

It is important that this form be completed in its entirety to allow ORPA to flow down the appropriate terms and conditions to the subrecipient.

(To be completed by ORPA)

Subagreement No.: _____
Subagreement FAO No.: _____
URF Award No.: _____

REQUEST TO ISSUE A SUBAGREEMENT

Denotes the first year of the subagreement the start date of which should match the first year of the prime award.

COMPLETED PRIOR TO ISSUING A SUBAGREEMENT TO A THIRD PARTY USING SPONSORED FINANCIALS GR FINANCIAL ACTIVITY OBJECTS (FAO) RETURN TO ORPA.

Denotes the full length of time that you intend to issue a subagreement.

Denotes the first year budget for the subagreement. Must match the budget document you attach to this request.

Subrecipient Principal Investigator: _____

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

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

SUBRECIPIENT'S CURRENT F&A RATE AGREEMENT: ATTACHED NOT APPLICABLE

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 the subrecipient. An inadequately prepared statement of work may lead to dispute or disagreement between the subrecipient entity. The statement of work should be accurate and concise as to what, when, and if applicable, the subrecipient expects the subrecipient to accomplish the tasks. Because of the importance of this subagreement provision, it is advisable to simply reference the approved proposal or budget justification, unless the subrecipient's responsibilities are delineated and the research aims have not been changed or reduced during the prime sponsor's review. The statement of work should describe the work to be conducted by the subrecipient, define the deliverables, define the subrecipient's responsibilities and define a time frame.

Denotes the full amount you intend to award the subrecipient for the entire budget period.

NEW REQUIREMENT FOR ALL SUBAGREEMENTS

Please provide a brief (2-3 words at most) description of 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 AWARD)

UR PI: _____ UR Cost Center No: _____

Sponsor Grant or Contract No: _____ Prime Award FAO: _____

UR Project Title: _____

The unique number assigned by the sponsor (if applicable):

3. CONTACT INFORMATION

ie. R01 HL12345-01

The following hyperlinked attachments, 3A, 3B page _____ (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.

5. PI's CERTIFICATION

NEW section The fields in this section are to be completed with assistance from the PI. PI signature is

A. It is the Principal Investigator's responsibility to review the subrecipient's budget for reasonable terms and allocability to the proposed work scope.

I have reviewed the following items and have determined that the costs budgeted for these items are reasonable and in accord with the proposed work scope:

- Salaries and Level of Effort
- Equipment
- Travel
- Materials and Supplies
- Other Direct Costs

B. Was a Data Management Plan submitted with the Proposal? No Yes – Please attach a copy to enable ORPA to attach to the Subagreement.

C. 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

- Human Subjects Data will be collected: Applicable Not Applicable
- If applicable, will data be transferred: From Subrecipient to UR To Subrecipient from UR

Please describe the type of human subject data to be restrictions on the use of the human subject data (i.e.

Data Use Agreements are necessary when fully identifiable human subject data or a limited data set is being transferred.

~~HUMAN SUBJECT DATA WILL NOT BE ADDRESSED IN THIS DOCUMENT. IT WILL BE ADDRESSED IN A SEPARATE DATA USE AGREEMENT IF APPLICABLE.~~

D. Animal use at the subrecipient site:

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

E. IF PRIME AWARD IS FROM NIH; will NIH Policy [NOT-OD-17-109](#) apply and therefore the prime award is deemed under the policy to be issued a Certificate of Confidentiality

Yes No

(PLEASE VISIT THIS WEBSITE: <https://humansubjects.nih.gov/coc/background> to find questions to be answered that will help you determine if this policy applies.

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.)

B. COMPETITION (Attach separate sheet if necessary.)

- Name and address of each potential subcontractor contacted:

- Name of and amount proposed by each potential subcontractor responding:

- Subcontractor selected and reason for selection: