

Please ensure that you are using the most recent version of this guide. <http://www.umt.edu/research/ORSP/forms/default.php#subinit>

A sample BuStR is attached to this guide to assist in answering the questions below.

UM PI listed on Subagreement

Form Prepared By

1. Which Subagreement is being amended?

2. Will any of the following things will be changing? (Please check ALL that apply.)

End Date of subaward

For date extensions, please take a moment to check the end date shown on your most recent BuStR. Subaward amendments will not be issued with an end date that is past the end date shown on the BuStR. (See yellow highlighted area on sample BuStr.)

Subaward Scope of work (Please attach updated Scope of Work)

Subrecipient PI *May require sponsor approval*

New PI Name

Email:

Phone:

Address:

Other contact Information (Please attach details)

3. **Is the budget being revised?** Yes No *If yes, please indicate the type of revision below.*

Please provide a completed Subaward Budget Revision Spreadsheet.

Basic templates can be found here:

<http://www.umt.edu/research/ORSP/forms/default.php#subinit>

Additional templates can be obtained from the Subaward Corrdinator.

Please provide a revised budget narrative along with the budget revision.

Rebudget subaward (move funding between budget categories)

Budget Decrease

Additional Funding

For additional funding, please take a moment to verify that budget line on your most recent BuStR shows sufficient funds to cover the total amount awarded. (See green highlighted area on sample BuStR.)

No subaward amendment will be issued until sufficient funds have been added to the Subaward line in UM's budget.

Please work with the sponsored programs specialist for this award to increase the subaward budget line, if necessary.

BUDGET STATUS REPORT REVISION 1

Date: APRIL 14, 2019

Banner Index	M26111	Grant 36111	Sponsored Programs Specialist Jane Smith
Sponsoring Agency	Institute for the Study of Interesting Things		
Title of Program	Using the Scientific Method to Learn New Things		
Title of Fund	Scientific Method		
Sponsor Reference Number	SC-IT-044129		
Principal Investigator(s)	Mary Jones		
Department/School	Ctr for Fun in Science		
Period of Program	April 01, 2019 through February 28, 2022		
Comments	Add'l Funding Let's Do Science (ACTV2), Time Ext		

BUDGET

Account Code	Existing Budget	Changes	Revised Budget (1)
61199 Contract Professional-General	240,000	0.00	240,000
61499 Benefits-General	25,691	0.00	25,691
62147 Subcontract Payments (ACTV1)	22,071	0.00	22,071
62147 Subcontract Payments (ACTV2)	19,022	5,978	25,000
62199 Contracted Services-General	89,021	0.00	89,021
62299 General Supplies	8,805	0.00	8,805
62399 Communications-General	7,824	0.00	7,824
62499 Travel-General	23,479	0.00	23,479
62799 Repairs & Maintenance-General	6,321	0.00	6,321
62820 Res Tuition Waiver-Graduate	6,874	0.00	6,874
63199 Equipment-General	5,126	0.00	5,126
Total Direct Costs	454,252	0.00	460,230
F&A @ 45.00% MTDC	185,595	0.00	188,285
Total Expenditure Budget	639,847	0.00	648,515

COST MATCH

Please contact your Sponsored Programs Specialist if you have questions.