



UNIVERSITY OF  
ILLINOIS CHICAGO

Office of the Vice Chancellor  
for Research

## FORM – Amendment Request for Subawards/Subcontracts

Version: 2/2021

### Office of Sponsored Programs (OSP)

1737 West Polk Street (MC 672)  
304 Administrative Office Building  
Chicago, IL 60612

Phone: 312.996.2862  
Fax: 312.996.9005  
[www.research.uic.edu](http://www.research.uic.edu)

Date:

Fund Number:

Previous Encumbrance Number:

#### I. Instructions

Please complete all sections of this package and submit via OSPWeb as a Request for Action document.

1. What is the Period of Performance for the prime grant/contract:
2. Is this a No Cost Extension? ☐ Yes ☐ No
3. The subrecipient shall furnish the following project reports to the University's Principal Investigator in accordance with the schedule below:

Report Name:

Due Date: (At least 45 days prior to University's prime reporting due date)

Report Name:

Due Date: (At least 45 days prior to University's prime reporting due date)

Payments under this agreement are conditioned upon and subject to compliance with receipt of these reports as specified on the due dates above.

4. Is there enough money on budgetary line in financial system for subrecipient to cover this expenditure? ☐ Yes ☐ No

*Note: You must print out and include the FZIGITD (Grant Inception to Date) BANNER screenshots.*

5. If this Subcontract/Subaward Agreement Amendment obligates \$20,000 or more, was this subrecipient specifically named in a sponsor approved budget? ☐ Yes ☐ No

If "Yes", attach a copy of the budget page wherein the recipient and dollar amount is identified.

If "No", please provide OSP with written authorization from the Prime Contractor or Grant Sponsor allowing UIC to obligate these funds to the subrecipient.

If you are unable to obtain written authorization from the sponsor, please submit this document to purchasing for their bid process as explained in the Office of Business and Financial Services (OBFS) Policies section 17.1

(<https://www.obfs.uillinois.edu/bfpp/section-17-consultants-contractors>).

6. Is the subrecipient allowed to carry forward funding? ☐ Yes ☐ No

If yes, please do NOT include the carry forward amount in the budget total for Exhibit B.

<b>FDP Subaward Amendment</b>			
Amendment No		Subaward No	
Pass-Through Entity (PTE)		Subrecipient	
Entity Name			
Contact Email			
Principal Investigator			
Project Title			
PTE/Prime Award No.		Awarding Agency	
Cumulative Budget Period(s) <small>(Agreement Start Date) (End Date of Latest Budget Period)</small>		Amount Funded This Action	Total Amount of Funds Obligated to Date
Start Date:	End Date:		
Subrecipient Cost Share	Subject to FFATA	Subrecipient UEI <small>(Unique Entity Identifier - May leave blank if unchanged from prior Agreement)</small>	
<b>Amendment(s) to Original Terms and Conditions</b> This Amendment revises the above-referenced Subaward Agreement as follows:			
<div style="margin-bottom: 10px;"><b>Additional Budget Period</b></div> <div style="margin-bottom: 10px;"><b>No Cost Extension</b></div> <div style="margin-bottom: 10px;"><b>Additional Funding</b></div> <div style="margin-bottom: 10px;"><b>Deobligation</b></div> <div style="margin-bottom: 10px;"><b>Carryover is</b></div> <div style="margin-bottom: 10px;"><b>Carryover Authorized</b></div> <div style="margin-bottom: 10px;"><b>Detailed Budget/Scope of Work/Notice of Award Attached</b> <small>(Specify if the Budget and Scope of Work are "New", "Revised", or "Supplemental" in dropdown or "Other")</small></div> <div><b>Other (See Below)</b></div>			
<i>For clarity: all amounts stated in this amendment are in United States Dollars.</i>			
<b>All other terms and conditions of this Subaward Agreement remain in full force and effect.</b>			
By an Authorized Official of PTE:		By an Authorized Official of Subrecipient:	
Date		Date	
_____		_____	
Name		Name	
Title		Title	