



This form has been updated on 26 April 2018. It supersedes ALL previous versions.

Office of Research Administration
SUBAWARD REQUEST FORM
www.ora.umd.edu

Please email this completed and signed form with all required documentation to the Subaward Administrator at orasubaward@umd.edu.

SECTION I: Funds Requested, Period of Performance, and Back-up Documentation

KFS Account Number

Subrecipient Full Legal Name (no abbreviations)

Project Title

Start Date Current End Date Anticipated End Date

Initial Subaward Obligation (funding provided at this time to Subrecipient) \$

Total Anticipated Subaward Amount (including the initial subaward obligation) \$

Please attach to this form the Statement of Work, Budget, Budget Justification, and approved F&A Rate Agreement (only if subrecipient is not a part of the FDP Expanded Clearinghouse) or an explanation of the F&A rate in the budget.

The subaward includes the following: Check all that apply

- Equipment costing \$5,000 or more per item.
Cost Sharing obligation, if applicable. Amount committed \$
Sub is performing human subject research (if checked, attach IRB Approved Protocol)
UMD will provide human subjects data or other data to the Subrecipient
Sub is using vertebrate animals (if checked, attach IACUC Approve Protocol)
Export Control attach information if export controlled products are to be created or shared by subrecipient.
UMD award includes an Intellectual Property Waiver or Restricted Research Waiver
IDC collected by UMD on subaward costs does NOT match KFS account rate (MTDC or TDC). (Attach explanation)
Other (Please describe)

NOTE: A Subrecipient which has not previously received a subaward from UMD must be reviewed by ORA's internal Subrecipient Monitoring and Oversight Committee Review (SMOCR) process. Additional time will be required to process such a subaward request.

SECTION II: UMD Contact Information

UMD Administering Department

Department Business Contact

Name
Phone
Email

UMD Principal Investigator

Name
Phone
Email

Section III: Subrecipient Contact Information

Administrative Point of Contact

Name
Phone
Email

Subrecipient Principal Investigator

Name
Phone
Email

SECTION IV: Payment and Reporting Requirements (complete all fields that apply)

Invoicing: **Cost Reimbursement** - Invoice shows expenses by category throughout period of performance.
Fixed Price - Attach a schedule showing deliverables, due dates, and dollar amounts. Final payment is withheld until receipt of all deliverables. Prior agency approval may be needed if subaward is fixed price.

Financial: Invoice Frequency (monthly, quarterly, other) Due Dates
Final Invoice/Final Financial Due Date

Technical: Progress Due Dates
Annual (if multi-year project) Due Dates
Final Due Date

Invention: Progress Upon disclosure to Subrecipient's Technology Office
Final 60 days following termination (negative report required)

Property: Final 60 days following termination (if applicable)

NOTE: Attach an explanation of any unique requirements or terms and conditions to be incorporated into this Subaward Agreement in addition to any terms which will flow down from the Prime Award.

SECTION V: Budget information for PI approval

The PI must review and approve each of the subrecipient's proposed costs in the categories below to verify reasonableness, allowability, and allocability in accordance with the subrecipient's proposed scope of work. The signature of the PI or their designee on this form signifies their approval of the subrecipient's proposed costs.

Indicate all costs included in the subrecipient's budget.

Salary/Level of Effort	Fringe benefits	
Equipment	Materials and Supplies	
Travel	Other Direct Costs	
Subcontracts	Indirect Costs	Select type: If Other, attach explanation

SECTION VI: Subaward vs. Contractor/Vendor Determination

Check all that apply

- Subrecipient will carry out a substantive portion of the overall scientific project and is responsible for making related programmatic decisions.
- Subrecipient does not perform similar work on a commercial basis for multiple buyers procuring goods and services.
- Subrecipient will adhere to the flow down terms and conditions of the prime award and retain data and invention rights to deliverables.
- Subrecipient may seek to publish or co-author research results in professional scientific journals.
- Subrecipient is contributing identifiable cost share to the project which is not reimbursed by UMD.
- Subrecipient's key personnel are identified by name in the UMD proposal to the prime sponsor.
- Subrecipient will retain data and patent rights for research results either solely or jointly created.

SECTION VII: Sole/Single Source NOTE: Complete **Section VII** only if the prime award from the sponsor to UMD is a contract.

- Subrecipient was selected **without seeking competitive bids**. Attach a separate sheet justifying your selection of this provider based on expertise, location, unique facilities, cost, etc.
- Subrecipient was selected using **competitive bids**. Attach a separate sheet including the: 1) name and address of each subcontractor submitting a bid; 2) total cost proposed by each bidder; and 3) reason for selection of current subrecipient.

SECTION VIII: Principal Investigator/Authorized Designee approval

I have reviewed the technical and cost proposals for this subrecipient and based upon my professional experience and analysis of costs or prices proposed, find them to be appropriate, fair, and reasonable for the work to be done.

Signature

Date