

Overview: An 'Early Termination' amendment/modification request should be requested to end (close) an award early.

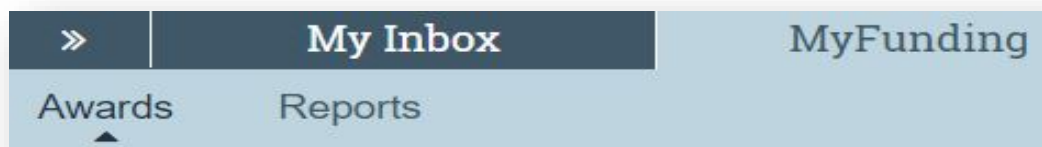
*Please note that a relinquished award is different than an early termination. An award that is being relinquished to another university should use the Demographic Change modification request type.

Examples:

- A) A Principal Investigator (PI) accepts another award and must terminate one award to accept another.

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 'Request Award Modification':

Smoke Test NM 3 Patch 3/8/19		AWD00000005	Funding Award
PDI/PI:	Eric Larson	Award Date:	3/8/2019
Designated Reviewer:		Start Date:	6/1/2019
Award Approver:	Natalie Merz	End Date:	5/31/2022
Approving Dept./Center/Institute:	Office of Research 10050	Award Type:	Award
School:	SVC Research	Sponsor Award #	7894456212
Department Administrator:	Natalie Merz	Award Structure:	Standard
Direct Sponsor:	National Institutes of Health	Specialist:	Christine McClure
Current Total Project Period Commitment:	\$22,600	SPA Account #	year 1 year 2 Year 1 - subaccount - Ranieri test
Current Total Award Amount To Date:	\$22,600		
Awarded Funding Proposals:			

4. On the 'Request Details' page enter the following information:

a. Enter a 'Short title' that includes 'Early Termination':

Request Details

1. * Short title: ?

Early Termination

b. Enter the 'Date' of the amendment/modification request:

Request Details

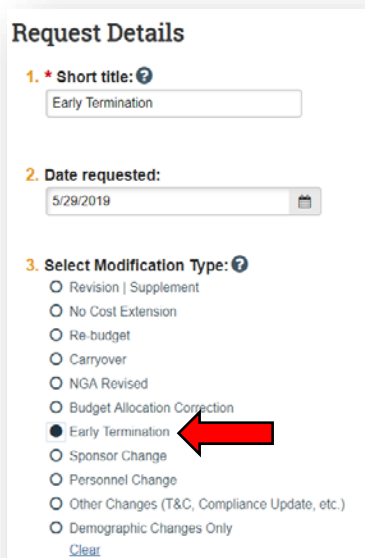
1. * Short title: ?

Early Termination

2. Date requested:

5/29/2019

c. Select 'Early Termination' as the 'Modification Type':



Request Details

1. * Short title: ?
Early Termination

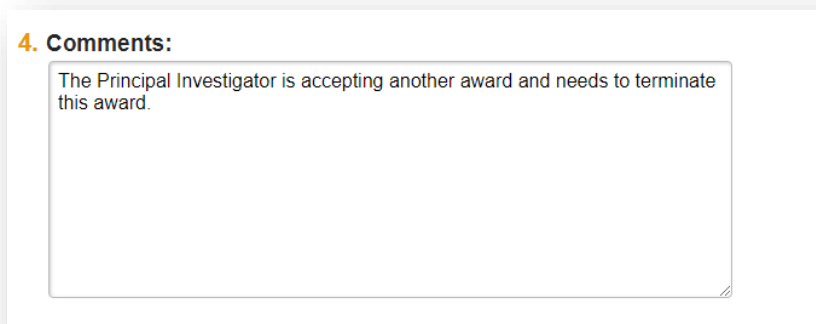
2. Date requested:
5/29/2019

3. Select Modification Type: ?

- ☐ Revision | Supplement
- ☐ No Cost Extension
- ☐ Re-budget
- ☐ Carryover
- ☐ NGA Revised
- ☐ Budget Allocation Correction
- ☒ Early Termination
- ☐ Sponsor Change
- ☐ Personnel Change
- ☐ Other Changes (T&C, Compliance Update, etc.)
- ☐ Demographic Changes Only

[Clear](#)

d. Enter a description of the request in the 'Comments' box:



4. Comments:

The Principal Investigator is accepting another award and needs to terminate this award.

e. Click 'Finish' in the bottom right-hand corner:



4. Comments:

The Principal Investigator is accepting another award and needs to terminate this award.

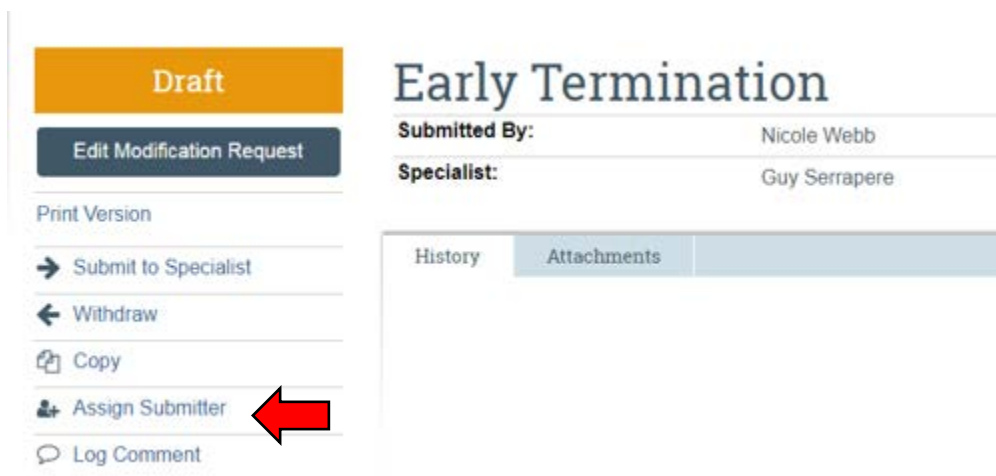
5. Supporting Documents:

+ Add

There are no items to display.

Back Save Print Finish

5. Click 'Assign Submitter'. Assign the submitter as **your Dean's area reviewer** and select 'OK':



Draft

Edit Modification Request

Print Version

→ Submit to Specialist

← Withdraw

Copy

Assign Submitter

Log Comment

Early Termination

Submitted By: Nicole Webb

Specialist: Guy Serrapere

History Attachments

Execute "Assign Submitter" on AMR00000109 - Google Chrome

https://clk-grants-dev.offres.pitt.edu/Dev/sd/ResourceAdministration/Activity/form?ActivityType=com.webbridge.entity.L...

Assign Submitter

1. Submitter:

Jennifer Woodward

OK Cancel

What do I attach?

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 (if applicable)

Where do I attach the documents?

Documents should be attached in the award workspace using the 'Upload Award Documents' activity:

[illegible]

What's Next?

1. The Dean's area reviewer will review the amendment/modification request and if acceptable, will use the 'Submit to Specialist' activity in the amendment/modification workspace to send the amendment/modification request to the Office of Research (OR).

Department - Creating an Amendment/Modification Request: Early Termination

Draft

Testing In box

AMR00000413 Modification Request

Submitted By: Natalie Merz Request Date: 4/3/2019

Specialist: Zachary Byrnes Award: AWD00000005 (AWD00000005)

Print Version

Submit to Specialist

Withdraw

Copy

Assign Specialist

Log Comment

Activity	Author	Activity Date
Submitter Assigned	McClure, Christine Lynn	4/3/2019 11:47 AM

2. If accepted by the OR, the amendment/modification request will be “Approved”, and the OR will create the amendment/modification for the award and send the required documents to Sponsored Programs Accounting (SPA) to have the SPA account updated.