



This form has been updated on October 18, 2024. It supersedes ALL previous versions.

Office of Research Administration  
**SUBAWARD MODIFICATION REQUEST FORM**

[www.ora.umd.edu](http://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](mailto:orasubaward@umd.edu).

KR Award ID                      Subaward Number                      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 ID) Attach explanation
- Wire Transfer Fee amount \$                      KR Award ID (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  
 Workday data entry by                      Date  
 Workday confirmed by                      Date  
 KR data entry by                      Date