

## SUBCONTRACT/SUBAWARD REQUEST FORM

Please provide the information requested below and *attach the following: Subcontractor's proposal on prime agency forms (including Cover Page, Statement of Work, Budget, and F&A Rate Agreement)*. The completed request, signed by the Principal Investigator, should be forwarded to the Office of Research Affairs.

**1. Request to issue:**

- Initial **Subaward (SA)/Subcontract (SC)**
- Amendment** to Subaward/Subcontract No. \_\_\_\_\_

**2. OSP Number of Prime Award:** \_\_\_\_\_

**3. Penn State University's Prime Award is a:**

- Grant – Complete items 1 through 11**
- Contract – Complete items 1 through 12**

**4. Technical Contact**

**A.**

\_\_\_\_\_  
Subrecipient

\_\_\_\_\_  
SA/SC Project Director

\_\_\_\_\_  
SA/SC/Amendment Amount

\_\_\_\_\_  
SA/SC/Amendment Period of Performance

**B.**

The following subrecipient information is required for reporting under the Federal Funding Accountability Transparency Act (FFATA):

\_\_\_\_\_  
Amount funded to date, including this action

\_\_\_\_\_  
DUNS Number

**5. Prime Award Information**

\_\_\_\_\_  
Prime Sponsor

\_\_\_\_\_  
Prime Award/Contract Number

\_\_\_\_\_  
Prime Cost Ceiling

\_\_\_\_\_  
Period of Performance

\_\_\_\_\_  
Budget/Fund Number

\_\_\_\_\_  
CFDA Number

Is there a cost sharing commitment associated with this subaward/subcontract?

Yes  No

If yes, please provide information:

\_\_\_\_\_  
\_\_\_\_\_

**6. Is Subrecipient requesting F&A? Yes  No  If yes, please attach rate agreement.**

**7. Administrative Contact**

**Contact Person, SA/SC Address, e-Mail Address and Telephone & Fax Numbers:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Website:** \_\_\_\_\_

**8. Penn State Project Director**

**Penn State Project Director, Address, Email Address and Telephone & Fax Numbers**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Penn State's Project Title (Project Description): \_\_\_\_\_

a. Additional description if project title does not adequately describe what the subrecipient is doing (for FFATA reporting purposes):

\_\_\_\_\_  
\_\_\_\_\_

**10. Other Information**

a. Reporting and Other Requirements:

Provide any information which you feel will be useful to the person preparing the subaward/subcontract, e.g., specific report due dates, unusual reporting requirements, publications, intellectual property, etc., or any specific requirements you wish to have set forth in the document.

\_\_\_\_\_  
\_\_\_\_\_

b. Foreign Subrecipient Requirements:

1. If issuing the subaward/subcontract to a foreign entity, please provide the milestone payment instructions. (Example: For a subaward totaling \$15,000 for the period 10/1/2010-9/30/2011 - Issue equal payments of \$5,000 upon receipt of invoice and required reports, as follows: (1) Upon full execution of Agreement; (2) June \_\_\_\_, 2011; and (3) September \_\_\_\_, 2011.)

\_\_\_\_\_  
\_\_\_\_\_

2. Has an export review been completed?  Yes Log #: \_\_\_\_\_  No

**11. Reporting Requirements (if not checked, reporting requirements will be monthly)**

Monthly  Quarterly  Annually  Other \_\_\_\_\_

**12. Competition or Sole Source Justification (Complete Either Section A or B)**

a. **Competition**

Attach separate sheet which includes the following:

- i. Name and address of each potential subcontractor contacted
- ii. Name and amount proposed by each potential subcontractor responding
- iii. Subcontractor selected
- iv. Reason for selection

- b. **Sole Source Justification:** Provide justification for selection of subcontractor if competitive bids were not solicited.

- Joint Proposal, or;  
 Sole Source Justification provided on a separate sheet.

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By signing below, I certify that I have read the following statements and certify that they are accurate and truthful to the best of my knowledge and belief:

The project or relationship with this Subawardee/Subcontractor (**PI initials**) \_\_\_\_\_ does or does not \_\_\_\_\_ present a potential for conflict of interest or the appearance of a conflict for investigators so involved have provided a complete disclosure of this matter, as instructed by current University policy and/or Federal regulation.

The Subawardee/Subcontractor's proposed costs have been reviewed and are reasonable for the technical effort proposed.

Funding is available for this subaward/subcontract and is an allowable cost under the terms of the Award.

Principal Investigator

\_\_\_\_\_  
Signature Date