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# SUBAGREEMENT: AMENDMENT GUIDANCE

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As a tool to assist departments with proposing, managing, and closing subagreements per [Federal Regulations](#) and best business practices, checklist have been created. This guidance document on Subagreement Amendments may be used in conjunction with the Award Management checklist or as a standalone reference guide.

Amendments to subagreements may require prior approval from UNC's sponsor. Work with your department's Sponsored Projects Specialist to get the prior approval before submitting the amendment request via Subagreement Initiation Portal (SIP).

## Change in Performance Period

### 1. Date Extension

An action to extend the subrecipient's performance period with no additional funds.

**Required Documentation:**

- Documentation showing prime award has been extended

### 2. Early Termination

An action to terminate the subagreement prior to the original end date of the agreement.

**Required Documentation:**

- Communication between department and subrecipient about early termination

## Change in Funding

### 1. New/Additional Funding

If you want to provide funding to the subrecipient from UNC's prime award. May require UNC's sponsor prior approval.

**Required Documentation:**

- Budget Revision for Prime (Budget revision would need to be submitted to ResAdminOSR@unc.edu and completed by SPS prior to amendment action being requested to Contracting team.)
- Budget for new funds

### 2. Deobligation

An action to reduce the amount of funds issued to the subrecipient on a particular subagreement.

**Required Documentation:**

- Communication between department and subrecipient about deobligation of funds
- Budget with reduction in funds or replacement budget (as applicable)

### 3. Carryover

An authorization to use unspent funds from a prior budget year of the subagreement in the current budget period. UNC does not allow automatic carryforward for foreign subrecipients.

#### **Required Documentation:**

- Budget
- PI Authorization

### Change in Scope

If the objectives or aims that the subrecipient originally agreed to perform changes, the scope of work must be updated to reflect that in the agreement. May require UNC's sponsor prior approval.

#### **Required Documentation:**

- Revised Scope of Work
- UNC/ Sponsor approval, as required

### Change in PI/PD

If the Principal Investigator (PI) listed on the original subagreement has changed, it requires an amendment before they begin work. May require UNC prime sponsor prior approval.

#### **Required Documentation:**

- Request for change, signed by subrecipient and UNC PI
- Revised budget with new PI
- Effective date of change

### Change in Research Subjects

If you are adding human or animal subject research to the subrecipient scope of work or if you are removing human or animal research subjects from the subrecipient scope of work.

#### **Required Documentation (*Adding Research Subjects*):**

- Subagreement Research Subjects and Data Transfer Form