DIRECTIONS FOR COMPLETING SUBAWARD REQUEST FORM  
(Rev. 4/30/2018)

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

Dates: Start Date/Current End Date/Anticipated End Date
Start Date: Fill in the Start Date
Current End Date: Fill in the current date you wish the subaward to end
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 entire project

Attachments to be provided - 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 final box titled “IDC collected by UM”. 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 – UMD CONTACT INFORMATION – UMD Administering Department, Business Contact and UMD PI

SECTION III – SUBRECIPIENT CONTACT INFORMATION – Subrecipient Authorized Signatory and Subrecipient PI

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

SECTION VI – SUBAWARD vs CONTRACTOR (i.e. Vendor) DETERMINATION - Check all that apply

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

SECTION VIII – 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