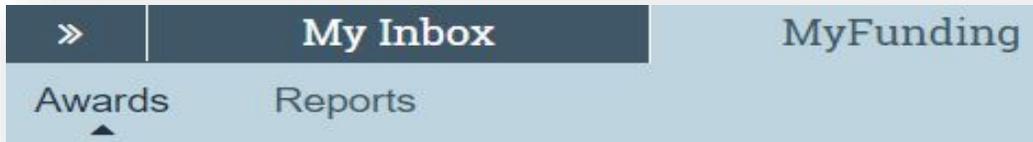


Department—How to Set-up an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

Overview: When sponsor approval is required before approving a modification, MyFunding activities can be used to track the approval process.

Where to Start

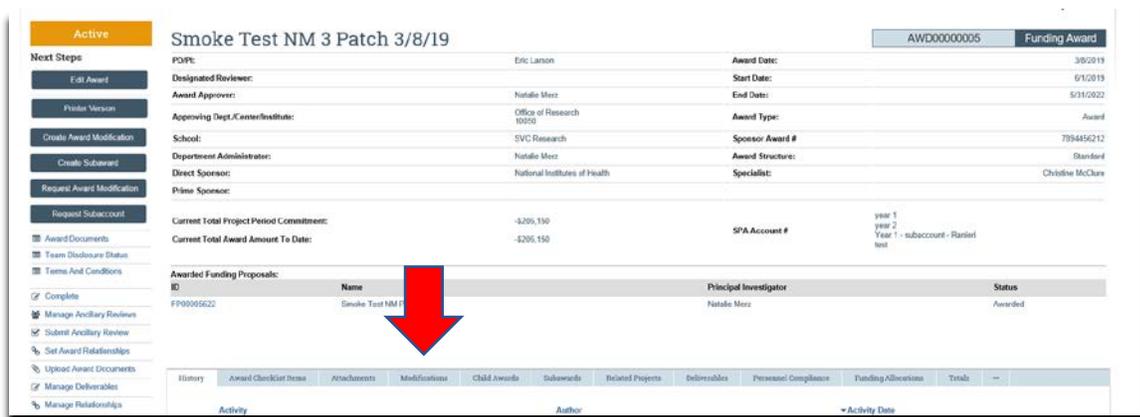
1. Log-in to MyFunding and search for the award in the Awards tab:



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 'Modifications' Tab in the workspace:



Department–How to Set-up an Amendment/Modification: NGA Revised (Subaward/Subcontract Amendment)

4. Locate the modification to update and click on the 'Name' of the modification:

| ID | Name | SmartForm | Date Created | Date Modified | State | Mod Type |
|--------------------|--------------------------------|-----------|--------------------|--------------------|---------------------------|-----------------------|
| AWD00000005-MCD008 | Change Existing Subaccount Mod | [Forms] + | 3/18/2019 9:54 AM | 4/4/2019 10:00 AM | Awaiting Sponsor Approval | Subaccount Request |
| AWD00000005-MCD017 | Modification #1 | [Forms] + | 0/0/2019 12:12 PM | 0/0/2019 12:24 PM | Modification Declined | Revision Supplement |
| AWD00000005-MCD018 | Modification #2 | [Forms] + | 0/0/2019 12:24 PM | 5/12/2019 10:59 AM | Approved | Revision Supplement |
| AWD00000005-MCD007 | Modification #3 | [Forms] + | 3/20/2019 3:03 PM | 4/4/2019 9:59 AM | Modification Declined | Revision Supplement |
| AWD00000005-MCD010 | Modification #4 | [Forms] + | 3/27/2019 10:47 AM | 3/27/2019 10:47 AM | Draft | Re-Budget |
| AWD00000005-MCD013 | Modification #5 | [Forms] + | 4/3/2019 10:59 AM | 5/4/2019 8:56 AM | Draft | No Cost Extension |
| AWD00000005-MCD021 | Modification #6 | [Forms] + | 6/26/2019 10:56 AM | 8/26/2019 11:13 AM | Draft | NGA Revised |
| AWD00000005-MCD009 | Modification #8 | [Forms] + | 3/25/2019 9:08 AM | 8/5/2019 1:55 PM | Approved | NGA Revised |
| AWD00000005-MCD004 | Modification #4 | [Forms] + | 3/6/2019 11:09 PM | 3/6/2019 11:10 PM | Modification Declined | NGA Revised |
| AWD00000005-MCD019 | Modification #12 | [Forms] + | 6/21/2019 2:47 PM | 8/25/2019 10:51 AM | Approved | NGA Revised |

5. Once the modification is in review the Send for Sponsor Approval and Received Sponsor Response activities will be available:



6. These activities can be used to track in the MOD history tab when sponsor approval is requested and received. Once approval is received the MOD can be approved.