Request a SUBK Amendment

To request an amendment to an active subcontract agreement (SUBK), the project team requests and submits a SUBK amendment.

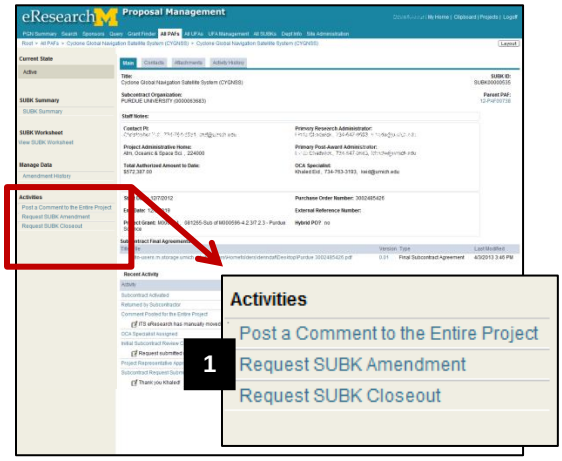
The Amendment Request Form can be edited/completed by: Project Team members with edit rights to the PAF; Primary Research Administrator; Primary Post-Award Administrator.

The Amendment Request can be submitted by: UM Principal Investigator; Primary Research Administrator; Primary Post-Award Administrator; Approvers and Reviewers from the project's Administrative Home.

ⓘ If you are unsure if the desired changes to the SUBK require an amendment, contact OCA at (734) 763-3193 or **subcontracts@umich.edu**.

Requesting a SUBK Amendment

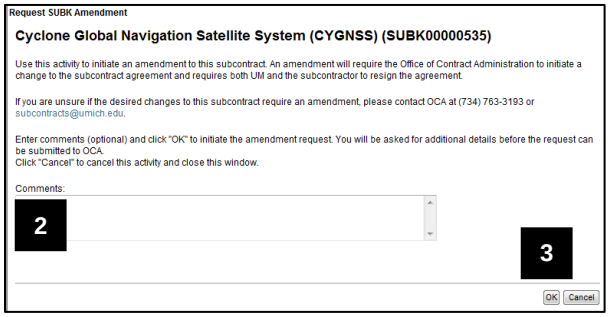
SUBK Workspace



1. Click the **Request SUBK Amendment** activity in the SUBK Workspace.

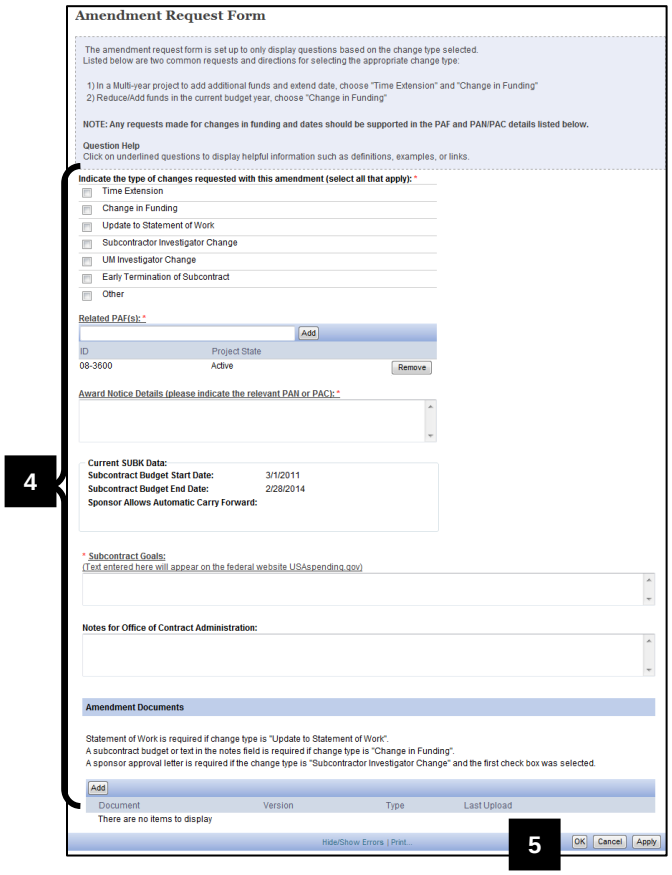
Note: The state of the SUBK must be **Active** in order for this activity to appear.

Request SUBK Amendment Activity Window



2. (Optional) Enter **Comments** for OCA in the field provided.
3. Click **OK** to complete the activity and open the **Amendment Request Form**.

Amendment Request Form



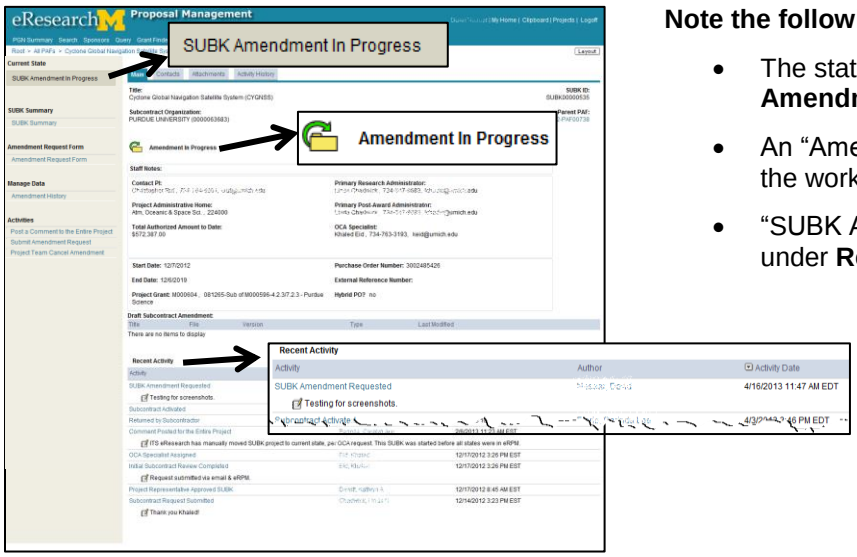
4. Complete all required fields on the **Amendment Request Form**. Required fields are marked with a red asterisk *.

Notes:

- Some sections contain links to additional help. Hover your cursor over the section title, and if a question mark appears , click the link to display the help text.
- You can click **Apply** at any time to save your changes and remain in the Amendment Request Form.

5. Click **OK** to save your changes and exit. The **SUBK Workspace** displays.

SUBK Workspace

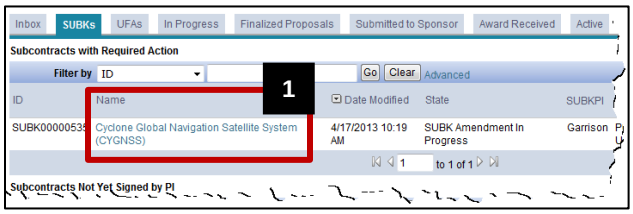


Note the following:

- The state of the SUBK Amendment is **SUBK Amendment in Progress**.
- An "Amendment in Progress" alert displays in the workspace.
- "SUBK Amendment Requested" is listed under **Recent Activity**.

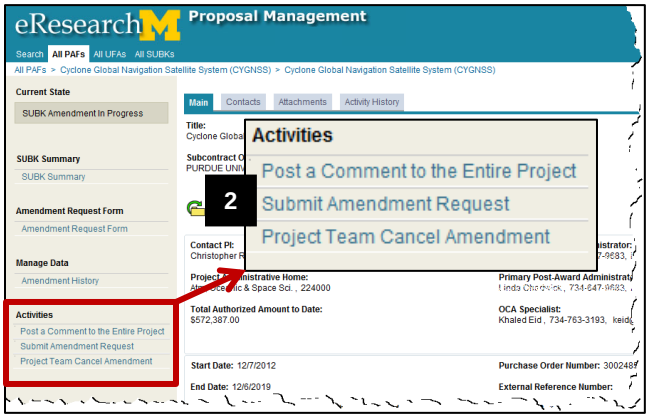
Submitting a SUBK Amendment

Home Workspace > SUBKs Tab



1. Click the **Name** of the SUBK from the **Subcontracts with Required Action** list under the **SUBKs** tab in your home workspace.

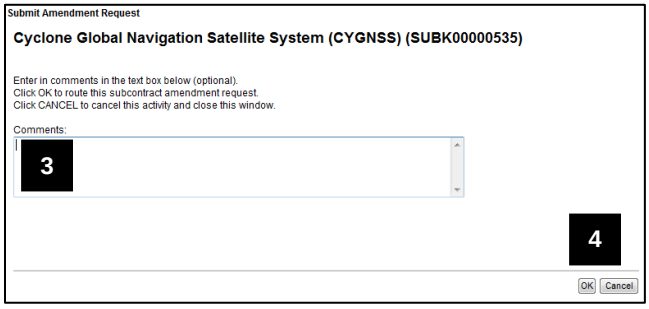
SUBK Workspace



2. Click the **Submit Amendment Request** activity.

Note: If the amendment request needs to be canceled for any reason (e.g., it was created in error), click the **Project Team Cancel Amendment** activity at any time before submitting the amendment request.

Submit Amendment Request Activity Window



⚠ Before the amendment request can be submitted, the system runs an error check to validate that all required fields have been completed on the Amendment Request Form. Any errors must be corrected before continuing.

3. (Optional) Enter **Comments** for the Office of Contract Administration in the field provided.
4. Click **OK**. The state of the SUBK changes to **SUBK Amendment OCA Review**.

Most subcontract amendments will route directly to OCA. In rare cases, a type of amendment change may require sponsor approval and ORSP assistance. These will route to ORSP first and then to OCA. Upon receiving the amendment request, OCA will determine if PI review and Unit review is required, and they will route the request to the appropriate parties.