

Modifying a UFIRST Subaward

When an established Subaward requires a formal modification (dates, dollars, personnel, etc.) to be issued to the Subrecipient, a Subaward Modification must be created.

To complete the Subaward Modification activity, follow the steps below.

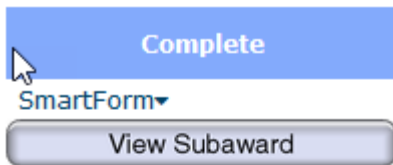
Step 1

Locate and open the UFIRST Subaward. This can be done by searching the Subaward Worklists or by locating the Award and from the Award Workspace, select the Subrecipients Tab. Once located, navigate to the Subaward Workspace by clicking on the Subaward ID Link.







All Subawards																
Subawards In Progress																
Active Subawards																
All Subaward Mods																
Subaward Mods In Progress																
Filter by ID SUB00000481 Go Clear Advanced Export																
ID	Name	SmartForm	Date Modified	State	Subrecipient	Award ID	Project ID	Project Manager	Project Unit	Responsible	Unit ID	Subaward Budget Period Start Date	Subaward Budget Period End Date	UF Subaward Primary Unit Contact	DSP Owner	External Subaward Tool ID
SUB00000481	Michigan Lok Site 5 (00098657)	SmartForm	4/6/2017 12:57 PM	Complete	Anna Lok	00098657	00125162	David Nelson	MD-GASTROENTEROLOGY-LIVER		29051402	3/1/2016	2/28/2021			
1 items page 1 of 1 25 / page																

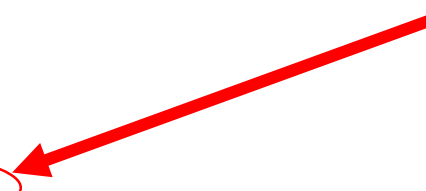
Step 2

From the Subaward Workspace execute the Create Subaward Modification activity.



My Activities

-  **Create Subaward Modification**
-  Note to History Log
-  Change UF Subaward Contact
-  Send Email
-  Attach Supporting Subaward Documents
-  Update Inbox



Step 3

The Subaward Modification Workspace will appear. Click the Edit Subaward button to access to the Subaward Modification SmartForms.

Step 4

Enter a description of the requested changes in field 3.0.

1.0 Modify Subrecipient Information

Step 5

If updates to the budget period or project period dates are needed, enter the appropriate dates in fields 4.0 and 5.0.

Please note that Subawards that existed in UFIRST prior to April 14, 2017 will not have a project period. This will be required before the page can be saved. Also, if this modification continues to have a date error, work with the DSP Subaward Team to correct the problems.

4.0

Current Budget Period Start Date: 3/1/2016

Budget Period Start Date After Modification:

3/1/2016 

Current budget Period End Date: 2/28/2021

Budget Period End Date After Modification:

2/28/2018 

5.0

Current Project Period Start Date:

*** Project Period Start Date After Modification:**

3/1/2016 

Current Project Period End Date:

*** Project Period End Date After Modification:**

2/28/2021 

Step 6

If updates to the subaward amounts are required enter the appropriate figures in field 6.0.

The first text box in field 6.0 records changes to dollar amounts required at this time. Please note that this number can be positive or negative depending upon the circumstances of this Subaward.

The second text box in field 6.0 records changes to the estimated cumulative total for this subaward. Please note that Subawards that existed in UFIRST prior to April 14, 2017 will not have any amount listed. This will have to be provided upon the first modification.

6.0	Total Amount Allocated to Subaward this Action:	
	Current:	\$668,828.55
	Adjustment:	\$100,000.00
	New Total:	\$768,828.55
	Estimated Cumulative Total for Project Period:	
	Current:	
Adjustment:	\$1,000,000.00	
New Total:	\$1,000,000.00	

Once page 1.0 is complete, click Continue.

Step 7

On page 2.0 confirm that all Subrecipient Personnel contact information is correct. If not, enter the current information. (Please note, if the Subrecipient PI has changed this will likely require communication with the Sponsor.) If changes are not required, click Continue.

2.0 Modify Subrecipient Personnel	
1.0	Identify the Subrecipient PI:
	Current Subrecipient PI (for reference)
	Name: Anna Lok
	Phone: 888-229-7408
	Email: aslok@med.umich.edu
	First Name: <input type="text" value="Anna"/>
	Last Name: <input type="text" value="Lok"/>
	Phone: <input type="text" value="888-229-7408"/>
	Email: <input type="text" value="aslok@med.umich.edu"/>
	2.0
Current Subrecipient PUAC (for reference)	
Name: Patrick Woods	
Phone: 734-764-8566	
Email: pajwoods@umich.edu	
First Name: <input type="text" value="Patrick"/>	
Last Name: <input type="text" value="Woods"/>	
Phone: <input type="text" value="734-764-8566"/>	
Email: <input type="text" value="pajwoods@umich.edu"/>	

Step 8

On page 3.0 attach the documents that support the issuance of a modification to the Subrecipient. These documents can be dragged from your desktop and dropped in the Drag and Drop Fields or by clicking the **Add** button and uploading each document individually. Follow this step for Supporting documents as well.

3.0 Modify Subrecipient Documents

1.0 Scope and Budget Attachments for this Modification:

Add

	Name	Version	
Upload Revision	Existing Subaward Agreement	0.01	Delete
Upload Revision	Year 2 Modification	0.01	Delete

2.0 Supporting Attachments for this Modification:

Add

	Name	Version	
Upload Revision	Sponsor Email 4-11-2017	0.01	Delete

Step 9

Use fields 3.0 and 4.0 to provide any other important information. If more detail exists pertaining to the changes being requested in this modification add them here.

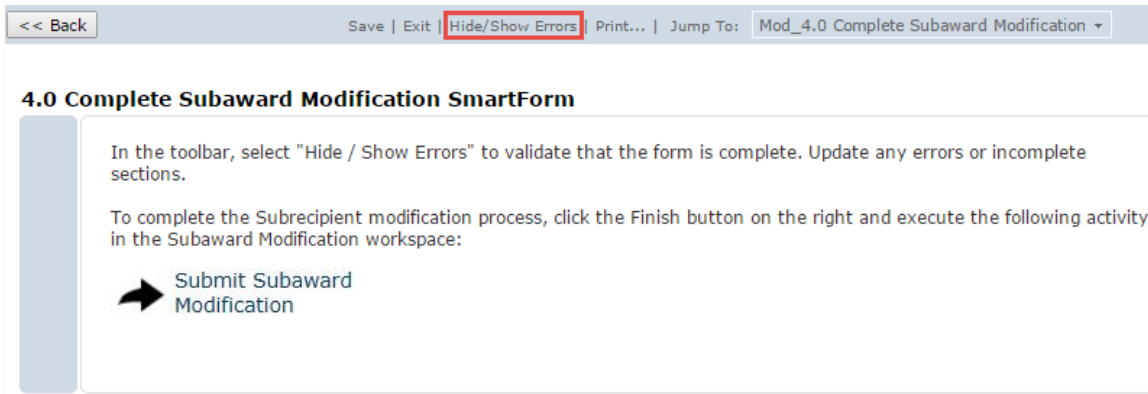
3.0 If anything other than Annual and Final reports, list/explain here:

4.0 Additional Notes:

Once page 3.0 is complete, click Continue.

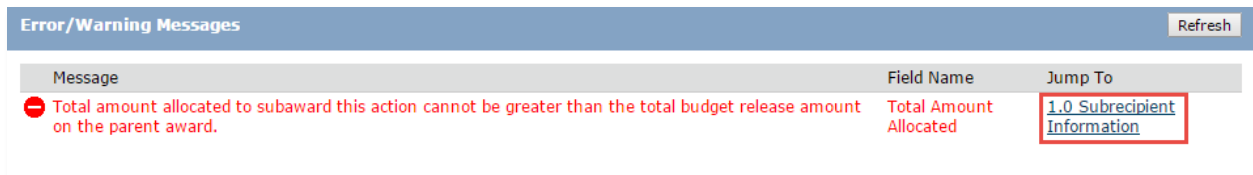
Step 10

Per the instructions on Page 4.0 take a moment to check the Subaward Modification SmartForm for errors by clicking the Hide/Show Error button at the top of the SmartForm.



Step 10.1

Address any errors that are present by clicking on the Jump To link in the Error/Warning Message box.



Once all errors have been addressed click Exit in the SmartForm navigation bar to access the Subaward Workspace.

Step 10.2

If there are no errors to address, click Finish to access the Subaward Workspace.

Step 11

From the Subaward Modification Workspace execute the Submit Subaward Modification activity to notify the DSP Subaward Team. They will not be able to prepare a subaward agreement modification until this activity has been executed.

