

REQUEST TO CHANGE A SUBAWARD/SUBCONTRACT

This form is to be completed by the Principal Investigator when changes are needed to an existing Subaward or Subcontract. Please complete the items below, attach a revised statement of work (if needed) and an updated corresponding budget (if needed). Please return this form and any/all attachments to Vicki M. Rafferty, Research Administration & Finance, Room 406, West Hall.

Subaward/Subcontract Number	
RPI Project Director	
RPI Financial Manager	
Prime Sponsor Agreement Number	
Name of Subcontractor	
Request to Change Subcontractor PI	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes (provide information below)
Name of Subcontractor PI	
Business Address	
(including contact name if known)	
Phone/FAX	
Email	
Extend the Period of Performance to	
Increase Sub Dollar Amount by	\$
Decrease in Sub Dollar Amount by	-\$
Total Subaward/Subcontract Not to Exceed	\$

Comments/Additional Information:

NOTE:

If required, please provide an updated Statement of Work (Exhibit A) and a Budget Breakdown (Exhibit B) and forward to Vicki M. Rafferty, Grant Administrator, 406 West Hall.

Principal Investigator Approval Signature	Date
Dean/Vice Provost Approval Signature <i>(expenditure authority \$200,000)</i>	Date
Cabinet Approval Signature <i>(expenditure authority \$300,000)</i>	Date
President Approval Signature <i>(when aggregated exceeds \$300,000)</i>	Date