# Subaward Modification Request Form Instructions

The purpose of the Subaward Modification Request Form is to facilitate concise notifications to Contract & Grant Administration of requested changes to subaward agreements issued under RC accounts. Modifications to existing subawards may happen when MSU receives a modification to our funding and we are extending that modification to our subrecipient(s), or, at any time during a sponsored project when there is a need for MSU to issue a modification to our subrecipient(s).

To complete the form and return to CGA, please do the following:

- **Enter the following subaward information**:
    - **Subaward Number**. This is located on the fully executed subaward agreement and in the Account Explorer Subaward tab. (Example: RC123123MSU)
    - **Subrecipient Name**. Name of institution or entity.
    - **Subrecipient Principal Investigator (PI) Name.**
- **Check the type of subaward modification requested**. If there are multiple modification types needed, please check all that apply:
    - **Provide Additional Budget Period or a No-Cost Extension**. Indicate the requested new end date for the subaward agreement. The subaward end date cannot exceed the prime award end date.
    - **Add Funding**. If your subaward is incrementally funded (ex: NIH subawards) or there is a project need for the subaward to receive additional funding, indicate the $ amount to be obligated. A subaward budget and budget justification that match the requested funding amount are required.
    - **Reduce Funding**. If there is a project need for subaward funding to be reduced, indicate the $ amount to be deobligated. A subaward budget and budget justification that match the new, revised total of the subaward agreement may be required.
    - **Revise Subaward Scope of Work**. Provide a revised statement of work for the subrecipient. If the scope change constitutes a change in the project's overall scope or objectives, prior Sponsor approval may be required (if not already received).
    - **Replace Subrecipient PI or Reduction of Subrecipient PI Effort of 25% or more**. If the Subrecipient PI is named in the prime award as key personnel, prior Sponsor approval is required. Please see Award Separation & Key Personnel Changes for additional guidance on how to obtain Sponsor approval. If the Subrecipient PI is not considered key personnel, provide the following information/documents in addition to the request form:
        - Proposed replacement PI Biosketch or CV, other support documentation, revised subaward budget documents with level of effort as applicable, Revised subaward SOW as applicable, and effective date of change.
    - **Terminate Subaward Agreement.** Provide explanation of termination request and proposed effective date. Typically, 30 day written notice from CGA to the Subrecipient is required for termination per the terms of the subaward agreement. CGA will request additional information as needed.
    - **Revise Subaward Budget.** Provide revised subaward budget and budget justification documents that match the total funding amount of the subaward. Some budget revisions may not require formal modifications to the subaward agreement.

- **Approve Subaward Carryover/Carryforward.** Only applies to subawards that include carryover restrictions, which is referenced within the subaward agreement terms and conditions. If the prime award has carryover restrictions, Sponsor approval of carryover is required prior to approving any applicable subaward carryover. A subaward carryover budget and budget justification may be required.
- **Closeout Subaward**. By requesting closeout, you confirm the subaward has ended, all required reports are received, final subaward invoice has been processed, and all work is complete.

- **Respond to following subrecipient monitoring questions regarding the subaward agreement**:
  - To date, has the subrecipient satisfactorily completed work in accordance with the terms of the subaward agreement?
  - Is the subrecipient current with submitting invoices/financial reports in accordance with the terms of the subaward agreement?
- Have you verified the subaward information in CGA's Account Explorer (AE) system (amount obligated, subaward funds paid to date, subaward funds remaining, etc.) matches your department's records for this agreement? AE is the system of record for subaward payments and CGA recommends reviewing your subaward information on a quarterly basis at minimum. Contract and Grant Administration Website
  - If you answered "no" to any of the subrecipient monitoring questions, provide an explanation in the field provided.

- **Provide any additional information or comments regarding the requested subaward modification in the field provided.**

- **Once the form is complete, sign and date confirming the enclosed requested subaward modifications are approved by the MSU Principal Investigator and/or Fiscal Officer of the RC account.**

  - Click on the "Submit to CGA" icon at the bottom of the form. An email message will populate showing CGA.Subawards listed in the "To" line and the Subaward Modification Request Form that you completed will be attached to the email message. If you would like to carbon copy additional addresses on the submission of the form to CGA Subawards Team, enter additional email addresses in the appropriate area. If you have any additional attachments to send with the form, please include them in the same email. Click on the "Send" icon to send the email message.

If you have any issues sending the form by clicking on the "Submit to CGA" icon, you can save the completed form on your desktop and email the completed form as an attachment to CGA's Subaward Team at subawards@cga.msu.edu. If your subaward agreement is managed by the Office of Sponsored Programs (OSP), CGA will forward your request to the OSP Subaward team (subawards@osp.msu.edu) for assistance.

CGA will provide a draft copy of the requested subaward modification for your review and approval prior to being submitted to the subrecipient. Any questions regarding the form can be sent to subawards@cga.msu.edu.

Resources:

- Contract and Grant Administration Website (Account Explorer access)
- Subaward Guidance
- Federal/State Cost Guidance
- Agency Prior Approval Information
- CGA/OSP Subaward Teams Contact Information
- eCFR :: 2 CFR Part 200 Subpart D - Subrecipient Monitoring and Management