Oregon State University

Office for Sponsored Research and Award Administration

Subaward Amendment Request Form

Please complete and submit this form by email to osraa@oregonstate.edu or Docusign to OSRAA for preparation of a subaward amendment. Call OSRAA (7-4933) or send an email to osraa@oregonstate.edu if you have any questions.

OSU Principal Investigator:		
Preparer Name:		
OSU Prime Award (If Known):		
Sponsor:		
Sponsor Award #:	OSU Banner Index #:	
Subagreement To:		
Subrecipient Institution Name:		
Subrecipient Principal Investigator:		
Amendment is for:		
1	☐	Continuation Funding
2	☐	No-Cost Extension
3	☐	Other Changes (provide additional on the Page 2)

For Continuation Funding:			
Budget Period	Start Date:	End Date:	
Amount Added:	Cost Share required:		
If the subagreement is not to be funded at the original proposed level for the next budget period attach a revised detailed budget.			
★	☐	**Dept/Business Center - Initiate budget JV for subaward funds before submitting to OSRAA**	
Continued funding on a subagreement is contingent on satisfactory progress and additional support to OSU from the prime sponsor. The OSU PI must indicate the status of a subrecipient's satisfactory progress by answering the following questions:			
A	Has the subrecipient institution made sufficient progress on the scope of work?	**Yes**	**No**
	If **No,** please explain:		
B	Is there any change in scope of work or key personnel at the subrecipient institution? **(If yes, attach new scope of work and key personnel c.v. to this form.)**	**Yes**	**No**

312 Kerr Administration Building. Corvallis, OR 97331
Tel: (541) 737-4933 | Fax: (541) 747-3093 | Email: osraa@oregonstate.edu

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For No-Cost Extension:	
Additional Months Requested:	New End Date:
Cannot extend beyond OSU's currently-funded project end date	

For Other Administrative or Project Changes:
Explain and provide justification for change; attach any subrecipient approvals or documentation:

OSU Principal Investigator

Date

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