



This form has been updated on 20 July 2022. It supersedes ALL previous versions.

Office of Research Administration
SUBAWARD MODIFICATION REQUEST FORM

www.ora.umd.edu

Please email this completed form signed by the Principal Investigator (PI) or designee and any additional documentation to orasubaward@umd.edu.

KFS Account Number Subaward Number (KFS PO#+Z/Q#) Mod No.
 SUBRECIPIENT Full Legal Name (no abbreviations)

Department requests the following changes to the current subaward (check all that apply):

- Change to Start Date New START Date
- Additional or Reduced Time New END Date
- Change to Reporting Dates New Reporting Dates
- Additional (+) OR Reduced Funding (-) Obligated this Action
 \$ for a new subaward total of \$
- Is this a change to the amount originally budgeted for the sub? Yes No
- If yes, attach revised budget or SOW
- Administrative Correction (including change to Prime Award No.) Attach explanation
- Wire Transfer Fee amount \$ KFS Account # (to charge the wire transfer fee)
- Revised Budget and/or SOW (must be attached)
- Key Personnel Change (attach CV) Change to terms and conditions (attach explanation)
- Other/Department Comments (attach additional page(s) if necessary)

***ORA Administrative Change Only** Change Subaward Number Change in Compliance Requirement

Required Information

UMD Administering Department
 UMD Department Business Contact Name
 Email Phone
 UMD Principal Investigator Name
 Email Phone

Are you satisfied with the Subrecipient's technical progress to date? Yes No
 Has the Subrecipient submitted invoices appropriately? Yes No
 Has the Subrecipient included cost-share information on each invoice? Yes No N/A
 Has the Subrecipient provided technical reports as required by the Subaward? Yes No
 If the answer to any of the above questions is No, please provide additional information:

Principal Investigator/Designee Approval

I hereby authorize the Office of Research Administration to prepare and release a subaward modification as described above. I understand that as the Principal Investigator of this award I am responsible for monitoring the Subrecipient's work progress, including all technical reports and other deliverables as defined in the Subrecipient's scope of work. I must notify ORA immediately if there are any problems with a Subrecipient's performance on this project.

Signature Date

For ORA Use (paper files only) **Obligated this Action:** 3732 \$ 3734 \$
 Original copy mailed by Date
 KFS data entry by Date
 KFS confirmed by Date
 KR data entry by Date