



Please complete this form for all subaward amendment requests. Upload the completed form and related attachments to the [Supporting Documents section of the Agreement Upload page](#) in the Agreements module using naming conventions. Please download the form to your computer before completing.

| Subrecipient Information  |    |   |
|---|----|---|
| Princeton ERA Agreement Request Number  |    |   |
| Subaward Agreement Number   |    |   |
| Subrecipient Organization   |    |   |
| Subrecipient PI Name  |    |   |
| Subrecipient PI Address   |    |   |
| Subrecipient PI Email   |    |   |
| Subrecipient PI Phone Number  |    |   |
| Project Amendment Information   |    |   |
| Amendment Amount<br><i>(amount to be obligated/de-obligated in this amendment)</i>  |    |   |
| Current Obligated Amount<br><i>(includes previously amounts plus funding amount of THIS request)</i>  |    |   |
| Anticipated Amount<br><i>(total amount proposed for the entire period of performance)</i>   |    |   |
| Revised Subaward End Date<br><i>(for this amendment)</i>  |    |   |
| Subaward Amendment Request Instructions   |    |   |
| <p>Add a short comment/instructions related to your request in the Description section of the Agreement Upload page in the Agreements Module.</p> <p>If the comments/instructions are lengthy or require additional supporting information, please add the comment "See attached subaward instruction document below" and then upload your instructions document to the Supporting section of the Agreement Upload page in the Agreements Module.</p> |    |   |
|   |    |   |
| Compliance  |    |   |
| Yes   | No |   |
|   |    | Does the prime award have restricted carry-forward requirements?  |
|   |    | If yes, is this subaward funding issued on a new PeopleSoft activity? <i>If yes, please provide the new Activity information in your subaward request instructions.</i>   |
|   |    | Has the subrecipient's statement of work changed from the original proposed statement of work and/or budget? <i>If yes, upload the revised documents to the Supporting Documents section of the Agreement Upload page in the Agreements module.</i> |
|   |    | Has the subrecipient's budget changed from the original proposed statement of work and/or budget? <i>If yes, upload the revised documents to the Supporting Documents section of the Agreement Upload page in the Agreements module.</i>            |
|   |    | Are there sufficient funds budgeted in PeopleSoft (SUB<25/SUB>25)? <i>If no, complete the Enhanced Budget Distribution Form and submit it to your ORPA GCA.</i>   |
|   |    | Does the PI require a delegate to approve subaward invoices? <i>If yes, please complete the PI Invoice Approval Designee form and upload in the Supporting Documents section of the Agreement Upload page in the Agreements module.</i>             |
|   |    | Did the subrecipient previously agree to follow Princeton's conflict of interest policy?  |
|   |    | If yes, are disclosures up to date?   |

| Supporting Documents   |                |  |
|--|----------------|--|
| If the most recent information is not included in the Princeton ERA Funding Proposal record, all required Supporting Documents must be uploaded to Supporting Documents section of the Agreement Upload page in the Agreements module. |                |  |
| Uploaded in Agreements Module  | Not Applicable |  |
|  |                | Revised statement of work, timelines and deliverables  |
|  |                | Revised budget and budget justification (including F & A documentation if applicable)  |
|  |                | Revised subrecipient cost sharing budget and justification   |
|  |                | Revised subrecipient IRB/IACUC/IBC protocol approvals  |
|  |                | For unaudited subrecipients, if original subaward was issued more than one year prior, submit an updated Financial Status Questionnaire including all required attachments ( <i>required if subrecipient is not subject to annual audits (\$750,000 in federal expenditures)</i> ) |
|  |                | Subaward PI Invoice Approval Designee  |
|  |                | Revised Schedule of Payments   |
|  |                | Subaward Sponsor Approvals   |
|  |                | Subrecipient Small Business Subcontracting Plan (new or revised)   |

| Principal Investigator Questions   |    |  |
|--|----|--|
| Yes  | No |  |
|  |    | Is the Subrecipient satisfactorily performing the research?                        |
|  |    | Has the Subrecipient delivered all required reports and/or data to date?           |
|  |    | Has the Subrecipient submitted invoices in a timely manner?                        |
|  |    | Are the invoices and technical progress to date in alignment with PI expectations? |
| <i>If the response to any of the above questions is no, please contact your ORPA Subaward Administrator prior to the submission of this request.</i> |    |  |

By signing below, I certify that I have read the following statements and that they are accurate and true to the best of my knowledge:

- I authorize ORPA to prepare and release the subaward amendment as described above.
- The subrecipient’s proposed costs have been reviewed and are reasonable for the technical effort proposed.
- The funding is available for this subaward amendment and is an allowable cost under the terms of the prime award.
- I understand that I am responsible for monitoring the subrecipient’s work progress, including all technical reports and other deliverables as defined in the subrecipient’s scope of work.
- I must authorize the release of funds for subrecipient payment of invoices and notify ORPA immediately if there are any problems with a subrecipient’s performance on this project.
- I have the right to delegate the review and release of invoices to a designee by completing the Subaward PI Invoice Approval Designee form and submitting with this amendment form.
- I am in compliance with University policies regarding Conflict of Interest and my disclosure is up to date.

Princeton Principal Investigator Signature

Date