

DIRECTIONS FOR COMPLETING SUBAWARD REQUEST FORM

(Rev. 1/3/2017)

SECTION I – FUNDS REQUESTED/PERIOD OF PERFORMANCE/BACK-UP DOCUMENTATION

KFS Account Number: KFS account charged for Subaward costs

Subaward Number: Leave blank – Assigned by ORA

ORA Sub Administrator Initials: See ora.umd.edu/staff and click on “Subawards”

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 Coeus

Dates and Budget: Initial Period /Total Project

Initial Period: Fill in the Start and End Date and Authorized funding for the first Project Year

Total Project: Fill in the anticipated Start and End Date and Subaward funding for the entire project

Attachments to be provided - Check each box that applies.

NOTE: IDC will ordinarily be collected on the first \$25,000 of each Subaward at the same rate shown on the Coeus account supporting the Subaward. If \$0 IDC or an IDC rate other than what appears on the Coeus account is to be applied to the first \$25,000 of this Subaward, check the final box titled “IDC collected by UM”. Provide a copy of a) the ORA Approved IDC Rate Waiver or b) a note of explanation as to why the full IDC rate should not be collected on the first \$25K of the Subaward.

SECTION II – SUBRECIPIENT CONTACT INFORMATION - Authorized Signatory and Subrecipient PI

SECTION III – UM CONTACT INFORMATION - Authorized Signatory and Lead 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, Principal Investigator 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 if applicable.

SECTION VII – SOLE/SINGLE SOURCE (ONLY APPLIES IF PRIME AWARD IS A CONTRACT) Check Coeus 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