

# Requesting a Subaward Amendment - Quick Guide

**1** In Huron, locate the initial subaward agreement record—even if this is amendment 2 or higher. In the left-hand menu, click **Create Amendment**. Review and complete each section of the SmartForm—refer to points 2 – 9 below.

**2** **Amendment Information:**

- In item 1, click the checkbox to select that the file draft will be generated internally.
- Upload the [documents needed](#) to support your request.
- Describe what you need in the amendment.

➡ Click Continue.

**3** **Agreement Upload:** This information is prefilled so be sure to update it as needed.

- For item 4, the description can be the same as from the Amendment Information section.

➡ Click Continue.

**4** **General Information:**

- This information is prefilled, but be sure to verify the subrecipient administrative contact in item 3 and update as needed.

➡ Click Continue.

**5** **SUB Agreement Information:** This information is prefilled so be sure to review and update it as needed.

- In particular, you will need to update items 7 and 8 with budget information and items 12 and 13 with timeline information.
- OSP will update items 17 to 22.

➡ Click Continue.

**6** **SUB Regulatory Compliance:** If your project involves human subjects research or live vertebrate animals, upload your new IRB or IACUC documentation.

➡ Click Continue.

The screenshot shows the Huron system dashboard with the 'Create Amendment' button highlighted. The dashboard includes navigation tabs for Dashboard, COI, Grants, and Agreements. The main content area displays details for a subaward agreement (SUB00000248) with a status of 'Active'. It lists contact information for Virginia Coffey and Roger Abounader, and includes a 'Next Steps' section with buttons for 'View Agreement', 'Printer Version', and 'View All Correspondence'. A 'Create Amendment' button is highlighted with a red box and a circled '1'.

The screenshot shows the 'Amendment Information' form. The 'Amendment file draft to be generated internally?' checkbox is checked and circled with a '2'. The form includes sections for 'Supporting documents' and 'Amendment Description'. The 'Amendment Description' section contains the text: 'Release year 2 funding \$175,000 for pd 1/1/25-12/31/25'.



**4** **3. Counterparty contact e-mail:**

mmcgonaagall@hsww.edu

For help, please reach out to [ospnoa@virginia.edu](mailto:ospnoa@virginia.edu).

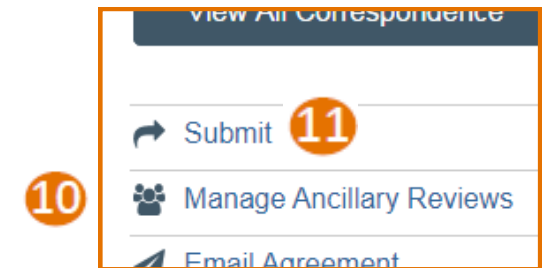
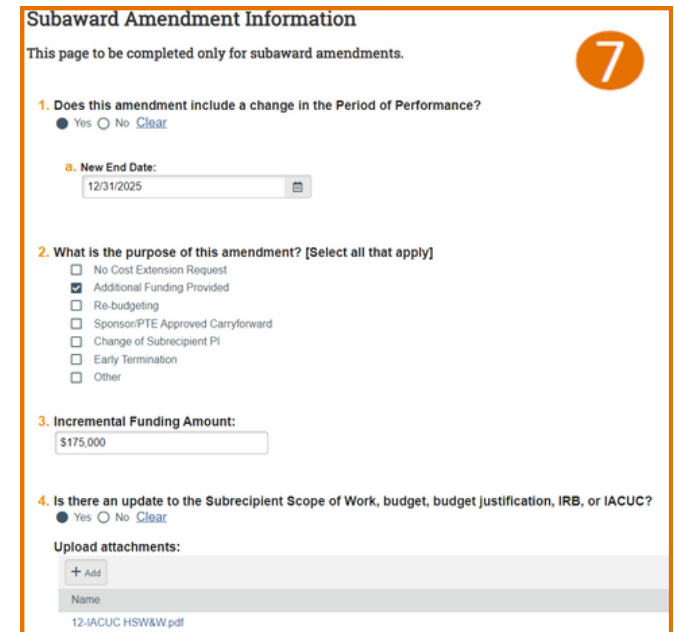


# Requesting a Subaward Amendment - Part 2

- 7 Subaward Amendment Information:** This section is not prefilled, so be sure to fill in this section with all the changes the amendment will make.  
 Click Continue.
- 8 Terms and Conditions:** Don't worry about this page, leave it blank.  
 Click Continue.
- 9 Completion Instructions:** Follow the instructions to validate your answers (the **Validate** button is on the left above the list of sections). Click **Finish**—this will close the SmartForm and return you to the workspace. You can return to it later if you need to correct, update, or complete information. You can keep the request in Pre-Submission (i.e., don't submit it) until you have all the information you need to complete it.
- 10** In the left-hand menu, click **Manage Ancillary Reviews**. Add reviewers such as the PI, Dean's office, and any others needed. (Click **OK and Add Another** in between.) When you're finished, click OK.
- 11** Once approvals are completed, click **Submit** in the left-hand menu. This sends the request to OSP.

**NOTE:**

- When one amendment action is pending on a subaward record, you cannot request another amendment. If you need to request additional changes to a subaward and a previously requested amendment is pending, please contact the Outgoing Subawards team at [ospnoa@virginia.edu](mailto:ospnoa@virginia.edu).
- If you need an amendment for a subaward that does not have a Huron record (i.e., it was created in Legacy RUVA), you can create it as a New Agreement from the Huron prime award record.
- Amendment requests should be submitted after the associated action on the prime award has been processed. For example, a request for a subaward extension can be submitted once the extension to the prime award has been provided and processed.



For help, please reach out to [ospnoa@virginia.edu](mailto:ospnoa@virginia.edu).

