# WORKSHEET

# Request to MODIFY a Subaward: QUESTIONS section

***TIP:*** *The Questions section of the form is editable for the PI. You may complete the questions and ask the PI to review and edit as needed.*

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| --- | --- | --- |
| **Has the subrecipient’s Statement of Work (SOW) changed?** | Yes | No |
| **Is there a change to the SOW that now affects the subrecipient's budget?** If yes, upload the revised budget or payment schedule on the Details section of this form. | Yes | No |
| **Is there a change in SOW that now involves Human Subjects?** | Yes | No |
| **Is there a change in SOW that now requires the use of animals?** | Yes | No |
| **Is there a change in SOW that now involves sharing or shipping biological materials?** NOTE: If yes, some materials may require a Material Transfer Agreement. [Contact CCT](https://www.umaryland.edu/cct/corporate-contracts/material-transfer-agreements/) with questions or to initiate an MTA. | Yes | No |
| **Is there a change in the SOW that now involves data sharing between UMB and the subrecipient?** | Yes | No |

**Information about data sharing for modified** SOW (comment field)

Describe the flow of the data (UMB to Subrecipient, Subrecipient to UMB, or reciprocal) and the type of data that will be shared.

**Statement of Work** (attachment field)

If you answered yes to ANY of the above questions, upload the subrecipient's updated Scope of Work (aka Statement of Work). [Statement of Work template](https://www.umaryland.edu/media/umb/ord/documents/spa/UMB-SOW-Template.pdf)

|  |  |  |
| --- | --- | --- |
| **Are there changes to the reports required from the subrecipient?** | Yes | No |

**New Reports** (comment field)

If yes, describe new reports or deliverables that are now required that were not included in the original subaward (and subsequent modifications).

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| --- | --- | --- |
| **Is the UMB PI satisfied with the subrecipient's technical progress to date?** | Yes | No |

**Technical progress explanation** (comment field)

If no, please explain why the UMB PI is not satisfied with the technical progress.

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| --- | --- | --- |
| **Has the subrecipient submitted invoices appropriately?** | Yes | No |
| **Has the UMB PI reviewed all invoice amounts against scope of work previously performed?** | Yes | No |

**Invoice explanation** (comment field)Explain or describe issues with invoice submission by the subrecipient and/or review of invoices by the UMB PI.

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| --- | --- | --- |
| **Has the subrecipient provided technical reports and/or deliverables as required by the subaward agreement?** | Yes | No |

**Reports and deliverables explanation** (comment field)

Explain issues related to reports and/or deliverables expected from the subrecipient.

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| --- | --- | --- |
| **Does the PI or the PI's spouse of any dependent of the PI and/or key persons performing the work within this award, their spouse or any dependents, have a financial interest in this subrecipient organization?** | Yes | No |
| **Conflict of interest - update**  The project or relationship with this Subrecipient presents a potential for conflict of interest or the appearance of a conflict of interest. | Yes | No |