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Requesting a Subaccount

Where to start?

1. Log into MyFunding & click on the MyFunding tab then the Awards tab. Search for the award.

How do I create a New Award with Subaccounts?

2. Click Request Subaccount.

3. Select the Subaccount Department. Enter a Subaccount title. The subaccount title should follow this format 'PI First Name PI Last Name'. Enter the Subaccount Principal Investigator, Subaccount PI Department #, Direct, Indirect, and Total Costs.

4. If applicable, attach any supporting documents.

5. Click OK.

6. If the subaccount request is on an Active or converted award, 'Assign Submitter' as your Dean's Area. If the subaccount request is on a new (draft) award (AWD), 'Submit to Specialist'.

7. Repeat this process for each subaccount.

The Specialist will set up Financial Accounts for each subaccount. The master department will enter the budget information as necessary on the Budget Allocations and Budget Reconciliation SmartForms.