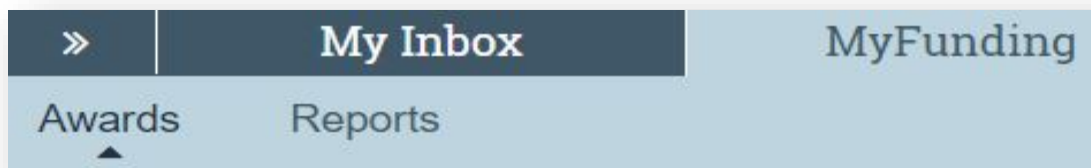**Overview:** A 'Demographic Change' amendment/modification should be requested to change demographic aspects of the award or project.
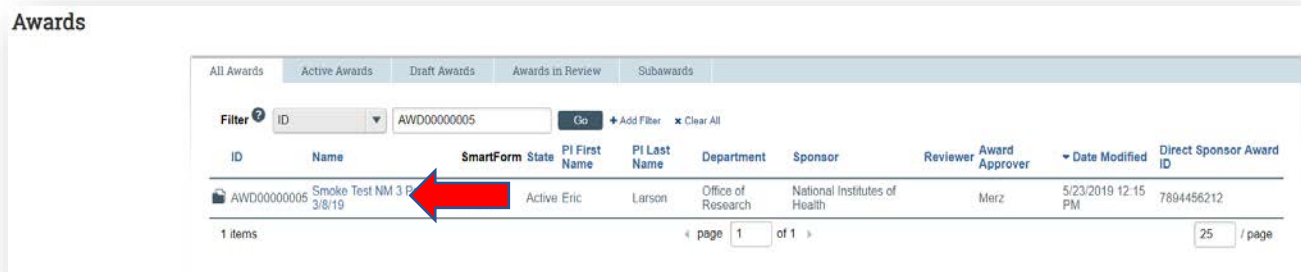
Examples:

1. Change to a department point of contact on an award.
2. Changes by the sponsor to demographic information, such as updating the sponsor's address.

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':

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

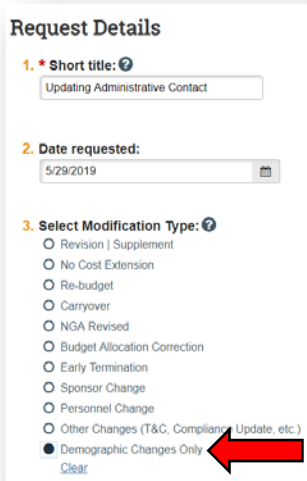   a. Enter a 'Short title' that includes the demographic change:

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

c. Select 'Demographic Changes Only' as the 'Modification Type':

Request Details

1. * Short title: ❓
   Updating Administrative Contact
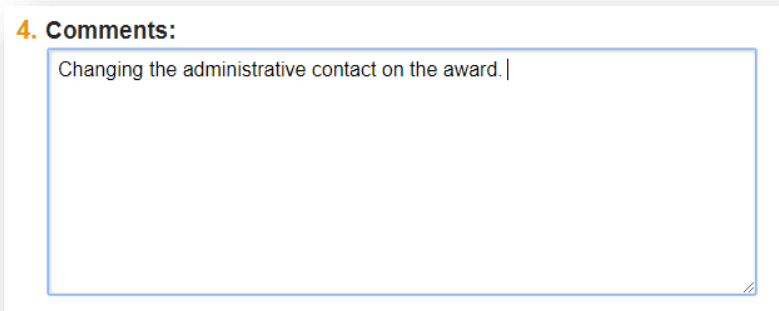
2. Date requested:
   5/29/2019

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:**

Changing the administrative contact on the award.

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

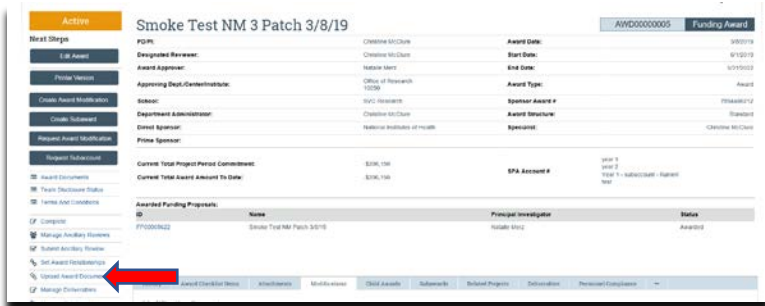5. Click 'Assign Submitter'. Assign the submitter as **your Dean's area reviewer** and select 'OK':

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)
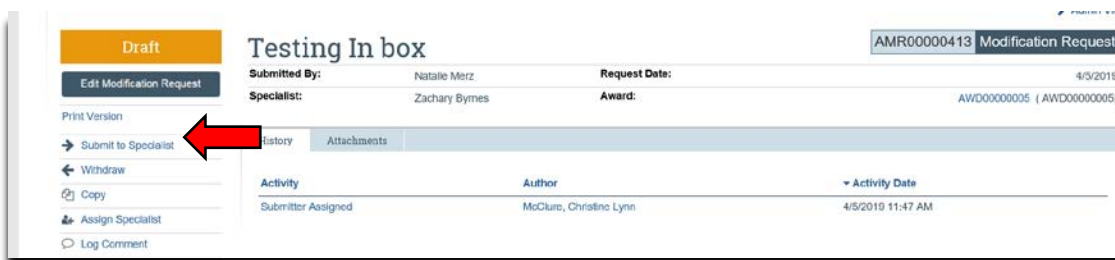4. Compliance approvals (if applicable)

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 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.