



Subaward Modification Request Form

2019.01

<i>Use this form to request changes to a Subaward. Please email the completed form to subawards@montana.edu.</i>	
MSU PI :	
Subcontract ID number:	MSU Grant index:
Recipient Organization / Name:	
<input checked="" type="checkbox"/> Check below the changes that need to be made to the agreement and provide required information	
Change the period of performance	
New End Date:	
Changes to the budget	
Amount to increase/decrease*:	
New award total (current subaward amount plus amount to change):	
*Complete the <i>Budget Amendment</i> fields on page 2	
Changes to the cost share amount	
Amount to increase/decrease*:	
New cost share total (current cost share amount plus amount of change):	
*Complete the <i>Cost Share Budget Amendment</i> fields on page 2	
Change the narrative scope of work - <i>attach additional page(s) if necessary</i>	
Change the reporting requirements - <i>attach additional page(s) if necessary</i>	
Other changes – provide information as needed	
MSU's Principal Investigator's signature – electronic acceptable	Date
Use the signature tool (pen icon) in the Adobe toolbar if you wish to sign electronically Note: PI's signature indicates acceptance of PI Responsibilities: \ ftd.#k k k 'a cbHUbUYXi #YgYUfW #gd#Gi VVcblfUWg#F YgdcbgJ[V]JhYg"dXZ	

Additional Information:

**Montana State University (MSU)- Office of Sponsored Programs
SUBAWARD BUDGET/ COST SHARE MODIFICATION**

Provide the budget for the funding as requested on Page 1- *Changes to the Budget: Amount to increase/decrease and Changes to the Cost Share amount: Amount to increase/decrease, if applicable.*

Budget Amendment	
Salaries	
Benefits	
Sub Awards	
Contracted Services	
Supplies	
Communication	
Foreign Travel	
Domestic Travel	
Rent	
Repair and Maint	
Awards	
Participant Support	
Capital Equipment	
Major Renovations	
	Total Direct Costs
	Total Indirect Costs
Rate =	enter as decimal (. #####) Base= enter \$ amount
	Total Costs

Cost Share Budget Amendment (if applicable)	
Salaries	
Benefits	
Sub Awards	
Contracted Services	
Supplies	
Communication	
Foreign Travel	
Domestic Travel	
Rent	
Repair and Maint	
Awards	
Participant Support	
Capital Equipment	
Major Renovations	
	Total Direct Costs
	Total Indirect Costs
Rate =	enter as decimal (. #####) Base= enter \$ amount
	Total Cost Share

Additional Information: