Modifications to Sponsored Awards

Texas A&M Forest Service

Grants Program Training Series

Modifications

- Modifications
- Types
- When are they initiated?
- How are they initiated?

Modifications to sponsored awards

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Modifications

Types of modifications

- Change in performance period

- Change in funding

- Administrative
    (change in TFS contact information; correct errors)

- Other
    (change in budget, scope, key personnel or % effort by key personnel; request for prior approval; unexpected program income)

Modifications

Types

When are they initiated?

How are they initiated?

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Modifications

Modifications

Types

When are they initiated?

How are they initiated?

When are they initiated?

Modifications can be initiated at any time during the life of an award and should be submitted as soon as the need arises.

(See 2 CFR 200.307-.309)

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Modifications

Modifications

Types
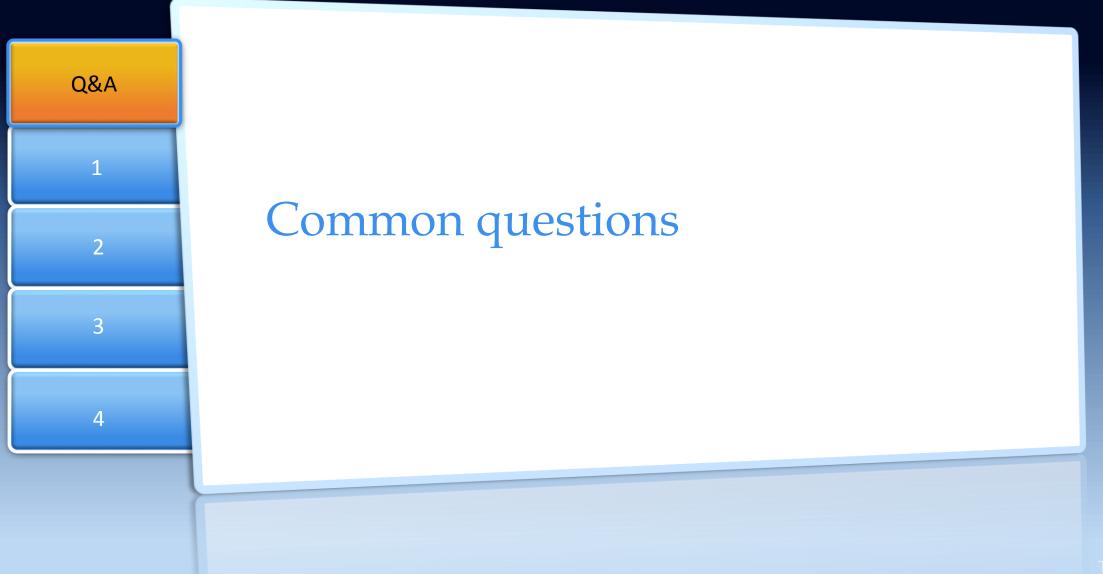
When are they initiated?

How are they initiated?

How are they initiated?

To initiate a modification, contact the grants administrator with details of what is needed, along with supporting documentation (revised narrative, budget, correspondence, etc...).

The grants administrator will complete the necessary forms and submit them to the sponsor.

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Common questions

Q&A
1
2
3
4

Common questions

TEXAS A&M
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Common questions

Q&A

1

2

3

4

What if I have expenses that should be charged to the award, but they aren't listed in the approved budget?

Contact the grants administrator to see if a budget modification is required.

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Common questions

Q&A

1

2

3

4

I have finished the project and have money left over in my budget. Can I spend it however I want to?

NO Leftover funds can only be used for the approved scope of work. You can request a revised scope of work or return the funds to the sponsor.

(Contact the grants administrator to see which option is most applicable for your award)
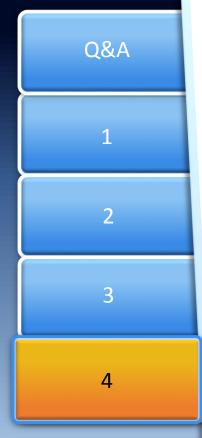
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Common questions

I have finished the project and have money left over in my budget. Can I request an extension so I can spend the rest of the money?

IT DEPENDS

Extending an award so that money can be spent is <u>not</u> an acceptable justification. However, if the project can be enhanced by using the funds to accomplish additional outcomes, then requesting an extension <u>and</u> a change in scope may be allowable.

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Common questions

My project is complete, there are some funds left, the award is about to expire, and I don't want to extend it. Do I need to do anything?

YES

Send an email to the grants administrator to let her know that the funds can be de-obligated.

Prepare the final accomplishment report and forward it to the grants administrator for the award close-out.

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