

SPA Kualiti Build Subaward Request: Subaward Deobligation Department Job Aid

Utilize this job aid if you have an existing subcontract agreement with a scope change requiring funds be removed from the current purchase order. Currently Kualiti Build does not have the capacity to allow for a negative budget entry. 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 change prior to the contract being sent.

[KB Link](#)

<p>Modification Type: *</p> <p>Select the primary purpose of the modification. You will be able to choose additional actions below.</p> <p>Modification Type User Aid Deobligation/decrease in funds Early termination of subaward</p> <p>Other</p>
<p>Other Modification Type Description:</p> <p>Deobligation/decrease in funds</p>
<p>Will the Anticipated Amount, shown above, change?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Dollar amount of Anticipated Change:</p> <p>\$10,000.00</p>

Subaward Modifications Only section of form:

Select Modification Type = Other. In most cases, the Anticipated Amount of the total subaward will change, so select Yes. In the field “Dollar amount of Anticipated Change”, enter the amount of the decrease. If desired, there is also a comment field at the bottom of this section of the form where you can enter additional explanation.

Details:

Subaward start date: *

Enter the start date of the current subaward period.

March 1, 2023



Current budget period end date: *

Enter the end date of the current subaward period.

April 30, 2024



Dollar amount funded this action *

Enter the amount to be awarded for the current subaward period.

\$10,000.00

Modification Budget or Payment Schedule

For modifications to increase the subaward: provide the subrecipient's updated budget or payment schedule in the amount of the increase.

Select a File

Details section of form:

Enter the dates for the current budget period. In the field "Dollar amount of subaward for the requested budget period", enter the amount of decrease.

NOTE: if the end date will also change from what is on the current subaward (for example, the agreement will decrease AND be terminated early), this must be noted on the Subaward Modifications Only section as an additional action, with the new end date on this section.

Purchase order:

The department is responsible for requesting any change/deobligation to the purchase order, via Quantum Financials.

Questions

Any questions on this process should be sent to SPA-Subteam@umaryland.edu.