

Subaward Modification Request Form

(Use a separate form for each account)

The purpose of this Subaward Modification Request Form is to notify Contract & Grant Administration (CGA) of PI approved changes to subaward agreements for RC accounts.

The completed form and additional documentation (if required) will need to be submitted to CGA's Subaward Team at subawards@cga.msu.edu. Once the necessary information is submitted to CGA, it may take up to 15 days for the amendment(s) to be processed.

Type of Modification (required):

New End Date (if changing):

Subaward #	Subrecipient Name	Modification Amount	Cumulative Amount	Additional Information

The following information may need to be submitted with the Subaward Modification Request Form:

- * Scope of work (for additional funding or scope of work change)
- * Budget (for additional funding or revised budget)
- * Budget justification (for additional funding or revised budget)

For detailed instructions on how to complete the Subaward Modification Request Form, please see CGA's website at [Set Up/Account Modifications: Subawards](#).