

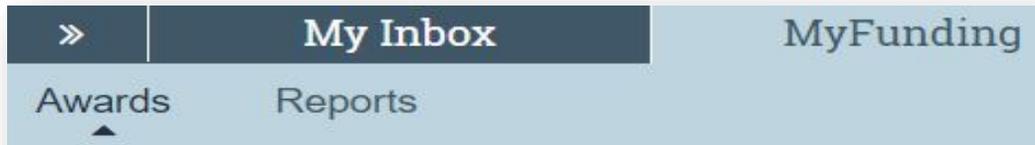
Overview: A ‘Revision/supplement’ amendment/modification should be requested when a sponsor (such as the National Institute of Health) awards additional funding for a revision/supplement proposal to the primary award or a sponsor provides additional funds such as an ‘add-on’.

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:



- 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':

The screenshot shows the award workspace for 'Smoke Test NM 3 Patch 3/8/19'. On the left, there is a 'Next Steps' sidebar with several buttons: 'Edit Award', 'Printer Version', 'Create Award Modification', 'Create Subaward', 'Request Award Modification' (highlighted with a red arrow), and 'Request Subaccount'. Below these are links for 'Award Documents', 'Team Disclosure Status', and 'Terms And Conditions'. The main area displays award details in a table format:

PD/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
Project 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		

At the bottom, there is a section for 'Awarded Funding Proposals'.

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

a. Enter a short title that includes 'Revision/Supplement/Add-On':

The screenshot shows the 'Request Details' page. The first field is '1. * Short title: ?' with a help icon. The input field contains the text 'Supplement'.

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

The screenshot shows the 'Request Details' page. The second field is '2. Date requested:' with a calendar icon. The input field contains the date '5/31/2019'.

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

Request Details

1. * Short title: 

Supplement

2. Date requested:

5/31/2019 

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. Add additional comments in the 'Comments' box:

4. Comments:

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:

4. Comments:
Additional funds provided

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

Back Save Print Finish

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

Draft

Edit Modification Request

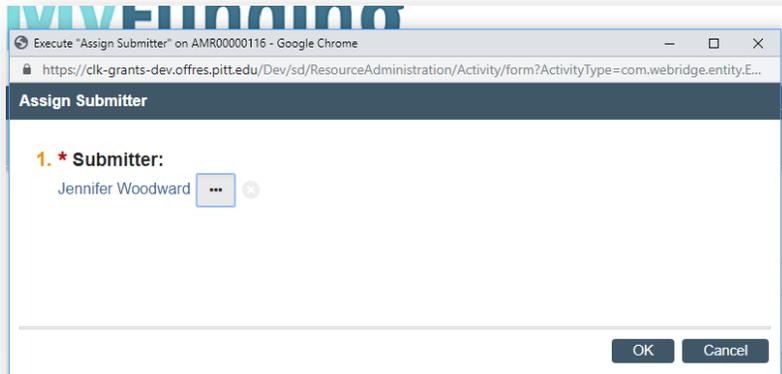
Print Version

- Submit to Specialist
- Withdraw
- Copy
- Assign Submitter
- Log Comment

Submitted By: Nicole Webb

Specialist: Guy Serrapere

History Attachments

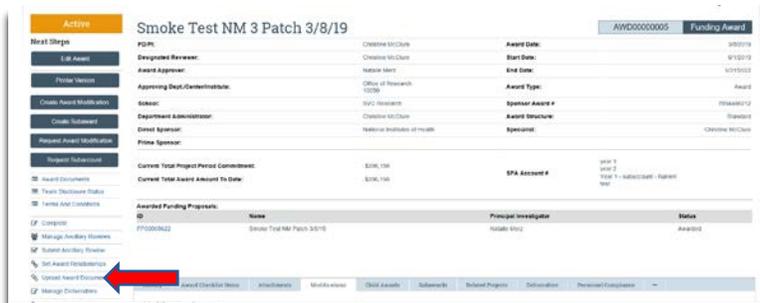


What do I attach?

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?

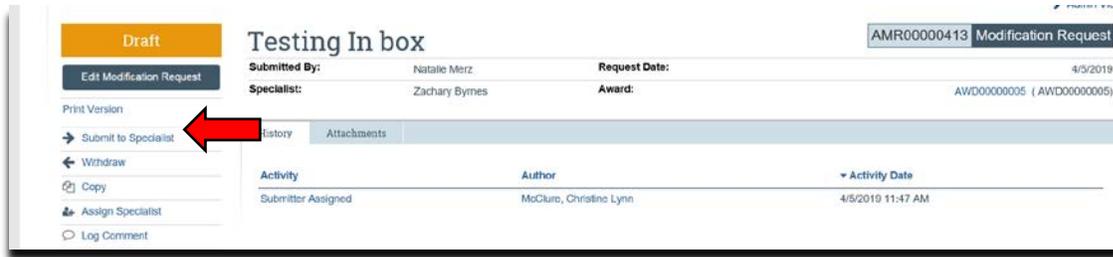
Documents should be attached in the award workspace using the 'Upload Award Documents' activity:



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 OSP.

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



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.