

Worksheet for Simple Mods/Administrative Changes to RWO

For key personnel changes, revised budget with no changes in total estimated cost, addition of property, incremental funding, no-cost time extension

For changes in scope of work and/or changes in total estimated cost of project, use "Worksheet for more complex mods to RWO"

Instructions: Always complete unit name, phone number, CA and RWO No. And Title. Fill in balance of form as appropriate. With concurrence from an authorized University official where indicated by a "*" below, most of these mods can be issued unilaterally.

Unit Name and Address:

Cooperative Agreement No.

RWO No.

Mod. No.

Project Title:

Types of Administrative and Simple Changes

1. Key Personnel Changes:

- BRD Project Officer (**Dr. W. James Fleming, if PI is Unit Staff**)
- Principal or Co-Principal Investigator (Need concurrence from Univ.*)
- Liaison Officer

Replaced By (for each change in PO, PI, or LO):

Name
Address

Phone No.
Fax No.
Email Address

2. Revised Budget with no changes in total estimated cost:

Contracting Officer review of budget revisions are required when:

The total value of the project exceeds \$100,000 and the cumulative amount of transfers exceeds 10 percent of the total budget. When there is no foreign travel, property or new direct cost involved in the revision, a University-signed revised budget may be faxed to the Contracting Officer at 703-648-7359 for review, approval and return fax.

The change involves foreign travel, property or a new direct cost line item (as defined in OMB Circular A-21, Section D) not originally authorized (regardless of the total value of the project). These changes will require a modification to the RWO. **If there is new accountable property, list in Section 4.**

(Attach revised budget and concurrence from University* - see samples)

3. Other/Administrative (May include such items as appropriation data changes or typographical error, etc.)

4. Addition of property not originally authorized. Concurrence from University* and Unit Leader is needed:

Itemized list, including equipment description, quantity, and value:

No change in total budget, budget reallocation revision attached.

Addition of funds. New budget attached.

Choose one: Property to vest with:

Entity identified in original RWO, or if different

Government, or

or University

5. Incremental Funding.

If yes, :

Total obligation is changed from _____ by _____ to _____. Total estimated cost remains _____.

Period covered by this funding: (This information is needed to help evaluate proposal; it does not limit the obligation to the period stated unless specifically requested).

From: (month/year) _____ To: (month/year) _____

6. Project Status. Please answer the following questions.

1) Is the project going as planned? Yes No (If no, explain below)

2) Is the funding received to date sufficient to keep the project on schedule with no modification to the scope of work?

Yes (If Yes and funding to date is $\leq 75\%$ of that detailed in the proposal, briefly state how/why the work is progressing on schedule, although funding levels are less than expected.) Explain below:

No (If no, explain below how the failure to receive expected funding has affected the project and include in current modification an adjusted scope of work)

3) Do you still expect the project to be fully funded? Yes No (If no, explain below and down scope the project) University concurrence *, revised statement of work and budget are necessary if there is a

change in Scope or funding.

4) Additional comments on project:

7. No-Cost Time Extension. (Time extension requests must be received prior to expiration date.)

Period of Performance:

From:

To:

Delivery of Reports:

From:

To:

Reason for extension:
(Concurrence letter from University* needed.)

8. Other