Overview: A 'Revision/supplement' amendment/modification should be requested when a sponsor (such as the National Institute of Health) awards additional funding for a revision/supplement proposal to the primary award or a sponsor provides additional funds such as an 'add-on'.

Examples:

- 1. An Administrative Supplement is awarded to the primary Notice of Award (NOA) and not awarded as a stand-alone NOA.
- 2. Additional funds provided on an award for a clinical trial accrual.

Where to Start

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

»	My Inbox	MyFunding
Awards	Reports	

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

All Awards	Active Awards	Draft Awards Awards	in Review	Subawar	ds				
Filter @	ID 💌	AWD0000005	Go	+ Add Filtor ×	Clear All				
ID	Name	SmartForm State	PI First Name	PI Last Name	Department	Sponsor	Reviewer Award Approver	+ Date Modified	Direct Sponsor Award
AWD000	00005 Smoke Test NM 3/8/19	3 Pa	e Eric	Larson	Office of Research	National Institutes of Health	Merz	5/23/2019 12:15 PM	7894456212
1 items					e page 1	of 1 🗦			25 / page

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

Active	Smoke Test NM 3 Patcl	h 3/8/19		AWD00000005 Funding Award
ext Steps	PD/PI:	Eric Larson	Award Date:	3/8/2016
Edit Award	Designated Reviewer:		Start Date:	6/1/2015
an ann an Anna an	Award Approver:	Natalie Merz	End Date:	5/31/2022
Printer Version	Approving Dept/Center/Institute:	Office of Research 10050	Award Type:	Award
Create Award Modification	School:	SVC Research	Sponsor Award #	7894456212
Consta Subsurant	Department Administrator:	Natalie Merz	Award Structure:	Standard
Request Award Modification	P ct Sponsor:	National institutes of Health	Specialist:	Christine McClure
Request Subaccount	Current Total Project Period Commitment:	\$22,600	2222	year 1 year 2
Award Documents	Current Total Award Amount To Date:	\$22,600	SPA Account #	Year 1 - subaccount - Ranieri test
Team Disclosure Status				1000
Terms And Conditions	Awarded Funding Proposals:			

- 4. On the 'Request Details' page enter the following information:
 - a. Enter a short title that includes 'Revision/Supplement/Add-On':

1.	* Short title: 🕜	
	Supplement	

b. Enter the 'Date' of the award amendment/modification requested:

Re	quest Details	- 1
1.	* Short title: 🝞	
	Supplement	
2.	Date requested:	
	5/31/2019	#

c. Select 'Revision|Supplement' as the 'Modification Type':

-	
1. * Short title: 🚱	
Supplement	
2. Date requested:	
5/31/2019	**
Revision Supplement No Cost Extension Re-budget Carryover NIGA Revised	
O Budget Allocation Correction	
O Early Termination	
O Sponsor Change	
O Personnel Change	
O Other Changes (T&C, Compliance Upo	date, etc.)
O Demographic Changes Only Clear	

d. Add additional comments in the 'Comments' box:

Additional funds provided	

5. If directed, you can add supporting documents to the AMR. It may also be requested to add supporting documents to the main award record. Click 'Finish' in the bottom right-hand corner:

Additional funds provided		
Additional fands provided		
upporting Documents:		
A		
T /00		
There are no items to display		
	D Sava D Drint	

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

Edit Modification Request	Submitted By:		Nicole Webb	R	
	Specialist:		Guy Serrapere	A	
Print Version					
Submit to Specialist	History	Attachments			
省 Сору					
Assign Submitter					
C Log Comment					

Department - Creating an Amendment/Modification Request: Revision/Supplement

Actuale Assign Submitter on Aminosocorro - Google chrome		Ш	×
https://clk-grants-dev.offres.pitt.edu/Dev/sd/ResourceAdministration/Acti	vity/form?ActivityType=com.web	idge.entit	ty.Е
sign Submitter			t
. * Submitter:			
Jennifer Woodward 🕓			
	ОК	Cano	cel

What do I attach?

- 1. Any documents requiring a signature by the Office of Sponsored Programs
- 2. Any other school-specific required documents
- 3. NOA/sponsor document noting change
- 4. 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	Smoke Test N	M 3 Patch 3/8/19			AWD00000005 Funding Award	
Next Steps	POPE		Chestine McDure	Award Date:	9400	
Litt Arest	Designated Revenuer.		Christene McChare	Start Date:	61120	
	Award Approver:	Award Approver		End Date:	69190	
Peola Vieson	Approving Dept./CenterInstitute:		Office of Research 10250	Award Type:	And	
Cruste Award Mobilization	Schoo:		RVC Resident	Spensor Award #	PERMIT.	
Contra Sciences	Department Administrator		Chaladine McChare	Award Structure	fuela -	
And and a set of the	Direct Sporsor:		National Institutes of recalls	Rpeciated.	Children Hillion	
Report Avent Modification	Prime Sponsor:					
Report faborcase	Current Yotal Project Period Con	nitrati	8206, 156		year 3 year 2	
E AND DOOMER	Current Total Award Amount To Date:		\$256,150	SPA ADDINES	TEALS - Subaccount - Nameni Next	
M. Teals Distance Status						
Fermi And Conducts	Awarded Funding Proposals:					
7 Complete	•	Name		Principal Investigator	Batus	
Manage Avoitary Elements	F700008422	Smuke Teal NM Parch 3/5/15		Holate Metz	Anarderd	
Z Summ Anothing However						
Upted Award Distance			No. of Concession, Name of Concession, Name			
C Manual Collectors	Award Checklist In	na Alacharata Modification	Child Annuals - Subprovint - 1	britated Progents Deliveredities	Nerassae Complement -	

What's Next?

 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 OSP. Department - Creating an Amendment/Modification Request: Revision/Supplement

	Testing Ir	ı box		AMR00000413 Modification Reque
Edit Modification Request	Submitted By:	Natalle Merz	Request Date:	4/5/20
Cut modification request	Specialist:	Zachary Byrnes	Award:	AWD00000005 (AWD000000
Print Version		2.20		
Submit to Specialist	Listory Attachm	leats		
+ Withdraw			- 102 Mar	
21 Copy	Activity		Author	Activity Date
Assign Specialist	Submitter Assigned		McClure, Christine Lynn	4/5/2019 11:47 AM
O Log Comment				

2. If accepted by the OSP, the amendment/modification request will be "Approved", and the OSP will create the amendment/modification for the award and send the required documents to SPA to have the SPA account updated.