

Req Number:

Subrecipient Name:



Internal Department Subaward Request Form

This form is intended to assist departments with collecting the data elements and attachments required for completing the Subaward Template. This form does not replace the requirement for the subaward template to be completed and submitted to P&CS.

Principal Investigator enters:

Subawardee PI name: _____

Subawardee PI Email address: _____

Subaward Planned/Actual Start Date: _____

Subaward amount to be funded now: _____

Reporting requirements:

We have the following frequencies and due dates (from the end of project period or budget period as appropriate), all reports will be submitted directly to the UA PI. The UA PI can select as many reporting frequencies as they wish, but at a minimum we must have at least an annual report and a final. Please note below the frequency of reports desired and the due dates for each.

<u>Frequency Options</u>	<u>Due Date Options</u>
Monthly	15 days
Quarterly	30 days
Annual	45 days
Final	60 days
	75 days
	90 days

Report Frequencies and due dates:

- Yes or No Data Management Plan (if yes, attach)
- Yes or No Human Subjects (if yes, their IRB or ours)
- Yes or No Animals (if yes, their IACUC or ours)
- Yes or No Multiple PI Plan (NIH Only) (if yes, attach)
- Yes or No Human Subjects Data
 - If yes is data from UA to Sub or Sub to UA?
 - Yes or No
 - If yes, is there a Data Use Agreement to cover the transfer? (if Yes, attach)
 - Yes or No

Additional Subaward Terms (anything out of the normal that you want them to have to comply with):



Justification for Delay if PI submits the request to start the sub greater than 4 months after the subrecipient start date:

PI Provide the Following Attachments:

Attached - Not Applicable

- Scope of work for the subawardee - Required
- Multiple PI Plan - Required if the Grant has one
- Data Management Plan - Required if the Grant has one
- Data Use Agreement - if applicable

Routing: Send this form and attachments to your Departmental Grant Technician

Department Grant Technician

Enter:

Subrecipient Legal Name from DUNS or W-9 : _____

Sponsoring Agency Full name: _____

Federal Grant Number, include Pass Thru info if any: _____

Amount funded here: _____

Total subaward amount anticipated to be funded: _____

Total Estimated Project Period (the anticipated period of performance if fully funded): _____

Special terms and conditions for the subawardee: _____

Match Requirements _____

Does Subrecipient has a habit of not complying with requirements or difficult to work with or are there any other concerns? _____

UA PI Name, Email, Phone number, address _____

UA Fiscal Officers Name, Email, Phone Number _____

Admin Name, Email Phone Number, address _____

Yes or No, Carry forward approved _____

Special Reporting Conditions _____

F&A Rate for Subrecipient _____

Total funded Direct Costs _____

Total funded F&A _____

Total awarded here _____

Reason for Delay in submitting the subaward if Department request to start the sub greater than 4 months after the subrecipient start date (if the PI was not responsible):

Attach: Dept Grant Tech Provide the Following Attachments:



Attached - Not Applicable

Budget and Budget justification for the subawardee - required
Subrecipient Commitment Form- if one was done in preaward
Subrecipients Federally Negotiated F&A Rate Agreement – required
if they have one
Department Internal Requisition Form – if applicable
Subrecipient Cost Share Commitment Letters – if applicable
Relevant emails- if applicable

Routing: Send documents to your departmental purchasing staff member

Department Purchasing Personal:

Enter Req in Banner and note REQ number here: _____

Justification for Delay if purchasing request to start the sub greater than 4 months after the subrecipient start date (if the PI & Grant Tech was not responsible):

Attach all documents from the Dept. Grant Tech and the PI

Fill out subaward template and save in an editable form *** if you open in Adobe Reader, no entry will be saved****

Email all documents to P&CS at ua-pcs@alaska.edu