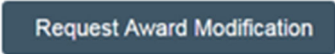





Award Modification Request (AMR) IBIS Submission Guidance

General Submission Instructions:

1. Navigate to the applicable IBIS Award and Click Request Award Modification: 
2. Provide a Short Title for the change being requested. If request is urgent, please ensure “Urgent” precedes the title given.
3. Date Requested should automatically populate and should not be revised.
4. Provide a full description of the change being requested, which should correspond to the change categories identified in the [Prior Approval Routing and Assignment Guidance](#). For all changes that affect the budget, the description must note whether the requested change results in a budget revision exceeding 25% of the total approved budget for the budget period.
5. Attach supporting documentation required for type of change—see corresponding change specific documentation requirements below.
6. Click Finish: 

Change Specific Documentation Requirements:

UM PI Change	<ol style="list-style-type: none"> 1. Signed letter requesting and justifying the PI change 2. CV/Biosketch for new PI 3. Department must review agency specific guidelines to determine any additional requirements
SOW Change	<ol style="list-style-type: none"> 1. Signed letter requesting the SOW change 2. Updated SOW
Budget revisions (including effort reductions)	<ol style="list-style-type: none"> 1. Signed letter requesting budget revision 2. Revised budget and budget justification 3. Completed IPAR
Cost-share/matching	<ol style="list-style-type: none"> 1. Signed letter requesting cost-share/matching revision 2. Revised cost-share/matching budget and budget justification
New Subaward	<ol style="list-style-type: none"> 1. Signed letter requesting the new subaward 2. Completed and signed Subrecipient Commitment Form 3. Subrecipient SOW, budget, and budget justification
Subaward entity change to foreign	<ol style="list-style-type: none"> 1. Signed letter requesting the subaward entity change to a foreign entity 2. Completed and signed Subrecipient Commitment Form for foreign entity 3. Foreign Subrecipient SOW, budget, and budget justification
Subaward entity change to domestic entity (notification only if NIH)	<ol style="list-style-type: none"> 1. If non-NIH funded, signed letter requesting the subaward entity change to a new entity 2. Completed and signed Subrecipient Commitment Form for new entity 3. New Subrecipient SOW, budget, and budget justification



<p>Subaward PI change (prior approval requirement contingent upon award terms and conditions)</p>	<ol style="list-style-type: none"> 1. If sponsor approval is required, signed letter requesting and justifying the subrecipient PI change 2. Department must review agency specific guidelines to determine any additional requirements (typically, a CV is also required)
<p>NCE (excluding industry sponsored clinical trials)</p>	<ol style="list-style-type: none"> 1. If funded by federal agency with which we have expanded authorities and the first NCE, then justification for NCE should be provided in the AMR Description. First NCEs should always be for one year. 2. If funded by federal agency and does not qualify for the circumstances addressed in 1, then a signed letter a) describing (i.e. indicating first or second extension) and justifying the NCE; b) providing an estimate of the unobligated funds remaining and a plan for their use; and c) providing agency contact information is required. 3. If not federally funded, attach either evidence of sponsor approval or, if not yet received, a signed letter describing, requesting, and justifying the NCE. Sponsor contact information should also be included in the letter.
<p>Carry-forward</p>	<ol style="list-style-type: none"> 1. Signed letter requesting carry-over 2. Completed IPAR form or detailed budget and budget justification 3. Scientific justification 4. Total amount of carryforward 5. NIH request: Budget on SF424 form and Carryover Checklist
<p>Outbound award transfer</p>	<ol style="list-style-type: none"> 1. Copy of communication with the Program Officer regarding the transfer 2. Detailed budget and budget justification for the transfer amount 3. Summary of work completed to date 4. Sponsored Programs contact information at new institution 5. Memo from PI outlining the transfer, which should include: PI's last day at UM, name of new institution, and PI signature
<p>Advance Accounts for Continuation Awards</p>	<p>See Advance Account IBIS Submission Guidance</p>

Notes: 1) Submission of an AMR in IBIS constitutes department and PI approval to proceed with processing of the award change. Failure to comply with this guidance document may result in rejection/discarding of the request.