

# SPA Quali Build Subaward Request: Subaward Early Termination Department Job Aid

Utilize this job aid if you have an existing subcontract agreement with a scope change requiring an earlier end date. Providing additional documents that reference the required scope change can allow for a more efficient agreement modification process showing all parties are aware of the reason for this change prior to the contract being sent.

[KB Link](#)

<b>Modification Type: *</b> <input type="text" value="Other"/>
<b>Will the Anticipated Amount, shown above, change?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Other Modification Type Description:</b> Early termination as of 5/31/2023 - no change in dollars/budget

## Subaward Modifications Only section:

Select Modification Type = Other. In the Other Modification Type Description field enter Early Termination, the new end date, and any other relevant information for SPA review.

<b>Details:</b>	
<b>Subaward start date: *</b> Enter the start date of the current subaward period. <input type="text" value="July 1, 2022"/>	<b>Current budget period end date: *</b> Enter the end date of the current subaward period. <input type="text" value="May 31, 2023"/>
<b>Dollar amount funded this action *</b> Enter the amount to be awarded for the current subaward period. <input type="text" value="\$0.00"/>	
<b>Modification Budget or Payment Schedule</b> For modifications to increase the subaward: provide the subrecipient's updated budget or payment schedule in the amount of the increase. <input type="button" value="Select a File"/>	

## Details section of form:

Enter the current start date and the desired end date in the date fields. You must enter something in the Dollar amount field. Enter 0.00 when there is no change to the funding for the subrecipient.

## Questions

Any questions on the above should be sent to [SPA-Subteam@umaryland.edu](mailto:SPA-Subteam@umaryland.edu)