

Amendment Request Process:

- 1) Login to the Online Subagreement Request system via the following link:
<https://ris.uky.edu/ospa/subagreement/>

- 2) The search screen will open:

- 3) Enter the WBS Element/Grant # of the subaward to request the amendment and click the button "Search all Subagreements for this UK Grant #/WBS Element.
- 4) The results will be displayed:

UK Grant # / WBS Element	Year	ID	Subrecipient	Budget Start	Budget End	Amount	Request Date	PO Distr Date	Version #
Select 3200000407	2016	175	The Board of Trustees of the University of Illinois at	02/01/2016	01/14/2018	67045	01/01/1900	02/24/2017	2
Select 3200000407	2016	175	The Board of Trustees of the University of Illinois at	02/01/2016	01/14/2017	61619	02/19/2016	04/27/2016	1

Note that you can only create amendment for the latest version of subaward

- 5) Click on the "Select" link for the latest version, i.e. version 2.
- 6) A new screen will open, scroll to the bottom and select "Request Amendment" Yes
- 7) The screen will flash, making the fields editable.
 - a. If requesting an amendment for a no cost extension, please change the dollar amount in box 5 to \$0.
 - b. If requesting an amendment to increase the subaward, a new budget will need to be attached in the "Budget File & Budget Justification" upload field.
 - c. If changing the Scope of work, a new scope of work will need to be uploaded.
- 8) Make the necessary changes to the request, i.e. period of performance, amount of subaward, updates to contact information, etc. and click save data, do not send to OSPA.
- 9) Just as with initial requests for subaward, all fields marked with a * are required fields and the form cannot be submitted until the fields are completed.
- 10) The PI will need to log in and submit the request to OSPA by clicking "Send to OSPA" button.