

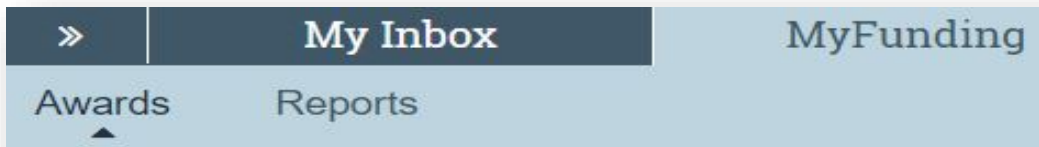
Overview: An 'Continuation' amendment/modification should be completed when amending/modifying and award to add a new year of funding.

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:

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

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

Next Steps

- Edit Award
- Printer Version
- Create Award Modification
- Create Subaward
- Request Award Modification
- Request Subaccount

Designated Reviewer: Eric Larson **Award Date:** 3/8/2019

Award Approver: Natalie Merz **Start Date:** 6/1/2019

Approving Dept./Center/Institute: Office of Research 10950 **End Date:** 5/31/2022

School: SVC Research **Award Type:** Award

Department Administrator: Natalie Merz **Sponsor Award #** 7894456212

Direct Sponsor: National Institutes of Health **Award Structure:** Standard

Prime Sponsor: **Specialist:** Christine McClure

Current Total Project Period Commitment: \$206,150 **SPA Account #** year 1
year 2
Year 1 - subaccount - Ranieri
test

Current Total Award Amount To Date: \$206,150

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** **...**

Activity **Author** **Activity Date**

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-MOD006	Christine Testing Subaccount Mod	[Form]	3/15/2019 9:54 AM	4/4/2019 10:00 AM	Pending Sponsor Approval	Subaccount Request
AWD000000005-MOD017	Revision Supplement	[Form]	6/5/2019 12:12 PM	6/5/2019 12:24 PM	Modification Declined	Revision Supplement
AWD000000005-MOD018	Revision Supplement	[Form]	6/5/2019 12:24 PM	6/12/2019 10:58 AM	Approved	Revision Supplement
AWD000000005-MOD007	Mod #7	[Form]	3/20/2019 3:03 PM	4/4/2019 9:59 AM	Modification Declined	Revision Supplement
AWD000000005-MOD010	Mod #10	[Form]	3/27/2019 10:47 AM	3/27/2019 10:47 AM	Draft	Re-budget
AWD000000005-MOD013	NOA end date on award	[Form]	4/3/2019 10:59 AM	6/4/2019 8:59 AM	Draft	No Cost Extension
AWD000000005-MOD021	Mod #21	[Form]	6/26/2019 10:56 AM	8/26/2019 11:12 AM	Draft	NOA Revised
AWD000000005-MOD009	Mod #9	[Form]	3/25/2019 9:05 AM	6/5/2019 1:55 PM	Approved	NOA Revised
AWD000000005-MOD004	Modification #4	[Form]	3/6/2019 11:09 PM	3/6/2019 11:10 PM	Modification Declined	NOA Revised
AWD000000005-MOD016	Modification #16	[Form]	6/21/2019 2:47 PM	6/25/2019 10:51 AM	Approved	NOA Revised

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

Draft **Continuation Year 2** **AWD000000005-MOD029** **Modification**

Next Steps

- Edit Award Modification
- Printer Version

Parent Award: AWD000000005 **Effective Date:** 7/1/2019

NOA received for year 2 of the project. **Direct Sponsor:** National Institutes of Health

POPI: Christine McClure **Specialist:** Christine McClure

Approving Dept./Center/Institute: Office of Research **School:** SVC Research

History **Administrative Changes** **Terms And Conditions** **Funding Actions** **Personnel Compliance**

No data to display.

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

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).