

# Requesting a Subaward Amendment - Quick Guide

**1** In Huron, locate the initial subaward agreement record—even if this is amendment 2 or higher. In the left-hand menu, click **Create Amendment**. Review and complete each section of the SmartForm—refer to points 2 – 9 below.

**2 Amendment Information:**

- In item 1, click the checkbox to select that the file draft will be generated internally.
- Upload the [documents needed](#) to support your request.
- Describe what you need in the amendment.

➡ Click Continue.

**3 Agreement Upload:** This information is prefilled so be sure to update it as needed.

- For item 4, the description can be the same as from the Amendment Information section.

➡ Click Continue.

**4 General Information:**

- This information is prefilled, but be sure to verify the subrecipient administrative contact in item 3 and update as needed.

➡ Click Continue.

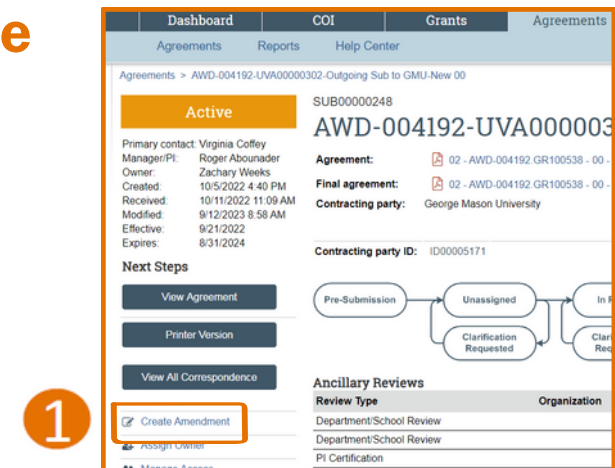
**5 SUB Agreement Information:** This information is prefilled so be sure to review and update it as needed.

- In particular, you will need to update items 7 and 8 with budget information and items 12 and 13 with timeline information.
- OSP will update items 17 to 22.

➡ Click Continue.

**6 SUB Regulatory Compliance:** If your project involves human subjects research or live vertebrate animals, upload your new IRB or IACUC documentation.

➡ Click Continue.



**4 3. Counterparty contact e-mail:**

mmcgonaall@hswv.edu

For help, please reach out to [ospnoa@virginia.edu](mailto:ospnoa@virginia.edu).



# Requesting a Subaward Amendment - Part 2

- 7 Subaward Amendment Information:** This section is not prefilled, so be sure to fill in this section with all the changes the amendment will make.  
➡ Click Continue.
- 8 Terms and Conditions:** Don't worry about this page, leave it blank.  
➡ Click Continue.
- 9 Completion Instructions:** Follow the instructions to validate your answers (the **Validate** button is on the left above the list of sections). Click **Finish**—this will close the SmartForm and return you to the workspace. You can return to it later if you need to correct, update, or complete information. You can keep the request in Pre-Submission (i.e., don't submit it) until you have all the information you need to complete it.
- 10** In the left-hand menu, click **Manage Ancillary Reviews**. Add reviewers such as the PI, Dean's office, and any others needed. (Click **OK and Add Another** in between.) When you're finished, click OK.
- 11** Once approvals are completed, click **Submit** in the left-hand menu. This sends the request to OSP.

**Subaward Amendment Information**

This page to be completed only for subaward amendments.

**7**

1. Does this amendment include a change in the Period of Performance?  
 Yes  No [Clear](#)

a. New End Date:  
12/31/2025

2. What is the purpose of this amendment? [Select all that apply]  
 No Cost Extension Request  
 Additional Funding Provided  
 Re-budgeting  
 Sponsor/PTE Approved Carryforward  
 Change of Subrecipient PI  
 Early Termination  
 Other

3. Incremental Funding Amount:  
\$175,000

4. Is there an update to the Subrecipient Scope of Work, budget, budget justification, IRB, or IACUC?  
 Yes  No [Clear](#)

Upload attachments:  
+ Add  
Name  
12-IACUC HSW&W.pdf

view All Correspondence

➡ **Submit** **11**

👥 **Manage Ancillary Reviews**

✉ **Email Agreement**

## TO NOTE:

- When one amendment action is pending on a subaward record, you cannot request another amendment. If you need to request additional changes to a subaward and a previously requested amendment is pending, please contact the Outgoing Subawards team at [ospnoa@virginia.edu](mailto:ospnoa@virginia.edu).
- If you need an amendment for a subaward that does not have a Huron record (i.e., it was created in Legacy), you can create it as a New Agreement from the Huron prime award record.
- Amendment requests should be submitted after the associated action on the prime award has been processed. For example, a request for a subaward extension can be submitted once the extension to the prime award has been provided and processed.

For help, please reach out to [ospnoa@virginia.edu](mailto:ospnoa@virginia.edu).