DIRECTIONS FOR COMPLETING SUBAWARD REQUEST FORM  
(Rev. 6/5/15)

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 Subaward Administrator

ORA Sub Administrator Initials:  
-Joyce Jung, Sue Gossman, or Barbara O’Malley (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 Lead 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  
Do not sign and submit request to ORA Subaward Unit until all attachments and information can be provided.