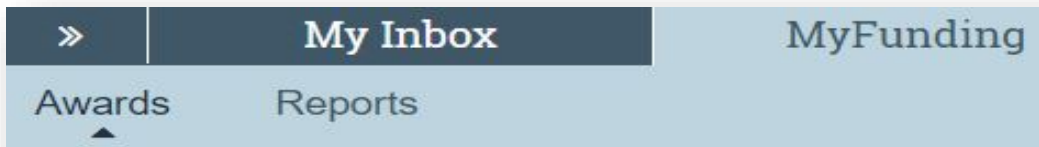Overview: An 'Continuation' amendment/modification should be completed when amending/modifying and award to add a new year of funding.

Examples:

1. When the Notice of Award (NOA) for year 2 of a project is received and the account will retain the same account number.
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:

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:

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

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:

    a. New 'PI' (if applicable)
    b. 'Incremental direct amount' being added or subtracted to the allocation
    c. 'Incremental indirect amount' being added or subtracted to the allocation
    d. New 'Indirect Rate' (if applicable)

9. On the Award/Authorized Budget Reconciliation page click 'Select the Budget Allocation to display' (this will open the budget reconciliation to enter the budget information). Select the budget allocation, only the master budget will be reconciled.

10. Enter all budget information into the 8130 subcode. in the 'Adjustments' column until the 'Difference' is zero and click 'Save':

Budget Unallocated-Sponsored Projects Only	8130	$0	$0	$264,146

11. 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'.

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

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

14. 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 OSP.
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).