

Instructions for Completing a Service Agreement Amendment

Use this amendment template only when modifying an existing, fully executed Service Agreement (for example: extending the term, changing funding, or updating the scope of work).

Do not use this form to create a new agreement.

Please complete all applicable fields. Incomplete amendments may delay processing.

Section-by-Section Instructions

AMENDMENT NO.

- Enter the next amendment number for this agreement (e.g., Amendment No. 1, Amendment No. 2).
 - If unsure, check prior amendments or contact Kristen Webb, Contract and Subaward Compliance Officer.
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BETWEEN

- Marshall University Research Corporation

AND

- Enter the full legal name of the vendor exactly as it appears in the original agreement.
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Agreement Number

- Enter the internal agreement number. This would also be the requisition number.
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Original Agreement Fully Executed On

- Enter the date the original agreement was fully signed by all parties.

Banner Fund Number

- Enter the Banner fund number(s) associated with this agreement.
 - If multiple funds apply, list all relevant numbers.
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Agreement Project Title

- Enter the project title or short description used internally to identify the agreement.
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PI

- Enter the name of the Principal Investigator
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Original Agreement Term / Period of Performance

- Enter the original start and end dates of the agreement (e.g., January 1, 2024 – December 31, 2024).
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Original Agreement Amount Funded

- Enter the total dollar amount of the original agreement before any amendments.
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Funding Amount This Action

- Enter the dollar amount being added or changed by this amendment.
 - If you are adding funding, simply add the dollar amount
 - If you are reducing funding, use a negative sign or language that says “reduce by”
 - If the amendment does not change funding, enter \$0 or “No change.”
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Amount Funded to Date with This Amendment

- Enter the new total agreement amount, including all prior amendments and this amendment.

Description of the Amendment

“This Agreement Amendment provides for the following change(s):”

Clearly describe what is changing. Be specific and concise.

Examples:

- Extend the period of performance from June 30, 2025 to December 31, 2025.
- Increase total funding by \$15,000 for a new agreement total of \$50,000.
- Revise the scope of work as outlined in the original agreement.
- Update invoicing schedule.

If multiple changes apply, list each one separately.

Standard Language

Include this sentence in the description portion of the amendment after the description of your changes.

All other terms and conditions of this agreement shall remain in effect.

- Do not modify or remove this sentence.
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Signatures

Vendor’s Signature

- The amendment must be signed by an authorized representative of the vendor.
 - Typed names are not sufficient. Electronic signatures are allowed.
 - After the vendor signs, the PI/Project Director must approve the amendment and sign
 - MURC signature block should be blank. MURC Signature is obtained after review by the Contract and Subaward Compliance Officer.
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Before Submitting for Review/Processing

Please ensure:

- All required fields are completed
- Amendment language is clear and consistent with the original agreement
- Funding information matches Banner records
- No changes conflict with sponsor or institutional requirements

If you have questions or are unsure how to complete any section, contact **Kristen Webb, Contract and Subaward Compliance Officer.**

Submit for Review/Processing

Submit the amendment and any additional documentation to Kristen Webb, Contract and Subaward Compliance Officer for review and processing.