REQUEST TO ISSUE A SUBAGREEMENT

THIS FORM MUST BE COMPLETED PRIOR TO 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: ____________
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 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 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: ____________________________
(FAO where funds 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.

ORPA Form 122
H:\\Web\\New Website\\Forms
Rev: Mar 2018
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

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 transferred and any restrictions on the use of the human subject data (i.e. identifiable, de-identifiable, limited data set) and any restrictions on the use of the human subject data (i.e. time limits, this project only, etc.).

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: