

## Subaward Modification Request Checklist

### MIT Information – *if changed*

PI Name \_\_\_\_\_

Admin Contact Name \_\_\_\_\_

### Subrecipient Institution Information – *if changed*

Sub PI Name \_\_\_\_\_ Email \_\_\_\_\_

Administrative Contact \_\_\_\_\_ Email \_\_\_\_\_

Negotiation Contact \_\_\_\_\_ Email \_\_\_\_\_

### Modification Information

Is this a No Cost Extension?

Project Period of Performance start date \_\_\_\_\_ End date \_\_\_\_\_

Obligation period start date \_\_\_\_\_ End date \_\_\_\_\_

Funding amount for obligation period: \_\_\_\_\_

Cost Share amount project period \_\_\_\_\_ Amount obligation period \_\_\_\_\_

Human Subjects                      Animal Subjects                      (if yes, upload approval document)

### Uploaded Documents – all FINAL and if applicable:

Sub-specific budget (if not included/accurate in subaward agreement)

Sub-specific cost share budget (if not included/accurate in subaward agreement)

Protocol continuation approval

Ancillary agreements issued after initial subaward issuance (i.e. MTA, NDA)

Other document(s) to assist with preparation (i.e. email approvals or confirmation)

### Special Notes or Comments