

# SUBAWARD MODIFICATION SHEET

Please complete and submit this form to the ARTS AND SCIENCES BUSINESS AND RESEARCH ADMINISTRATION OFFICE (BARA), 225 Mergenthaler Hall.

## Part I – JHU PROJECT INFORMATION

Principal Investigator \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Sponsor Number (Proposal/Grant/Contract): \_\_\_\_\_

JHU Purchase Order No. \_\_\_\_\_

JHU SAP No: Grant# \_\_\_\_\_ IO# \_\_\_\_\_

## Part II– SUBRECIPIENT INFORMATION

Name of Institution/Company: \_\_\_\_\_

Project Director: \_\_\_\_\_

Sponsored Projects Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_ Fax No. \_\_\_\_\_

## Part III – ACTION REQUESTED

- Change in the subcontract scope of work. (Amended SOW required. Please Attach)
- Change in budget. From: \_\_\_\_\_  
To: \_\_\_\_\_
- Change in the Period of Performance. (Ensure that Prime Award can support extended Period of Performance. (Justification needed if Non-FDP and/or 2nd extension request.)  
From current end date: \_\_\_\_\_  
To new end date: \_\_\_\_\_
- Other (Explain)

**NOTE: If change is outside the original scope of the proposed SOW/Budget. The cost must be determined by JHU to be fair and reasonable. Provide any information that will be useful in supporting the Subawardee's proposed budget change (i.e., hours are reasonable for work required, other proposed staff are appropriate, other direct costs are directly related to the statement of work).**

**Part IV – GENERAL PROVISIONS (BARA USE ONLY)**

Reporting requirements of the Prime Instrument to be flowed-down to subcontractor. Indicate frequency and date or “NA” if not applicable.

Financial reports to be submitted: (Frequency)	_____	(Date)	_____
Technical reports to be submitted: (Frequency)	_____	(Date)	_____
Patent report to be submitted: (Interim)	_____	(Final)	_____
Property/Equipment reports to be submitted: (Annual)	_____	(Final)	_____
Other	_____		

By signing below, I certify that, to the best of my knowledge, no actual or potential conflict of interest exists with regard to this Subaward.

\_\_\_\_\_  
**Principal Investigator**

\_\_\_\_\_  
**Date**