

Section 7.2: Award Changes

PURPOSE AND POLICY

Circumstances may arise that requires the subgrantee to request changes to the grant agreement. The grant program manager reviews, processes, and documents requests for changes to grant awards in order to ensure that grants reflect program goals and objectives and are compliant with grant program requirements. Each agency should establish and follow a standard process for changes to subgrants, known as grant adjustments or modifications. Uniform Guidance [§200.308 Revision of budget and program plans](#) addresses substantive changes to grant agreements post-award. If a subgrant was made with federal funding (in full or in part), grant program managers may be required to notify the federal funding agency.

Grant adjustments can be executed by creating, submitting and approving a grant adjustment/modification request within the eCivis Subrecipient Manager (SRM), which is recommended by the Office of Grants and Federal Resources (GFR).

A modification or adjustment is required for any programmatic, administrative, or financial changes associated with a subgrant during the project period. If using the eCivis SRM system, modifications and adjustments must be submitted via the eCivis SRM. If the grant program manager is not using the eCivis SRM or other system, then there should be guidance provided the subgrantee regarding the submission of subaward modifications and amendments. Only a change in project period modification or adjustment can be requested after the end date of the grant. Sometimes a signed letter from an authorized representative is required as an attachment to the modification or adjustment. Subgrantees must provide the reasons for the proposed change and any other information they think will be helpful in the grant program manager's review and approval of their request.

Grant adjustment requests are completed under the following circumstances, including but not limited to:

- Sole source approval;
- Budget modifications;
- Change subgrantee authorized representative/signing official;
- Change subgrantee contact or alternate contact/principal investigator;
- Change scope of award;
- Change project period;
- Change recipient name;
- Change subgrantee mailing address;
- Removal of special conditions related to financial clearance;
- Removal of special conditions related to programmatic requirements; and
- Removal of special conditions related to programmatic requirements withholding funds.

Requests for changes to subgrants should be carefully reviewed to ensure the goals and objectives of the subgrant program are addressed. Requests should also be reviewed to ensure that the subgrantee

is submitting their required reporting. Thus, if a subgrantee is delinquent in submitting a progress/programmatic report, the grant program manager should return the modification or amendment request to the grantee with a request for the delinquent documentation. The modification or adjustment cannot be processed until the delinquent reports are submitted.

A modification or amendment request to change the authorizing official/authorized representative may be submitted prior to award acceptance. All other modifications or amendments typically will not be processed unless the award has been accepted.