

Subagreement No.: _____

Subagreement FAO: _____

URF Award No.: _____

REQUEST TO ISSUE A SUBAGREEMENT

THIS FORM MUST BE COMPLETED WHEN ISSUING A SUBAGREEMENT TO A THIRD PARTY USING SPONSORED PROJECT FUNDS (UR FINANCIALS GR FINANCIAL ACTIVITY OBJECTS [FAOs]). PLEASE COMPLETE AND RETURN TO ORPA.

1. SUBRECIPIENT INFORMATION

Subrecipient Institutional Name: _____

Subrecipient Principal Investigator: _____

Project Period Year 1: _____ Amount to be awarded in Year 1 (**Attach Budget**): _____

Entire Project Period: _____ Total amount expected to be awarded for project period: _____

Human Subjects involvement at the subrecipient site:

Yes – a copy of their IRB approval should be on file at the UR department level No IRB

a. Human Subjects Data: Applicable Not Applicable

b. If applicable, will data be transferred: From Subrecipient to U of R To Subrecipient from U of R

c. Please note: If human subject data is being transferred, *a separate Data Use Agreement will be required to manage this transfer.*

Animal use at the subrecipient site:

Yes – a copy of their IACUC approval should be on file at the UR department level No IACUC

Was a Data Management Plan submitted with the Proposal? Yes No If Yes, attach a copy.

Attach Statement of Work to be conducted by Subrecipient.

One of the most critical components of the subagreement is the description of the work that the UR expects and requires from the subrecipient. An inadequately prepared statement of work may lead to dispute or disagreement between the UR and the subrecipient entity. The statement of work should be accurate and concise as to what, when, and if appropriate, how, the UR PI expects the subrecipient to accomplish the tasks. Because of the importance of this subagreement provision, it generally is not advisable to simply reference the approved proposal or budget justification, unless the subrecipient’s responsibilities are clearly delineated and the research aims have not been changed or reduced during the prime sponsor’s review process. A statement of work should describe the work to be conducted by the subrecipient, define the deliverables, define the subrecipient’s personnel and their responsibilities and define a time frame.

NEW REQUIREMENT FOR ALL SUBAGREEMENTS

Please provide a brief (2-3 words at most) description of the work to be done by Subrecipient. This brief description will be entered into the Federal Funding Accountability and Transparency (FFATA) Subaward Reporting System (FSRS at www.FSRS.gov) by ORPA once the Subagreement is fully executed.

2. UR INFORMATION (PRIME AWARDEE)

UR PI: _____

UR Cost Center: _____

Sponsor Grant or Contract Number: _____

Prime Award FAO: _____
(FAO where dollars currently reside)

UR Project Title: _____

3. CONTACT INFORMATION

The following hyperlinked attachments, [3A](#) , [3B page 1](#) and [3B page 2 \(if applicable\)](#) must be completed. The UR’s Administrative Contact on the form 3A will be the person within the Department who will be responsible for receiving the invoices from the subrecipient. You should email attachment 3B to the subrecipient, so they may complete the Collaborator’s Contact and Place of Performance Information.

4. OTHER INFORMATION

Please attach or note below any information which you feel will be useful to the Office of Research and Project Administration in preparing the subagreement; *i.e.*, **specific report due dates, unusual reporting requirements, publications, etc.**, or any specific requirements you wish to have set forth in the document:

[Empty dashed box for other information]

5. PI’s CERTIFICATION

It is the Principal Investigator’s responsibility to review the subrecipient’s budget for reasonable terms and allocability to the proposed workscope. In your estimation, have you determined that the following subrecipient’s costs are reasonable?

I have reviewed the following items and have determined that the costs budgeted for these items are reasonable and in accord with the proposed workscope: Salaries and Level of Effort

- Equipment
- Travel
- Materials and Supplies
- Other Direct Costs

Principal Investigator Approval:

Signature Date

6. SOLE SOURCE OR COMPETITION JUSTIFICATION

(Complete only if subcontracting from **Federal Contract (not grant)** funds; complete EITHER Section A or B)

A. SOLE SOURCE JUSTIFICATION (Provide justification for selection of subcontractor if competitive bids were not solicited. Attach separate sheet if additional space is needed.)

[Empty dashed box for sole source justification]

B. COMPETITION (Attach separate sheet if necessary.)

i. Name and address of each potential subcontractor contacted:

[Empty dashed box for subcontractor names and addresses]

ii. Name of and amount proposed by each potential subcontractor responding:

[Empty dashed box for subcontractor names and amounts]

iii. Subcontractor selected and reason for selection:

[Empty dashed box for selected subcontractor and reason]