

Office of Sponsored Projects

Subaward Order Form - Modification

Brown PI: _____ Subrecipient PI and Email: _____
Subaward #: _____ Subrecipient Organization: _____
Requested By: _____ Subrecipient Contact Name: _____
Request Date: _____ Subrecipient Contact Email: _____
Brown Financial Contact for Invoices (Name and Email): _____

(1) **New End Date:** _____

(2) **Distribution of Funds:**

- a. Is the subaward child account funded by the Parent Account? Yes No
b. If No, then please identify the source account for funding distribution: _____

(3) **Change in funding:**

- a. Amount of new funding authorized by this Mod (please attach Detailed Budget): \$ _____

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

- a. If No:
- i. Amount of unexpended funds from previous period: TBD, or \$ _____
(If the final invoice for the previous budget period is pending, please mark TBD.)
 - ii. Amount of approved Carry Forward: Pending, or \$ _____
(If Sponsor approval is pending, please mark Pending. Any unexpended funding that is not approved as Carry Forward will be deobligated— please update the Workday Supplier Contract to reflect the deobligation.)

(5) **New Subaward Cumulative Total:** \$ _____

(6) **Cost Sharing:**

- a. Is this Subrecipient Cost Sharing? Yes No
- i. If Yes, amount of new cost share: \$ _____
 - ii. If Yes, has the Subrecipient provided satisfactory documentation of its ongoing cost-sharing for this subaward? Yes No

(7) **Ongoing Subrecipient Monitoring Questions:**

- a. Has the Subrecipient made appropriate progress on technical/scientific aspects of the Subaward Scope of Work? Yes No
- b. Has the Subrecipient been responsive to PI communications? Yes No
- c. To date, is the PI satisfied with the Subrecipient’s performance? Yes No
- d. Invoices:
 - i. Has the Subrecipient provided timely invoices? Yes No
 - ii. Has the Subrecipient provided sufficient documentation for costs? Yes No
 - iii. If participant support is included, has it been invoiced correctly? NA Yes No

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