University of Pittsburgh

PERIS

PITT
ELECTRONIC RESEARCH
INFORMATION SOLUTION
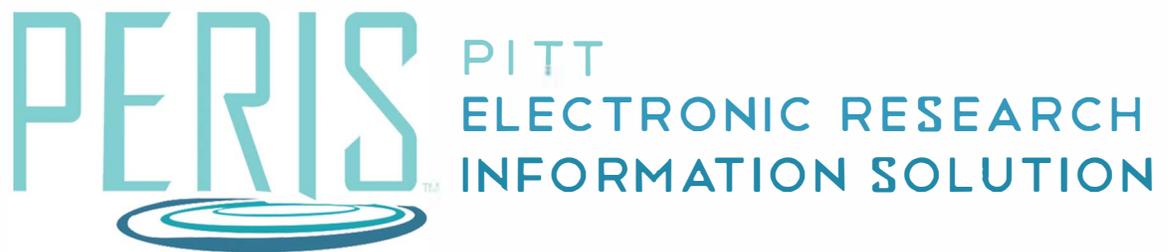
Quick Reference

Requesting a Subaccount

My Inbox   MyFunding
Awards   Reports
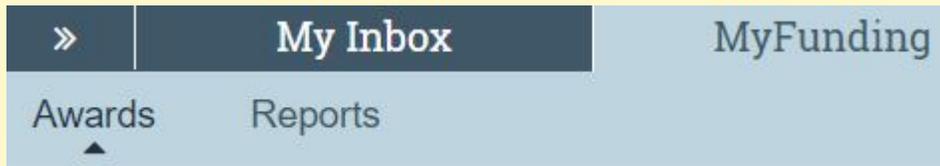
Request Subaccount

1. * **Subaccount Department:**

2. * **Subproject Title:**

3. * **Principal Investigator:**

4. * **Subaccount PI Department #:**

5. * **Total Direct Costs:**
   * **Total Indirect Costs:**
   * **Total Costs:**

6. **Supporting Documents:**
   ➕ Add
   There are no items to display

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* <u>*budget information as necessary*</u> *on the* **Budget Allocations** *and* **Budget Reconciliation** *SmartForms.*