



Request for Subaward / Subcontract

Office of Research & Sponsored Programs

Submission of this form to ORSP begins the process of developing of a Subaward/Subcontract in order to provide funding to an external agency (subrecipient) from a UNF grant or contract. A subrecipient is an entity that is collaborating with the UNF Project Director to help perform a substantial portion of the scope of work.

ORSP no longer develops the Contract for Services as that is a procurement of goods/services and not an award to a subrecipient. To request a Contract for Services, use the Services Agreement available on Purchasing's Web site along with the Services Agreement Attachment on ORSP's Web site. These documents are turned in to ORSP for approval based on the funding agency award terms and conditions and forwarded to Purchasing.

Contact ORSP for assistance in determining which mechanism is appropriate.

UNF AWARD INFORMATION:

Principal Investigator _____ phone _____
Administrative Contact (if not PI) _____ phone _____
Grant Index # _____
Funding Agency _____
Project Title _____

SUBRECIPIENT INFORMATION: If ORSP secured a subcontractor's proposal at the time UNF submitted the proposal to the sponsor, please contact ORSP; this information may already be on file.

Entity Name & Address _____
Primary Contact Person/Title _____
Contact's Phone Number and Email _____

FINANCIAL INFORMATION:

Funding provided to subrecipient \$ _____
Cost Sharing from subrecipient \$ _____

UNF Sub # _____
(Completed by ORSP)

Mechanism (Check One Box)

Fixed Price: subrecipient receives a firm fixed amount for the work delivered. Subrecipient will invoice UNF with each deliverable listed unless specified otherwise. Attach additional pages as necessary. **Provide itemization of deliverables including due date and amount for each deliverable.**

Deliverable _____ Due Date _____ Amount _____

Cost-reimbursable: subrecipient receives reimbursement based on a line item budget. Subrecipient will invoice UNF quarterly based on expended costs. **Provide line item budget.**

Period of Performance ___ / ___ / _____ through ___ / ___ / _____

SCOPE OF WORK: Attach a statement of work that is a concise description of the work to be performed by the subrecipient with specific deliverables and requirements.

REPORTING REQUIREMENTS: Ensure enough time for UNF to incorporate subrecipient's information into UNF's report and deliver UNF's report to the funding agency.

Type of Report _____ Due Date(s) _____