



SUBAWARD/SUBCONTRACT MODIFICATION CHECKLIST

To modify an existing subaward/subcontract or add the next increment of funding from Rutgers to another Institution, organization, or business, complete the required information below. Please email the completed form to subawards@research.rutgers.edu

A. RUTGERS, THE STATE UNIVERSITY SUBAWARD INFORMATION							
PD/PI Name:				Subcontract Number:			
Subrecipient Institution:				Modification Number:			
B. PROJECT ACCOUNTS							
	Project ID	Expenditure Type	Univ/Div/Org (UDO)	Location	Business Line	Amount	
First \$25K (N/A if previously applied)							
\$25K+							
C. MODIFICATIONS REQUESTED <i>(Check and complete all that apply).</i>							
Change of Project Period Dates / No-Cost Extension			Start Date (mm/dd/yyyy):				
			New End Date (mm/dd/yyyy):				
Change in Rutgers PD/PI							
Termination of Agreement / Termination Date (mm/dd/yyyy):							
Amount to be Added:							
Carryover Amount:							
Amount to be Reduced:							
Change in scope of work. (Include an explanation of the changes with a revised scope of work)							
Change in budget. (Include an explanation of the changes with a revised budget)							
Change in Subrecipient PI or Key Personnel (Include an explanation of the change, including a list of personnel being added)							
D. SUBRECIPIENT MONITORING <i>(Answer all the below. If the answer is "No", please explain briefly in an attachment.).</i>							
Did the sub-recipient complete all work during the previous period in accordance with the scope of work and terms of the sub- recipient agreement?					Yes	No	
Did the sub-recipient submit and complete technical reports on a timely basis?					Yes	No	N/A
Did the sub-recipient submit complete and timely invoices that were properly certified?					Yes	No	N/A
Did the PI conduct on-site visits to the sub-recipient?					Yes	No	N/A
E. COMPLIANCE <i>(Were there any changes related to the following during the previous period OR has the currently used protocol ended? If the answer is "Yes", please explain briefly in an attachment and include a copy of the IRB or IACUC approval).</i>							
Will Human Subjects be used going forward at the sub-recipient institution? (Contact the IRB at 848-932-4018 if you have any questions)					Yes	No	
Will Animals Studies be used going forward at the sub-recipient institution? (Contact the IACUC at 848-932-4012 if you have any questions)					Yes	No	
F. COMMENTS							
G. SIGNATURE							
Signature				Date			