



SUBAWARD AMENDMENT REQUEST FORM

Complete and submit this form and all required attachments as one PDF document to subaward@hawaii.edu.

UH Principal Investigator: Email:
Fiscal Administrator: Email:
Department/Unit:
RCUH Purchase Order Number:
Subrecipient Institution ("Subrecipient"):
Subrecipient Investigator:
Subaward Title:
Current Period of Performance (note changes below): Start Date: End Date:

UH Subaward No. myGRANT Award No.
Subaward Amendment No. Prime Sponsor Award No.

AMENDMENT INFORMATION (check all that apply)

- Increased funding Amount of increase: New end date (if any):
Decreased funding Amount of decrease: New end date (if any):
No-cost extension New End Date: Cannot extend beyond prime award end date
Carryover
Change in scope of work Please attach updated scope of work and approval from Subrecipient.
Other (e.g., change in UH or Subrecipient principal investigator, rebudget, change in start date) Briefly explain reason below and attach justification for change, any Subrecipient approvals and other documentation.

Continued funding under a subaward is contingent on satisfactory progress and available funding to UH from its prime sponsor. By signing below, the UH principal investigator identified above must indicate the status of the Subrecipient's satisfactory progress by answering the following:

Has the Subrecipient made sufficient progress on the scope of work? Yes No
If no, please attach explanation.

UH Principal Investigator Signature: Date:

UH Fiscal Administrator Signature: Date:

DIRECTIONS

- Please submit this form and all required documents as one PDF document to subaward@hawaii.edu.
A separate form and email is required for each subaward amendment requested.

Please note that packets submitted with incomplete forms or without all required attachments will delay issuance of the amendment document.