

DIRECTIONS FOR COMPLETING SUBAWARD REQUEST FORM
(Rev. October 2024)

SECTION I – FUNDS REQUESTED/PERIOD OF PERFORMANCE

KR Award ID: KR award to be charged for Subaward costs

SUBRECIPIENT Full Legal Name: Spell out entire proper name of Subrecipient. If work is performed by a unit/department/division within a larger organization, and the larger organization has signature authority for the unit/department/or division, the larger organization should be named as the subrecipient.

Project Title: Title of Project as it appears in Kualu Research

Dates: Start Date/Current End Date/Anticipated End Date

Start Date: Fill in the date you wish the Subrecipient to start work

Current End Date: Fill in the current date you wish the subaward to end (must fall within the current period of performance of the UMD award)

Anticipated End Date: If the subaward will continue for multiple years, fill in the anticipated final end date

Initial Subaward Obligation: Fill in the amount you are obligating to the subaward at this time

Total Anticipated Subaward Amount: Fill in the anticipated funding for the subrecipient for the entire project

This Subaward includes the following - Check each box that applies to the subaward's scope of work

NOTE: IDC will ordinarily be collected on the first \$25,000 of each Subaward at the same rate shown on the Kualu Research account funding the Subaward. If \$0 IDC or an IDC rate other than what appears on the Kualu Research account is to be applied to the first \$25,000 of this Subaward, check the box titled "IDC collected by UMD on subaward...". Provide a note of explanation as to why the full IDC rate should not be collected on the first \$25K of the Subaward.

SECTION II – CONFLICT OF INTEREST – Complete appropriately

SECTION III – UMD CONTACT INFORMATION – UMD Administering Department Name or Unit Number, Business Contact and UMD PI

SECTION IV - SUBRECIPIENT CONTACT INFORMATION - Subrecipient Administrative contact and Subrecipient PI

SECTION V – PAYMENT AND REPORTING REQUIREMENTS

Invoicing: Default to Cost Reimbursement. Prior to choosing Fixed Price, contact designated Subaward Administrator to discuss and determine if agency approval is needed. When issuing a Fixed Price Subaward, PI must provide a Deliverables Schedule providing specific due dates and the payable dollar amount for each. Always attach Final Payment to receipt of Final Deliverable/Technical Report.

Technical: Check Prime Award for required frequency (monthly, quarterly, annually, final)

SECTION VI – BUDGET INFORMATION FOR PI APPROVAL - Check all that apply to current budget.

SECTION VII – SUBRECIPIENT vs CONTRACTOR/VENDOR DETERMINATION - Check all that apply

SECTION VIII – SOLE/SINGLE SOURCE (ONLY APPLIES IF PRIME AWARD IS A CONTRACT) Check Kualu Research award module main screen under "Award Type" for this information.

SECTION IX – PRINCIPAL INVESTIGATOR/AUTHORIZED DESIGNEE APPROVAL – Sign and submit to ORA Subaward team once all information and attachments are provided. Email completed request form and related documents to orasubaward@umd.edu