SECTION I – FUNDS REQUESTED/PERIOD OF PERFORMANCE/BACK-UP DOCUMENTATION
KFS Account Number: KFS account 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 Kuali Research

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. The Subrecipient can invoice UP TO this amount.
Total Anticipated Subaward Amount: Fill in the anticipated funding for the entire project, including expected modifications.

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 Kuali Research account funding the Subaward. If $0 IDC or an IDC rate other than what appears on the Kuali 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. If there is no COI on the project, mark No on the first question and N/A on the second question.

SECTION III – UMD CONTACT INFORMATION – UMD Administering Department, Business Contact and UMD PI.

SECTION IV - SUBRECIPIENT CONTACT INFORMATION - Subrecipient Authorized Signatory/Administrative Point of 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. Final Payment must be attached to receipt of Final Deliverable/Technical Report.

Financial: Invoice frequency on Cost Reimbursement subawards is normally set to Monthly or Quarterly. If some other frequency is desired, please specify and explain why this invoicing schedule is needed.

Final Invoices/Final Financial Reports are mandatory. Be sure that you allow enough time to receive the invoices and incorporate them into your own invoices to the Prime Sponsor. For example, a Prime Award may give you 90 days to submit the final report. You will want to be sure to have the Subaward Final Invoice/Final Financial Report due no less than 60 days after the end of the project.

Technical: Check Prime Award for required frequency (monthly, quarterly, annually, final) and include additional reports as may be desired by the UMD PI.

Invention: This field is only included for your information; no input from you is needed.
Property: This field is only included for your information; no input from you is needed.

SECTION VI – BUDGET INFORMATION FOR PI APPROVAL - Check all that apply to current budget. Be sure to specify the type of Indirect Costs charged on the subaward. If the Subrecipient is not charging a Federally Approved Rate or the de minimis rate, include a justification for the rate the Subrecipient is applying in their budget.

SECTION VII – SUBAWARD vs CONTRACTOR (i.e. Vendor) DETERMINATION - This field is used to determine whether or not the work should be funded through a subaward or through a vendor contract through Procurement. Please be sure to check ALL that apply.

SECTION VIII – SOLE/SINGLE SOURCE (ONLY APPLIES IF PRIME AWARD IS A CONTRACT) Check Kuali Research award module main screen under “Award Type” for this information. This section does not need to be completed if the Prime Award is a Grant or Cooperative Agreement. If the Prime Award is a Contract, check the appropriate box. If you did not seek competitive bids, attach a justification for your selection of the Subrecipient. This justification must address expertise, location, unique facilities, and cost.

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.