

SPA Quali Build Subaward Request: Modification Type Department Job Aid

[Subaward Request Form link and downloadable Questions documents](#)

Definitions and Requirements Specific to Modification Type:

- Carry Forward
- Continuation
- Increment
- Initial/New
- No Cost Extension
- Other (describe)

Modification Type	Definition	Budget?	Additional Information
Initial/New	Not Existing Before; Made for the first time	Yes	Initial/New Subcontracts can be issued in any year of an award.
Carry Forward	Unobligated funds remaining at the end of the last budget period that are obligated into the next budget period	Yes	Only utilize this option if automatic carryover was not checked in the prior year subaward. If prior approval by Sponsor is required for carryover, work with your SPA Proposal Team to request prior approval, and attach the Sponsor’s approval to the Subaward Request.
Continuation	Funds to be allocated for the next budget period of a multi-year award	Yes	Automatic carryover may or may not be allowable.
Increment	Additional funds to be provided during the current budget period	Yes	An example of this would be if additional funds are received from the sponsor for the current budget period and need to flow to the subcontractor.
No Cost Extension	Extension of the period of performance to complete the scope of the agreement.	No	Contract does not provide additional funding.
Other	Use for an action other than that listed above	No	Examples are: Change of subrecipient PI, deobligation of funds, or early termination