

SUBAWARD ORDER FORM

Subaward 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 Subaward End Date:** _____

(2) **Source Account to fund Subaward Account:** GR _____

(3) **Change in Subaward Funding:** \$ _____
Please attach Detailed Budget for new funding authorized by this Modification.

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

a. Amount of unexpended funds from previous period: TBD, or
If the final invoice for the previous budget period is not available yet, mark TBD and proceed to (5). \$ _____

b. Amount of Carry Forward approved into the new subaward budget period: Pending, or
If Sponsor approval of Carry Forward is pending, mark Pending. \$ _____
If Carry Forward is Pending, no funds will be deobligated in this modification.
Any unexpended funding in (4)a that is not approved as Carry Forward in (4)b will be deobligated from the Subaward Cumulative Total.

(5) **Subaward Cumulative Total after this Modification:** \$ _____

(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? NA Yes No

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

Accurate responses in this section helps to ensure compliance with ongoing subrecipient monitoring requirements.

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. Subrecipient Invoicing:
 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:**

