

University of Montana Subaward/Subcontract Modification Form

Name/Email of PI or DRA completing this form:

All materials must be submitted for the UM Subawards Team to review, prepare and issue the amendment.

The following is a list of some of the types of changes to subrecipient agreements that **require formal modification** through the Office of Sponsored Programs. Some changes may also require prior approval of the funding agency. This list is non-exhaustive.

- Changes to the subrecipient budget (budget revisions, additional funding¹, budget reductions²)
- Changes to the subrecipient scope of work
- Changes to either Principal Investigator
- Changes to the subaward period of performance (including date extensions)
- Changes to any of the terms and conditions of the subrecipient agreement
- Termination of the subrecipient agreement^{3, 4}

1. Additional Funds – when adding funds to a subrecipient agreement, the funds must first be allocated to the corresponding budget line within UM's budget. Work with your OSP GCO to allocate these funds. Your GCO will then generate a BuStR (Budget Status Report). The BuStR must show sufficient funds for the Subawards Team to begin processing the amendment.
2. Budget Reductions – **when reducing the funds obligated to a subrecipient, the amendment must be executed FIRST.** Essentially, the subrecipient must release those funds back to UM prior to the revision of UM's budget to allocate those funds elsewhere. Reach out to the Subawards Team to begin the process of reducing subaward funds. You may also need to work with your OSP GCO to secure sponsor approval. **Important:** Funds that have been obligated to a subrecipient via subrecipient agreement are NOT available to be spent at UM or to be reallocated to a different subrecipient until after the amendment to reduce the subrecipient's funds is executed.
3. Termination – If you wish to terminate a subrecipient agreement due to poor performance or compliance issues, reach out to the Subawards Team right away to begin the process. Each subrecipient agreement contains a termination clause indicating how much notice must be provided to the subrecipient. Refer to your copy of the executed agreement for that information.
4. Termination by sponsor - If your award is terminated by the sponsor, the subaward must also be terminated. Reach out to the Subawards Team right away to ensure they are aware of the termination and are proceeding with terminating the subaward in accordance with the award termination.

Modification Information

Please enter the subaward number for the agreement being modified (it begins with PG)

What is changing? (**Check all that apply**)

Subaward end date – Revised End Date:

New UM PI

Subrecipient Scope of Work – Attach revised SoW

Do the changes to the SoW impact the budget?

Subrecipient PI Name:

New PI Email:

New PI Phone:

Subaward budget – Check all that apply

Budget Revision – Attach EXCEL Budget Revision

Additional Funding – Attach EXCEL Budget

Budget Reduction – Attach EXCEL Budget revision showing reduction

Check here if the budget submitted at subaward initiation included all increments and remains unchanged.

Do the changes to the budget impact the Scope of Work?

If Yes, attach the revised Scope of Work.

Subaward Termination – indicate reason for termination below

Other – explain below

Departmental Admin/POC name & email:

Responsibilities and Acknowledgment:

In accordance with [UM Policy 470](#) **OSP** administers institutional external funding (contracts, grants, cooperative agreements, etc.) and ensures that such sponsored projects comply with internal controls and applicable policies and regulations. Responsible for the lifecycle of sponsored programs, OSP activities include proposal development, proposal submission, award negotiation, award management, issuance and modification of subrecipient agreements, award closeout, and ongoing subrecipient monitoring, as well as mitigation of audit risk.

The **UM PI** is responsible for ensuring that the goals and objectives regarding subrecipient programmatic performance are met, communicating with OSP in the event that changes to the subrecipient agreement are required, the review and approval of subrecipient invoices prior to payment.

By signing below, the UM PI or DRA acknowledges the above.

Signature

Date

In case of difficulties using the signature box above, you may sign here instead.

Date

If there is any additional information that may be useful to the Subawards Team, please enter that here: