Requesting a Subcontract or an Amendment

***\*Please do not send requests until award set-up has been verified.***

**Steps to request a Subcontract/Amendment:**

1. Fill out the appropriate Subcontract or Amendment Request Form.
   1. Decide if you need a new Subcontract or an Amendment.
   2. Decide if you need a fixed price or cost reimbursable request form.
   3. Choose the appropriate budget template to attach a budget based on the budget scenarios (see budget scenarios and definitions instruction sheets).
2. If the Prime Sponsor is Federal, have the Subcontractor fill out the Subrecipient Commitment form (only if it was not filled previously out at the Proposal stage).
3. Send request to [OGC.Subcontracts@ucdenver.edu](mailto:OGC.Subcontracts@ucdenver.edu) with the Subcontract Request form and the Subrecipient Commitment form (if applicable) attached. Other pertinent documents (e.g. budget, statement of work) may be attached.