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:
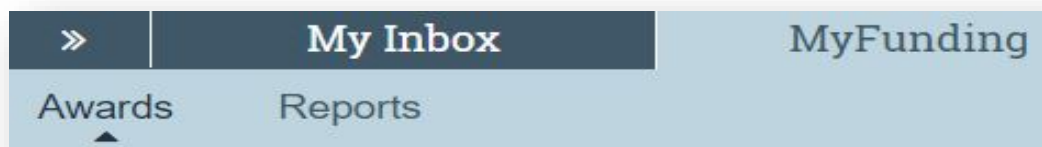
2. Search for the award in the search box and click on the name of the award:

3. Once in the award workspace click on 'Request Award Modification':

4. On the 'Request Details' page enter the following information:
    a. Enter a 'Short title' that includes 'Early Termination':

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

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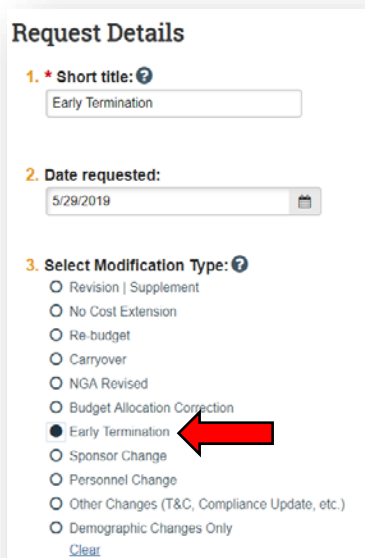
Request Details

1. * Short title: ❓

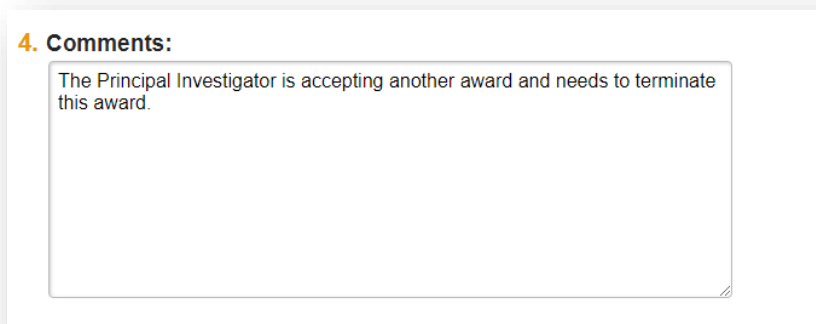   Early Termination

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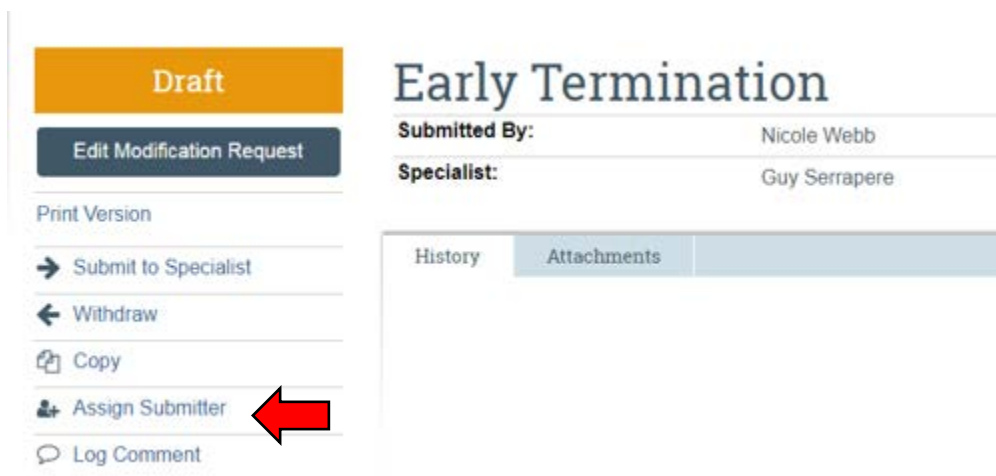
e. Click 'Finish' in the bottom right-hand corner:

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

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:

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).

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.