REQUEST FOR AMENDMENT

TO SUBAGREEMENT # ____________

Please complete and submit this form to the Office of Research Services and Administration (ORSA) for an Amendment to an existing subagreement on a grant or contract received by the University of Oregon. Amendments are used to provide additional support for on-going work, no-cost extensions, and other administrative or project changes such as replacing the subrecipient PI, or changes in deliverables, reporting requirements, contacts or other terms and conditions. Call your Sponsored Projects Administrator (SPA) in ORSA with any questions.

UO PRINCIPAL INVESTIGATOR:
Name: ___________________________ Tel: _________
Administering Unit: ________________________
DGA Name: ____________________________ Tel: __________

UO PRIME GRANT:  UO Banner Grant #: __________
Sponsoring Agency:
________________________________________________________
Agency Grant #: ______________________________________

SUBRECIPIENT: Institution and PI Name:
_____________________________________________________

New Subagreement Dates Requested: From___________  To ________________
(include all funded and no-cost extension periods)

AMENDMENT IS FOR:  A. ___Continuation Funding
B. ___No-Cost Extension
C. ___Other Changes (provide additional details below)

A. For continuation funding:
Amount requested: $___________  For subagreement year #: ___

Continued funding on a subagreement is contingent on satisfactory progress and additional support to UO from the prime sponsor. The UO PI must indicate the status of a subrecipient’s satisfactory progress by answering the following questions:

1. Has the subrecipient institution made progress on their scope of work? ___Yes  ___No (If no, explain):

2. Is there any change in scope of work or key personnel at the subrecipient institution?  ___Yes  ___No (If yes, attach new statement of work and key personnel c.v. to this form.)
3. Are billings current? ___Yes ___No (If no, is it related to a slow-down or other problems with the work—see 1. above? ORSA or the department may contact the subrecipient to request overdue billings.)

4. Should the Amendment be funded at the original proposed level for the next budget period? ___Yes ___No (If no, please submit approved revised subrecipient budget with this form.)

B. For no-cost extension:
Additional months requested: ___________ New end date: ___________
(cannot extend beyond the UO’s currently-funded project end date)

C. For other administrative or project changes:
Explain and provide justification for change; attach any subrecipient approvals or documentation:

Note: Changes in scope of work, institution, or subrecipient PI may need sponsoring agency approval before ORSA can amend a subaward. PIs should consult with their SPA and review program guidelines and sponsor policies prior to requesting an amendment to a subagreement. Any request received by ORSA directly from the subrecipient will be sent to the prime PI for completion of this form.

Signature:___________________________
UO Principal Investigator

Date: __________________________

Ver. 1 eff. 2/1/04