

SUBAWARD ORDER FORM

Subaward Modification

Brown PI: _____ **Subrecipient PI:** _____
Requested By: _____ Subrecipient PI Email: _____
Request Date: _____ Subrecipient Contact Name: _____
Subrecipient Contact Email: _____
Brown Contact for Invoices (Name and Email): _____

Subaward #: _____ **Subrecipient Organization:** _____

New End Date: _____

(1) **Source of funds: Is this funding from the Parent Account?** Yes No
If no, please provide the funding source account #: _____

(2) **New Funding** for Current Period increase/(decrease) \$ _____

(3) **Automatic Carry Forward?** Yes, proceed to (5) No, proceed to (4)

(4) **If Carry Forward is NOT Automatic:**

1. – *TOTAL unexpended funds from previous period:* TBD, or \$ _____
2. – *Amount of unexpended funds that will NOT be allowed (if any):* \$(_____)
(See Guidance on how this affects the Purchase Order / Supplier Contract)
3. – *Amount of unexpended funds that will be allowed (1 minus 2):* \$ _____

(5) **New Cumulative Total** (New funding plus allowed carryforward): \$ _____

(6) **Is this Subrecipient Cost Sharing?** Yes No If Yes, amount: \$ _____

(7) **Comments or Additional/Special Terms for inclusion in this Subaward:**

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Guidance

(1) Source of Funds is not the subaward child account; it may be the Parent account or some other child account. For new awards, indicate the hierarchy Development Proposal that includes this subaward in its budget.

(2) Indicate the amount of new funding being added for this budget period. This amount should not include any funding being carried forward from a prior budget period.

(3) Refer to the original subaward document to see if carry forward is automatic or not.

(4) If carry forward (C/F) is not automatic, you need to determine the amount of unobligated balance from the prior year from the final invoice for that year. If you have not yet received the final invoice, and wish to modify the subaward anyway, the total amount of the subaward will include the unobligated balance in it. Once you receive the final invoice for the prior year, you will need to submit another modification request to reduce the carryforward amount.

If you are allowing the subcontractor to carry forward funding from a prior year, you must determine the total amount of unobligated balance that the Subrecipient has available, then deduct any amount you are NOT allowing, and indicate the difference which is the amount that will be allowed.

(4.1) Enter the dollar amount of unobligated balance for the subaward, if known. If the amount is not known, check TBD.

(4.2) THE AMOUNT OF FUNDING NOT ALLOWED AS C/F MUST BE DEDUCTED FROM THE PURCHASE ORDER OR SUPPLIER CONTRACT. ONLY ADD THE NEW FUNDS MINUS THE AMOUNT OF C/F NOT ALLOWED TO THE CHANGE ORDER OR AMENDMENT.

(4.3) This is the amount of Carry Forward that will be allowed, if any.

(5) Indicate the New Cumulative total of the subaward. This amount will include any amount being carried forward from the prior budget period.

NOTE: The total Subaward amount may not equal the amount of the Supplier Contract. If the Subaward was originally under a Purchase Order, the total invoiced amount paid on the Purchase Order (indicated in Contract Overview field of the Supplier Contract) PLUS the Total Contract Amount of the Supplier Contract should equal the total Subaward Amount.

(6) Refer to the original subaward budget to see if the Subrecipient has committed cost sharing for this budget period.

(7) List any additional terms, instructions or additional individuals who should receive the subaward document (the PI and the admin listed above will receive the fully executed agreement). Include any changes that have happened in the project that would affect this subaward (e.g. change of PI, change of IRB or IACUC status, etc.)