

## UA PROCUREMENT & CONTRACT SERVICES

### REQUEST FOR MODIFICATION – SUBAWARD/SUBCONTRACT/CONTRACT

1. No Cost Extension (NCE) – no money to be added:

I hereby request a NCE to No. UA

funded by

PO No.:

through the date of

Reason for NCE: "prime award extended " or "additional time needed" is not an acceptable response

2. Increase – Period of Performance (POP) may or may not be extended, please specify:

I hereby request an increase to No. UA

funded

by PO No.

through the date of

in the amount of

Reason for Increase – Funding year of

OR

Additional funds needed for: Change in scope MUST have updated SOW attached.

3. Decrease - If decrease is related to early termination of an agreement, state so in your response

hereby request a decrease to No. UA

funded by

PO No.

in the amount of

Reason for decrease: Must include revised deliverables and updated SOW.

4. Is modification for a **SUBAWARD** under a Prime Award subject to 2 CFR Part 200 (UG)?      Yes      No

Accounting Line: Fund/Org/Acct

\*The original fund/org/acct will be used unless otherwise specified.

**Submission:**

All modifications to subawards shall be emailed to OGCA at [uaf-ogca-sub@alaska.edu](mailto:uaf-ogca-sub@alaska.edu)

All other modifications to subcontracts or contracts shall be emailed to the Issuing Contract Officer.

Include Request for Mod and both the UA Contract No. and PO No. in the subject line of the email.