

Request to Issue a Subaward

The Office of Sponsored Programs issues Subaward Agreements to be Subrecipients based on the information below. Required documents included with this form include: a Third Party Engagement Form, a Subrecipient Contact Information Sheet, the Budget, Budget Justification and Statement of Work. These documents should be sent electronically to the Office of Sponsored Programs at subawardadmin@syr.edu .

Prime Award Information

Syracuse University PI:	Institution Number
Department Admin:	Project Number
Sponsor Name	Subject to FFATA Yes No
Project Title:	
Project Chartstring (including special Activity Codes for Subawards)	
Sponsor's Award Number	Award Funded
Is Cost Share required? Yes No	Is Carryover Automatic: Yes Yes, with restriction No
Current Budget Period:	Is re-budgeting allowed? Yes Yes, with restriction No
Does the Sponsor allow F&A/Indirect Costs? Yes No	If Yes, What Rate will SU charge

Subrecipient Information

Legal Name of Subrecipient:	
Subrecipient Contact Form or Commitment Form	Attached One of these documents is required when making the request. An updated Subrecipient Contact Form is preferred.
Subrecipient PI	
Subaward Amount (USD) - First Increment	
Anticipated Subaward Total (USD) (entire project)	

Current Subaward period:	
Start:	End:
Expected Subaward period of performance (entire project)	
Start:	End:
Has the Subrecipient committed cost sharing to this project?	Yes; Amount No

Subrecipient Statement of Work

Does the statement of work (SOW) include clear language describing the work to be done and special resources needed by the subrecipient?	Yes No
<i>Subrecipient Statement of Work</i>	

Subrecipient Budget Information

<i>Subrecipient Budget:</i>	
<i>Subrecipient Budget Justification:</i>	
Will the Subrecipient be charging F&A/Indirect Costs ?	
Yes No	
F&A Rate	
Does the attached budget include a separate section identifying all expected expense categories related to the Cost Share?	

Compliance Information

Working with Human or Vertebrate Animals	
Is there a Sponsor Approved Data Management Plan	If Yes, Does it apply to the Subrecipient?
Yes No	Yes No

Reporting Requirements

Subaward Reporting Requirements: Check all that apply below	
Monthly technical/progress reports	Due Date(s):
Quarterly technical/progress reports	Due Date(s):
Annual technical /progress reports;	Due Date(s):
A Final technical/progress report;	Due Date:
Additional reporting requirements;	
Technical/progress reports on the project as may be required to satisfy reporting obligations to the Prime Sponsor;	As Requested by PI
Other	
Is there potential for any Subrecipient Invention Disclosures as a result of this collaboration?	Yes No

Invoice Requirements

Degree of financial back-up required with invoices (check all that apply):	
Summary Invoice reflecting expenditures in approved budget	Other options; describe below
Source records accessible for review upon request	
Detailed back up required	
The PI/PD will review and approve invoices submitted by subrecipients for payment. The PI/PD delegates invoice review and approve authority to the below named individual and certifies that they will have direct knowledge of the subrecipient's performance and are familiar with the terms and conditions of the prime award.	
Authorized approver of subrecipient invoices:	

Other Information

Provide any other information that you feel will be useful in preparing the subaward, or specific requirements you wish to have set forth in the subaward. The items listed below may require special language in the subaward agreement. Please note if the special circumstance below apply to your work on this project
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Intellectual property (copyright requirements, patent requirements)	
Existing Background Intellectual Property	
Equipment ownership	
Other options	

Authorizations:

By signing the request, the PI certifies that the information provided is accurate, complete and true and that s/he acknowledges her/his responsibility for monitoring sub-award project progress and approving expenditures of the activities associated with the subaward. Invoices for payment will be held pending certification of acceptable progress (i.e. required progress reports) and also in the event that human or animal research participants' approvals have expired.

PI:

Signature:

Date: