Subaward Modification Request Form

*Use this form to request changes to a **Subaward**. Please email the completed form to subawards @montana.edu.*	

MSU PI :	

Subcontract ID number:	MSU Grant index:

Recipient Organization / Name:

✓	Check below the changes that need to be made to the agreement and provide required information
	Change the period of performance
	New End Date:
	Changes to the budget
	Amount to increase/decrease:
	New award total (current subaward amount plus amount to change):
	Complete the *MSU Subaward Budget* form on page 2
	Changes to the cost share amount
	Amount to increase/decrease:
	New cost share total (current cost share amount plus amount of change):
	Complete the *MSU Subaward Cost Share Budget* form on page 2
	Change the narrative scope of work - *attach additional page(s) if necessary*
	Change the reporting requirements - *attach additional page(s) if necessary*
	Other changes – provide information as needed

	Date
MSU's Principal Investigator's signature – electronic acceptable	

Use the signature tool (pen icon) in the Adobe toolbar if you wish to sign electronically
   Note: PI's signature indicates acceptance of PI Responsibilities:
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Additional Information:

Subaward Budget Revision
Include Changes Only

Instructions: Complete budget as needed to indicate any changes. Use additional categories as needed.

Subrecipient Organizational Name_____

Budget	
Salaries	
Fringe Benefits	
Domestic Travel	
Foreign Travel	
Supplies	
Contracted Services	
Equipment	
Subawards	
Tuition/Awards	
Stipends	
Training Costs	
Add more categories as needed	
Total Direct Costs	
Facilities and Administrative (Indirect Costs) enter as decimal (. ˏ ˏ) [_____% of base $_____]	
Total Direct and Indirect Costs	

Cost Share Budget	
Salaries	
Fringe Benefits	
Domestic Travel	
Foreign Travel	
Supplies	
Contracted Services	
Equipment	
Subawards	
Tuition/Awards	
Stipends	
Training Costs	
Add more categories as needed	
Total Direct Costs	
Facilities and Administrative (Indirect Costs) enter as decimal (. ˏ ˏ) [_____% of base $_____]	
Total Direct and Indirect Costs	

Additional information: