SPA Kuali Build Subaward Request:
Subaward Early Termination Department Job Aid

Utilize this job aid if you have an existing subcontract agreement with a scope change requiring an earlier end date. Providing additional documents that reference the required scope change can allow for a more efficient agreement modification process showing all parties are aware of the reason for this change prior to the contract being sent.

**KB Link**

**Modification Type:**
- Other

**Will the Anticipated Amount, shown above, change?**
- Yes
- No

**Other Modification Type Description:**
Early termination as of 5/31/2023; no change in dollars/budget

**Subaward Modifications Only section:**
Select Modification Type = Other. In the Other Modification Type Description field enter Early Termination, the new end date, and any other relevant information for SPA review.

**Details section of form:**
Enter the current start date and the desired end date in the date fields. You must enter something in the Dollar amount field. Enter 0.00 when there is no change to the funding for the subrecipient.

**Questions**
Any questions on the above should be sent to SPA-Subteam@umd.edu