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:

My Inbox	MyFunding
Reports	
	My Inbox 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 Heview	Subaward	15					
Filter 🕑 I	D 🔹	AWD00000005	Go +	Add Filtor 🗙	Clear All					
ID	Name	SmartForm State	PI First Name	PI Last Name	Department	Sponsor	Reviewer Award Approver	• Date Modified	Direct Spons	or Award
AWD0000	0005 Smoke Test NM 3/8/19	Activ	e Eric	Larson	Office of Research	National Institutes of Health	Merz	5/23/2019 12:15 PM	7894456212	
1 items					c page 1	of 1 🗉			25	/ page

3. Once in the award workspace click on 'Modifications' Tab in the workspace:

Active	Smol	ke Test NM	3 Patch	3/8/19						AWD	00000005	Fu	nding Award
Next Steps	PD/PI:				Erk	Eric Larson Award Date			ward Date:				3/8/2019
EdiAward	Designated	Reviewer:						5	Rart Date:				6/1/2019
	Award App	over:			Net	talie Merz		E	End Date:				5/31/2022
Printer Version	Approving	Dept./Center/Institute:			Off 100	Office of Research 10050			Award Type:			Award	
Create Award Modification	School:				SV	SVC Research Sponsor /			ipoesor Award #				7894456212
Court Schwart	Department Administrator:			Nat	Natalie Merz A			Award Structure:			Standard		
Citally Statements	Direct Sponsor:			Nat	National Institutes of Health Spec			ipecialist:				Christine McClun	
Request Award Modification	Prime Sponsor:												
Request Subaccount	Current Tot	al Project Period Commitme	nt:		-52	95,150				year 1 year 2			
Award Documents	Current Tot	al Award Amount To Date:			-\$2	05,150		5	IPA Account #	Year 1 - subacco	unt - Ranied		
Team Disclosure Status										100			
Terms And Conditions	Awarded Fu	nding Proposals:											
Complete	IID		Name					Principa	al Investigator			Status	
Manage Ancillary Reviews	FP00005622 Sinoke Test NM P		-	Natalio Merz					Awarded				
Submit Ancillary Review													
Set Award Relationships													
Upload Award Documents	-			Contraction of the local data							11-10-11		
Manage Deliverables	History	Award Checkist Items	Attachments	Medifications	Child Awards	Dabawards	Related Projects	Deloverabiles	Perseanel Compliance	Tunding Allocations	Tetals	-	
Manage Relationships		Activity				Author				* Activity Date			

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

0	Marrow	SmartForm	Date Created	Date Modified	State	* Mod Type
AWD00000005-MCID008	Charles String Subseccount Mod	[Farma] -	3/19/2019 9:54 AM	4/4/2019 10:00 AM	Amating Sponsor Approval	Subaccourt Request
AWD0000005-MICD017	Ra ppinnertt	(Forma) =	0/0/2019 12:12 PM	0/0/2019 12:24 PM	Modification Declined	Revision (Supplement
AWD00000005-MICEI018	Re pplement	(Forma) +	8/6/2019 12:24 PM	8/12/2019 10:59 AM	Approved	Revision Supplement
AWD00000005-M/20007	M #7	(Forms) •	3/20/2019 3:03 PM	4/4/2019 9:59 AM	Modification Declined	Revision Supplement
AWD00000005-M00010		(Forma) =	3/27/2019 10:47 AM	0/27/2010 10:47 AM	Draft	Re-budget
WD0000005-M0D013	No. ge and date on award	(Forms) +	4/3/2019 10:59 AM	6/4/2019-8-58 AM	Draft	No Cost Extension
WD0000006-MCD021	NGA Revised	[Forms] •	6/25/2019 10:58 AM	8/28/2010 11:12 AM	Draft	NGA Revised
WD0000005-MCD000	Modification #9	[Forma] *	3/25/2019 9/08 AM	6/5/2019 1.55 FM	Approved	NGA Revised
WD00000005-MDD004	Modification #4	(Forms) +	3/9/2019 11:00 PM	3/8/2019 11:10 PM	Modification Declined	NGA Revised
WD0000005-M00019	Modification #19	(Forma) +	6/21/2019 2:47 PM	6/25/2019 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:



Modifications

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.