



REQUEST FOR MODIFICATION TO CONTRACTED SERVICES

Oracle requisition is required for new subaward, vendor contract, and purchasing requests and modifications to increase funding.

SECTION 1 (Must Match Information in Oracle)

PO#: _____ Supplier Name: _____ Need by Date: _____

Cost Center: - -

Project Title: _____

SECTION 2: Modification Description

No Cost Extension: Period of Performance extended through: _____
(Must not extend beyond end date of Prime Agreement.)

Award PI Change: From _____ To: _____
(For Subawards, PI change must be approved by Sponsor prior to submission of modification request.)

SOW Change (Updated SOW must be attached)
(For Subawards, SOW change must be approved by Sponsor prior to submission of modification request.)

Funding Deobligation: Decrease funding by: \$ _____
(Must detail specific reason for deobligation in 'Additional Comments' below or separate attachment.)

Funding Reallocation
(Must provide specific reason for reallocation and specify reallocation details in *Additional Comments* section below or separate attachment.)

Reporting/Deliverable Change (New Reporting/Deliverable schedule must be attached.)

Termination: (Must detail specific reason for early termination in *Additional Comments* section below or separate attachment.)

Other: Provide specifics in *Additional Comments* section below or separate attachment.

Additional Comments:

SECTION 3

Program Contact Name: _____ Email: _____ Phone: _____

Requesters Name: _____ Email: _____ Phone: _____

PROJECT/TASK/AWARD MANAGER APPROVAL

Name: _____ Signature: _____ Date: _____

Return Completed Form to Research Administration:

For Subawards send to: OSP_Subawards@hjff.org -- **For Vendor Contracts** send to: subcontracts@hjff.org

For Purchasing send to: Purchasing@hjff.org -- **For International Contracting (MHRP)** send to: IntlContracting@hjff.org