**Overview:** A 'Budget Allocation Correction' amendment/modification should be requested to make corrections to a budget period.

Examples:

1. To correct the total budget amount (i.e. budget activated for $150,000 that should have been activated for $15,000).
2. To correct the indirect cost rate (i.e. the indirect cost rate was activated at 50.5% that should have been activated at 56.5%).

Where to Start

1. Log-in to MyFunding and search for the award in the Awards tab:
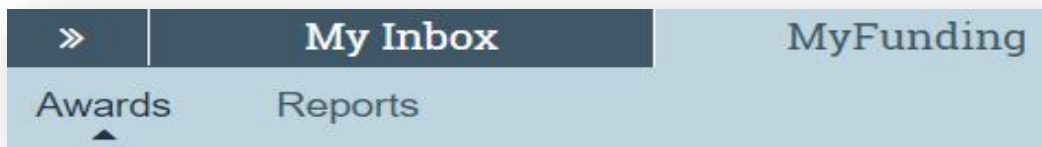
2. Search for the award in the search box and click on the 'Name' of the award:

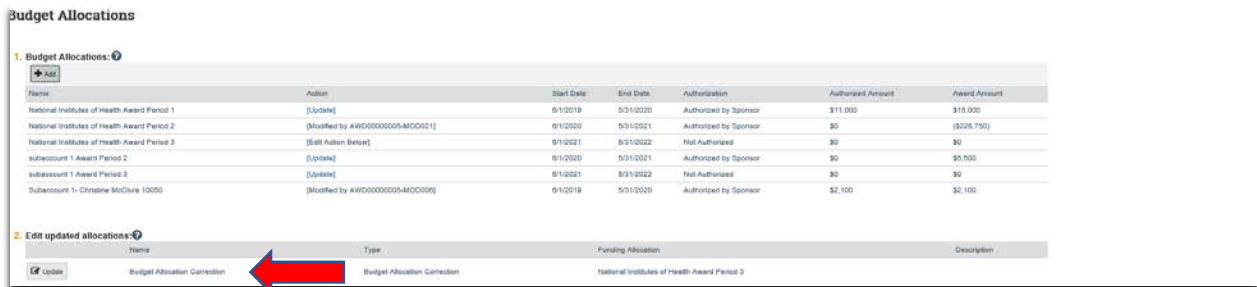3. Locate the modification to update and click on the 'Name' of the modification:

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

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

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

7. 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)

15. Current authorized direct amount:
$0

Incremental direct amount:
$45,000

16. Current authorized indirect amount:
$0

Incremental indirect amount:
$4,500

17. Current authorized total:
$0

New authorized total:
$49,500

18. Current indirect rate: (%)
56.5

New indirect rate: (%)

19. Current indirect cost base type:
MTDC

* New indirect cost base type:
MTDC

20. Current salary cap:
$0

8. 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:

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

10. 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':

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

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

13. In the award workspace click 'Email Specialist' to notify the specialist that the award amendment/modification has been updated:
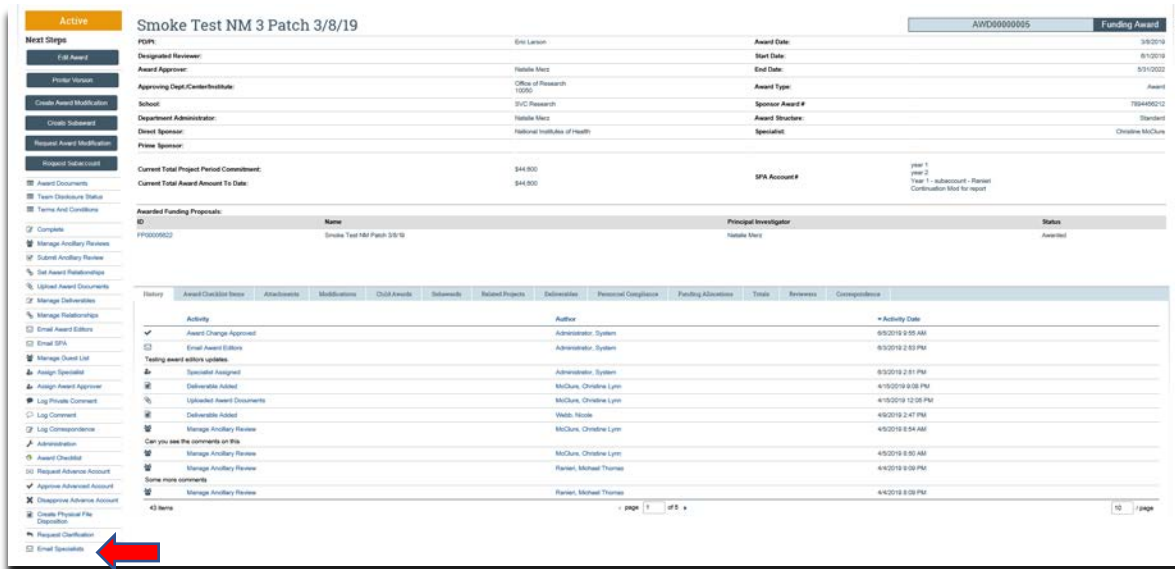
What do I attach (if not included with the modification request)?

1. Any documents requiring a signature by the Office of Research (OR).
2. Any other school-specific required documents.
3. 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).