

Department - Creating an Amendment/Modification Request: NGA Revised (Subaward/Subcontract Amendment)

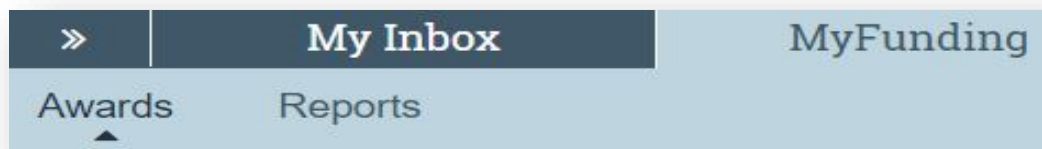
Overview: An 'NGA Revised' (including subaward/subcontract amendments) amendment/modification request should be requested when a revised Notice of Award (NOA), subaward amendment, and contract amendment is received.

Examples:

1. To add or decrease money for a project and change the project period.
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:



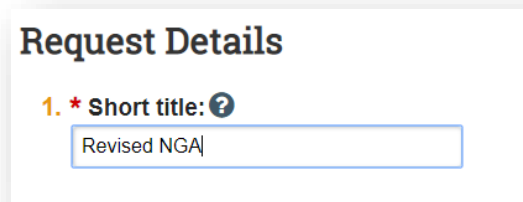
2. Search for the award in the search box and click on the 'Name' of the award:



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



4. On the 'Request Details' page enter the following information:
 - a. Enter a 'Short title' that includes 'Revised NGA':

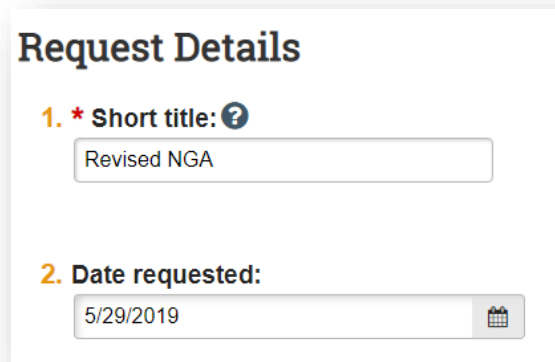


Request Details

1. * Short title: ?

Revised NGA

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



Request Details

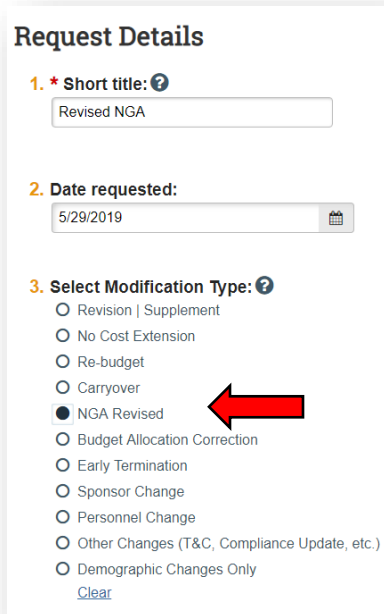
1. * Short title: ?

Revised NGA

2. Date requested:

5/29/2019

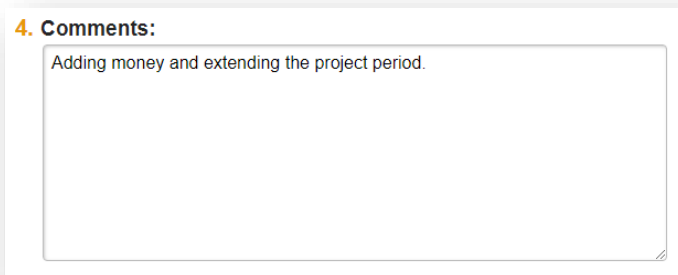
- c. Select 'NGA Revised' as the 'Modification Type':



The screenshot shows a form titled "Request Details". It contains three main sections:

- 1. * Short title:** A text input field containing "Revised NGA".
- 2. Date requested:** A date picker showing "5/29/2019".
- 3. Select Modification Type:** A list of radio button options. The "NGA Revised" option is selected, and a red arrow points to it. The other options are: Revision | Supplement, No Cost Extension, Re-budget, Carryover, Budget Allocation Correction, Early Termination, Sponsor Change, Personnel Change, Other Changes (T&C, Compliance Update, etc.), and Demographic Changes Only. A "Clear" link is at the bottom of the list.

- d. Enter a description of the request in the 'Comments' box. If you would like the specialist to return a Partially Executed agreement to the sponsor, please include the appropriate contact email. Otherwise, the specialist will return the Partially Executed agreement to the individual making the modification request:



The screenshot shows the "4. Comments:" section of the form. It contains a text area with the text "Adding money and extending the project period." and a small icon in the bottom right corner.

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

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4. Comments:
Adding money and extending the project period.

5. Supporting Documents:
+ Add
There are no items to display

Save Print

- 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

Assign Submitter

Revised NGA

Submitted By: Nicole Webb Request Date: [blank]

Specialist: Guy Serrapere Award: [blank]

History Attachments

MyFunding

Execute "Assign Submitter" on AMR00000109 - Google Chrome

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

Assign Submitter

1. Submitter:
Jennifer Woodward [dropdown menu]

OK Cancel

What do I attach?

- Any documents requiring a signature by the Office of Sponsored Programs (OSP)

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2. Any other school-specific required documents
3. NOA/sponsor document noting change
4. Budget Modification Request (BMR) form (if applicable) for Sponsored Projects Accounting (SPA)
5. Compliance approvals (if applicable)

Where do I attach the documents?

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

Active

Start Steps

- Edit Award
- Prime Values
- Award Approval
- Approving Doc/Comments/Status
- Submit
- Department Administration
- Direct Sponsor
- Prime Sponsor
- Request Subcontract
- Award Documents
- Team Disclosure Status
- Terms And Conditions
- Complet
- Manage Ancillary Reviews
- Submit Ancillary Review
- Set Award Deliverables
- Upload Award Documents
- Manage Documents

Smoke Test NM 3 Patch 3/8/19

Designated Reviewer: Christine McClure

Award Approval: Christine McClure

Approving Doc/Comments/Status: Office of Research

Submit: Office of Research

Department Administration: Christine McClure

Direct Sponsor: National Institute of Health

Prime Sponsor: National Institute of Health

Current Total Project Period Commitment: \$306,198

Current Total Award Amount To Date: \$306,198

Awarded Funding Programs:

ID	Title	Principal Investigator	Status
FF00000002	Smoke Test NM Patch 3/8/19	Isabelle King	Awarded

Active Funding Award: AWD00000005

Award Details:

- Award ID:** AWD00000005
- Start Date:** 9/10/19
- End Date:** 9/10/20
- Award Type:** Award
- Sponsor Award #:** W5660419
- Award Structure:** Standard
- Sponsor:** Christine McClure

OPA Account #

OPR 1
OPR 2
YEAR 1 - SUBCONTRACT - Request
YEAR 2

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 Sponsored Programs (OSP).

Draft

[Edit Modification Request](#)

[Print Version](#)

[Submit to Specialist](#)

[Withdraw](#)

[Copy](#)

[Assign Specialist](#)

[Log Comment](#)

Testing In box

AMR00000413

Modification Request

Submitted By:

Natalie Merz

Request Date:

4/3/2019

Specialist:

Zachary Bymes

Award:

AWD00000005 | AWD00000005

History

Attachments

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

2. If accepted by the OSP, the amendment/modification request will be “Approved”, and OSP will create the amendment/modification for the award and send the required documents to SPA to have the SPA account updated.
3. If additional information is needed a representative from the applicable OSP team (Grants, Federal Contracts, Clinical and Corporate, Fee for Service, Subcontracting) will reach out.