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.

**Step 2**
From the Subaward Workspace execute the Create Subaward Modification activity.
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

1.0
Award Name: Prioritize Study
Award Sponsor: PATIENT-CENTERED OUTCOMES RES INST
Overall Award Start Date: 1/1/2016
Overall Award End Date: 2/28/2021

2.0
* Subaward Name: Michigan Lok Site 5 (00098657) - Modification #1

3.0
* Describe the Subaward Modification:
Correcting budget period end date and including a project period. Also issuing another $100,000 for year 2.

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.
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

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.

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.
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.

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.

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.