

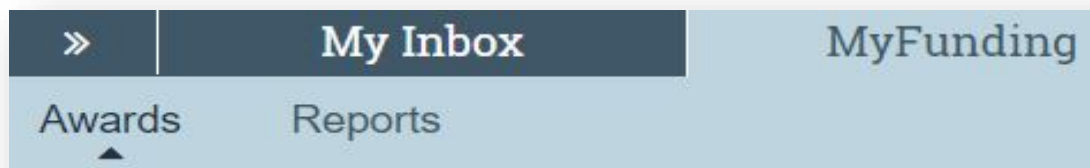
Overview: A 'Other Changes' amendment/modification should be requested to change aspects of the award or project such as the terms and conditions and to update/change the compliances on the award.

Examples:

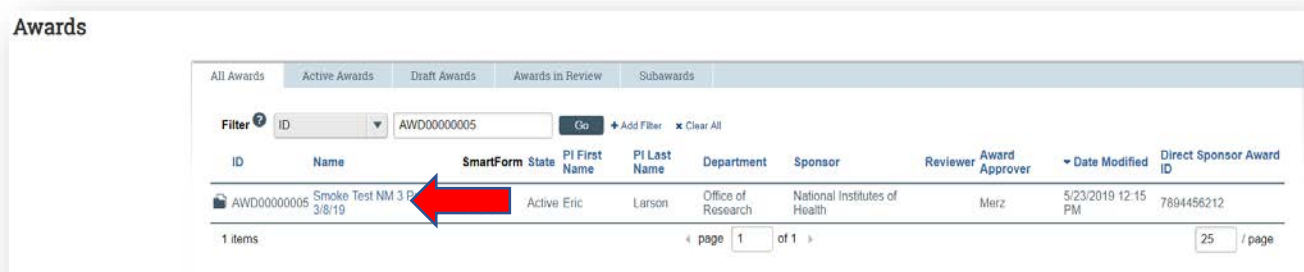
1. The sponsor lifts a restriction on the award.
2. Human subject work is scheduled to begin, and the award record needs updated to reflect this change.

Where to Start

1. Log-in to MyFunding and search for the award in the Awards tab:



2. Once the award is identified, click on the 'Name' of the award (project title):



3. On the left-hand side of the award workspace click on 'Request Award Modification':

Active		Smoke Test NM 3 Patch 3/8/19		AWD00000005 Funding Award	
Next Steps	PD/PI:	Eric Larson	Award Date:	3/8/2019	
Edit Award	Designated Reviewer:		Start Date:	6/1/2019	
Printer Version	Award Approver:	Natalie Merz	End Date:	5/31/2022	
Create Award Modification	Approving Dept./Center/Institute:	Office of Research 10050	Award Type:	Award	
Create Subaward	School:	SVC Research	Sponsor Award #	7894456212	
Request Award Modification	Department Administrator:	Natalie Merz	Award Structure:	Standard	
Request Subaccount	Direct Sponsor:	National Institutes of Health	Specialist:	Christine McClure	
Award Documents	Current Total Project Period Commitment:	\$22,600	SPA Account #	year 1 year 2 Year 1 - subaccount - Ranieri test	
Team Disclosure Status	Current Total Award Amount To Date:	\$22,600			
Terms And Conditions	Awarded Funding Proposals:				

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

- a. Enter a 'Short title' that includes the demographic change:

Request Details

1. * Short title: ?

Other Changes (Terms and Conditions)

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

Request Details

1. * Short title: ?

Other Changes (Terms and Conditions)

2. Date requested:

6/24/2019


- c. Select 'Other Changes (T&C, Compliance Update, etc.)' as the 'Modification Type':

Request Details

1. * Short title: ?
Other Changes (Terms and Conditions)

2. Date requested:
6/24/2019

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](#)



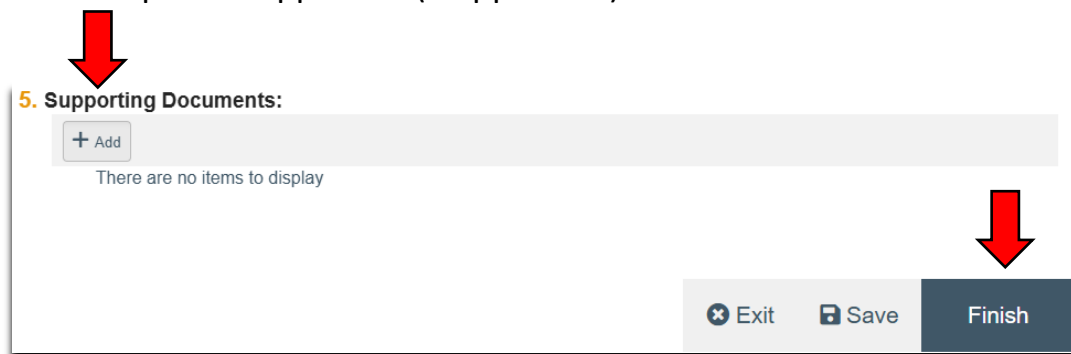
- d. Enter a description of the request in the 'Comments' box:

4. Comments:
Human subject restrictions lifted

- e. Attach Supporting Documents in this request and not on the Award. Click 'Finish' in the bottom right-hand corner:

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)
4. Compliance approvals (if applicable)



5. Supporting Documents:

+ Add

There are no items to display

Exit Save Finish

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



Draft

Updating Administrative Contact

AMR00000109 Modification Request

Submitted By: System Administrator Request Date: 5/29/2019

Specialist: Guy Serrapere Award: AWD00000143 (AWD00000143)

Print Version

Edit Modification Request

Copy

Log Comment

Assign Submitter

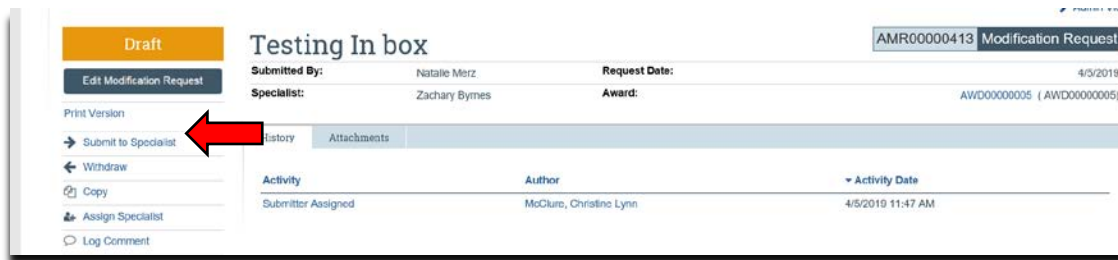
History Attachments

No data to display.



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.