

## **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:

- Select the type of modification by clicking on the down arrow of the “Type of Modification” line. If there are multiple reasons for the modification, select the best descriptor and add additional instructions in the “Additional Information” field.
- If the end date of the subaward(s) is changing, then enter the new end date in the “New End Date” line.
- Enter the following subaward information:
  - Subaward number. This is located on the fully executed subaward agreement and in the Account Explorer Subaward tab.
  - Subrecipient name.
  - Modification amount. If the subaward modification is adding or reducing funding, then enter the amount the subaward needs to increase or decrease.
  - Cumulative amount. Including the “Modification Amount,” enter the total obligation to this subaward.
  - Additional information. If you selected “other” in the “Type of Modification” line, explain what needs to be modified in the subaward agreement(s). Also, any additional information CGA should know about the subaward modification(s).
- The following information may need to be submitted with the Subaward Modification Request Form:
  - Scope of work. For additional funding or scope of work changes.
  - Budget. When adding additional funding, or for a revised budget, a copy of the budget is needed.
  - Budget justification. When adding additional funding, or for a revised budget, a copy of the budget justification is needed.
- Once the form is complete, click on the “Submit to CGA” icon at the bottom of the form. A box labeled “Select Email Client” will come up on the screen. Select the appropriate email client option. An email message will display 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 at [subawards@cga.msu.edu](mailto:subawards@cga.msu.edu). Please let the Subawards Team know of any questions or issues.