# Creating a Subaward Modification in UFIRST

When a Subaward requires modification (i.e., changes to the period of performance, amount funded, UF or subrecipient personnel), the Principal Investigator or the Unit Administrator must request a Subaward Modification through UFIRST.

To request a Subaward Modification, follow the steps below:

1. Locate and open the Subaward that requires modification.
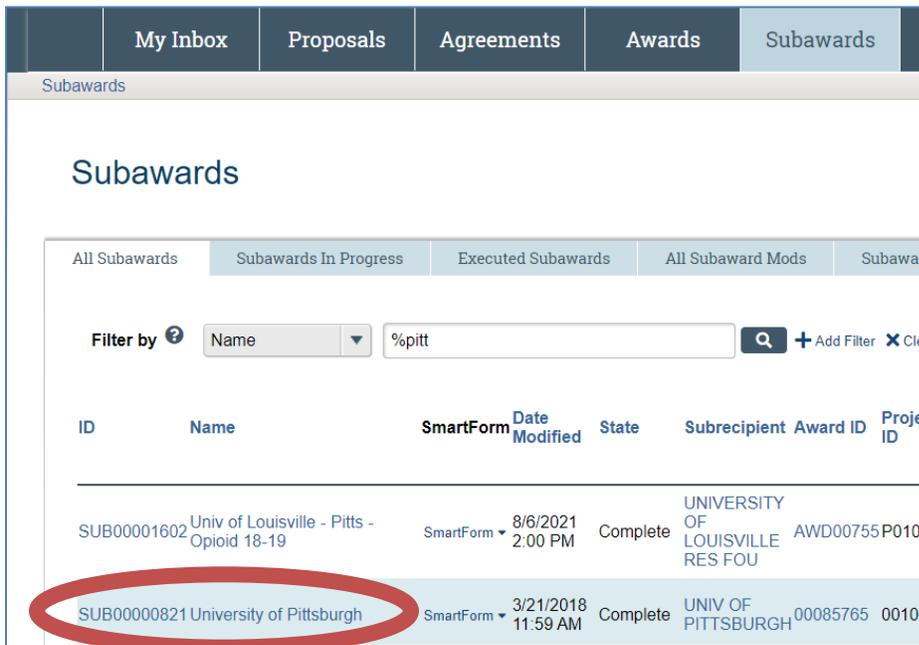
2. From the Subaward Workspace, click the ***Create Subaward Modification*** activity.
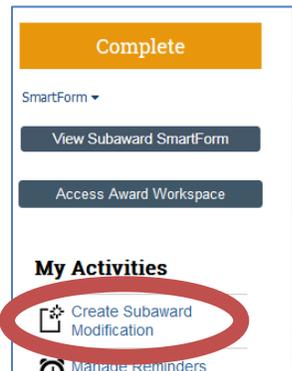
Click OK to continue.

Create Subaward Modification

By clicking OK, you will create a new modification for this subaward. Make your proposed changes on this modification.

OK | Cancel

3. Once the Subaward Modification is created, it enters the Modification Draft state. Click the *Edit Subaward Modification* button to access the Subaward Modification SmartForms. *REMEMBER: There is help text on the right column of the SmartForms for guidance.*

Summary	Encumbrance Data	Attachments	History	Project Log

Modification Draft

SmartForm ▼

Edit Subaward Modification

Access Parent Subaward

Summary

Description of Changes:	This is the 2nd portion of Year 1. Releasing funds as NIH releases funds to UF.	**Date Change Detected:**	No
Subaward Mod Owner:	Melody Diehl	**Financial Change Detected:**	Yes

4. Enter a detailed description of the requested changes on Page 1.0. For example, "Extend the period of performance to XX/XX/XXXX" or "Add incremental funds of $X,XXX" or "Effective XX/XX/XXX the UF PI has changed from Dr. Smith to Dr. Jones." The descriptions "adding time and money" or "change in PI" do not provide sufficient detail.

1.0 Modify Subrecipient Information

1.0
Award Name: TO: Deep Learning Navigation
Award Sponsor: US AIR FORCE RESEARCH LABORATORY
Overall Award Start Date: 2/16/2021
Overall Award End Date: 2/2/2024

2.0 * **Subaward Modification Name:**

Miami University - Modification #4

3.0 * **Describe the Subaward Modification:**

Release year 2 incremental funds of $25,000.

5. If updates to the Budget Period dates or Project Period dates are part of the modification, enter the changes to the fields labeled "…After Modification". If no changes are needed, leave the default current dates in these fields.

If incremental funding is being provided, the Budget Period Start and End Date After Modification should reflect the new budget period. If the Project Period needs to be extended to accommodate the new Budget Period, enter the adjustment to the end date. For example: A Subaward provided an initial incremental Budget Period of 9/23/22-8/31/23 and an anticipated Project Period of 9/23/22-8/31/25. In a Subaward Modification to release the next yearly increment of funding, enter the Budget Period After Modification of 9/1/23-8/31/24. No changes are needed to the Project Period.

4.0

Current Budget Period Start Date:
9/23/2022

Budget Period Start Date After Modification:

9/1/2023

Current Budget Period End Date:
8/31/2023

Budget Period End Date After Modification:

8/31/2024

5.0

**Current Project Period Start Date:**
9/23/2022

* Project Period Start Date After Modification:

9/23/2022

Current Project Period End Date:
8/31/2025

* Project Period End Date After Modification:

8/31/2025

6. If updates to the subaward amount funded, estimated cumulative total, or the cost share amounts are required, enter the changes in the Adjustments rows. The amounts entered can be positive or negative, depending on the circumstances of the modification.

7. Once Page 1.0 is complete, click ***Continue***.

     ❌ Exit   🖫 Save   Continue ➡
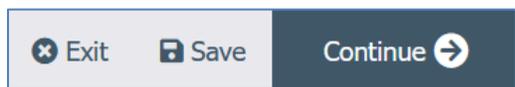
8. On Page 2.0, confirm that all Subrecipient Personnel contact information is correct. If not, enter the current information. (Please note that if the Subrecipient PI is changing, Sponsor prior approval may be required.)

9. Once Page 2.0 is complete, click **Continue**.

10. On Page 3.0, attach the documents that support the modification. If the modification will add or subtract funds, attach a detailed budget that reflects the change. If the modification will change the scope of work, attach an updated scope.

11. If there are any changes to the Subrecipient's human subjects or animal activity, update the radio buttons as necessary.

3.0	* Does this subaward involve work with human subjects? ○ Yes ● No _Clear_
4.0	* Does this subaward involve work with animals? ○ Yes ● No _Clear_

12. Confirm reporting requirements are correct. If there are changes, update accordingly and provide additional information in the ad hoc field.

5.0	Frequency that the subrecipient is to complete their technical/progress reports - select all that apply: ☐ Monthly ☐ Quarterly ☑ Annually ☑ Final ☑ Ad Hoc
6.0	Does the project include tangible deliverables beyond progress reports? ○ Yes ● No Clear
7.0	If ad hoc technical/progress reports or tangible deliverables beyond progress reports are required, list/explain here: The Sponsor has added a new project deliverable due on 9/1 of each year.

13. Use field 8.0 to provide any other information pertaining to the changes being requested in this modification.

8.0	Additional Notes: The Subrecipient has a new administrative contact. See email attached for change (also entered in SmartForm).

14. Once Page 3.0 is complete, click **Continue** and advance to Page 5.0.

❌ Exit   🖫 Save   Continue ➡

15. As indicated in the instructions on Page 5.0, check the SmartForm for errors by clicking "Validate" on the left side of the form:

5.0 Complete Subaward Modification SmartForm

In the page navigator to the left, select "Validate" to validate that the form is complete. Update any errors or incomplete sections.

Click "Finish" below and then the "Submit Subaward Modification" button on the left hand Activities screen. Here is an image of this activity for reference:

➡ Submit Subaward
   Modification

☰ 🗎 Validate   «

Any errors that are present will be listed:

Click on the SmartForm page in the Error/Warning Message box to navigate to the error. Once all errors have been addressed, and validation is passed, click the "***Finish***" button to return to the Subaward Modification Workspace.

16. From the Subaward Modification Workspace, click "***Submit Subaward Modification***", and receive the following message:
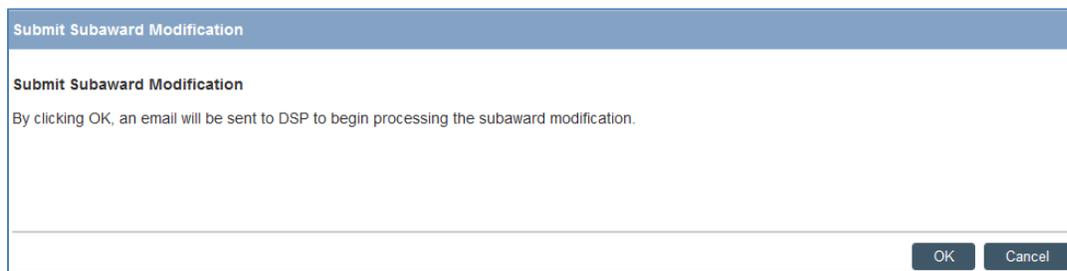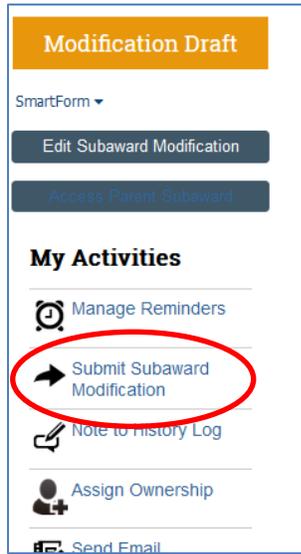
Click "***OK***". The Subaward Modification will transition to "Core Office Review" and the DSP Outgoing Subawards Team is notified that the record is ready for review.

For any questions, please contact the DSP Outgoing Subawards Team at UFSubawards@ufl.edu or (352) 392-0239.