\$73,451	
ringe Benefits-Non-Medical Faculty	5903	\$0	\$0	\$17,000	50	\$17,000	
	5905	\$0	\$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':

1.	Name: National Institutes of Health Award Period 1 PI: Natalle Merz Financial Account, year 1 Period 1 Start Date: 611/2019 End Date: 611/2020					
	Person	Role 🚱	Role Other	Start Date	End Date	Remove Ro
	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	
	Find	None				
	Find	None				

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

MyFunding			Edit: Award Change - AWD00001005-MOD002
ou Are Hens: 😭 Smoke Test NM 3 Patch 310/19 📓 Modification #2 «Back	🔁 Save 🕞 Ext 🛕 H	HourShow Errors 🕒 Print 🏴 Jump To 🔸	Field
Completed Award Modification			
the toolbar, select "Hide / Show Errors" to validate that the form is complete. Update any	rrors or incomplete sections.		
o complete this component of the award set-up process, please click the Finish button on t	e right and execute the Notify Award Editors activity, whi	ch should allow the department to access the award and complete the budget and cor	mpliance components of the award.
€ Back	🖺 Save 🕞 Ext 🔺 H	Hae/Show Errors 🔒 Print 🏓 Jump To 🗝	Finon

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

Draft	NGA Revised					AWD00000005-MOD021	odification	
Next Steps	Parent Award:		ANDOCOCCO		Effective Date:		7/1/20	
Edit Award Modification	Description:	ription: L	Adding year 2 funds an automoting the and date.		Direct Sponsor:	Netonal in		
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Prestor Varsion	Approving Dept/CenterInstitute		Office of Research		School		SAC News	
F Americation	Honory Administrative Changes Term	as And Conditions Tranding Artist	na Personal Compliance					
Augentes								
Manage Anothery Reviews				No data to display				
Changes								
d Bend for Sponsor Approval								

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

	Smok	te Test NM 3 F	Patch 3/8/19	9								AWD000000	6	Funding A	and a
lext Steps	POP1					En La	900			Aniard Date:					3920
Ellihert	Designated F	laviewer:								Start Date:					8100
Constanting of the	Award Appro	wer:				Fishelie	Merz			End Date:					5/11/20
Ponter Vensor	Approving D	ept.Canterbuildute				Office (	Pessanth			Award Type:					
Create Award Modification	School					SVC PA	and the second second			Sponsor Award #				785	1944062
		Administrator				Natula				Award Structure					Standa
Outo Subseard	Direct Spons						I malitudes of Head	Pr-		Speciation		Ovalive1			
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Rogarid Sebecount												year 1			
		Project Period Commitment:				\$44.90				SPA Account#		year 2			
Award Documents	Current Total	Award Amount To Data:				\$44,000	0					Year 1 - subaccount - Ranieri Continuation Mod for report			
Team Disclosure Datus															
Terms And Contillions	Awarded Fun ID									cipal Investigator			Satur		
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### 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).