

FDP Subaward Template Change Request Form

This form was developed to facilitate and streamline the process for making change requests to the [FDP Subaward Templates](#). Prior to the completion of this form, please read the [Subaward Templates Content Change Request Guidance Document](#). Send the completed form to subawards@thefdp.org; and carbon copy (cc:) your [FDP Institutional Administrative Representative](#).

Requestor Information

Name:

Title:

Email:

Institution Name:

Change Request Details

FDP Template Version (Check any that apply):

Cost Reimbursement Subaward Template

Fixed-Price Subaward Template

Sample Foreign Cost Reimbursement Subaward

Sample Foreign Fixed-Price Subaward

Sample Subcontract Agreement

Sample Fixed Price Clinical Trial Agreement (NIH)

Modifications: Bilateral Template

Modifications: Unilateral Template

Amendment: Subcontract sample

Indicate which existing Section, Clause, and/or, Attachment will be impacted (be specific):

Provide brief description of proposed change and rationale for the change:

Describe current practice to address this issue (if any). Explain why this is an issue now:

Result of new/revised federal policy?

If yes, provide policy or reference link:

Applicable to all federal sponsors?

Is the change already included through a Grants Policy Statement or other reference?

If Yes, provide link to reference: