

## **Instructions for filling out University of Oregon/SPS Request for new Contract/Agreement or Contract/Agreement Amendment Form**

*Only use this form when the sponsor/collaborator ("Sponsor") needs UO to draft the contract.*

### **Principal Investigator/Department Grant Administrator:**

Use this form when UO is receiving funding for a project (including Subawards to the UO) or is collaborating with another organization on a project with no transfer of funding.

- A finalized EPCS record is required for any project with incoming money before SPS Contracts will draft an agreement.
- One copy of this form must be submitted for each new or amended agreement to be issued.
- Submit completed forms to the Sponsored Projects Services (SPS) for preparation of an agreement.
- This form assists the UO in complying with required federal, state, and UO regulatory requirements. Thank you for your efforts to accomplish that goal.
- For assistance, contact your Contracts Team at [sponsoredprojects@uoregon.edu](mailto:sponsoredprojects@uoregon.edu).

### **TOP OF FORM**

First determine whether this is a new contract or agreement, or an amendment to an existing contract or agreement.

- A Contract/Agreement is considered **new** if this is the first time that an agreement is being written for this project. If it is a new agreement complete all sections except Section C.
- An **amendment** can only be drafted if we already have an agreement in place for this project. If it is an amendment, complete sections A, C, D, and provide current contact information for the Sponsor in Section B.

### **SECTION A: UNIVERSITY OF OREGON INFORMATION**

Reports/Deliverables ("Deliverables") are specific tasks that the UO PI will perform in order to fulfill the obligations/requirements of the agreement.

- If deliverables trigger payment to the UO, describe the deliverable and include the dollar amount each deliverable triggers.
- Include the total dollar amount of this agreement.

### **SECTION B: SPONSOR INFORMATION**

Provide basic information about the project's sponsor, term, and funding source to draft the Agreement.

- Enter the Sponsor entity's name, the name of and contact information for the person authorized to negotiate the Sponsor's agreements terms (Administrative/Business Contact), and the sponsor's Principal Investigator.
- Enter the name of the person authorized to sign the agreement.
- Period of Performance: Indicate the entire period of time during which the agreement will be active – include specific begin and end date.
- If the Prime, or overarching, sponsor is different from the sponsor paying the UO (i.e. UO is receiving flow through funds in the form of a Subaward), provide:
  1. the name of that Prime Sponsor;
  2. the Prime Award number;
  3. the project title,
  4. indicate whether the Prime Sponsor is a federal agency or non-federal entity and;
  5. submit a copy of the Prime Award with the completed Request Form.
- Amendments: Provide a current Administrative/Business Contact.

## SECTION C: AMENDMENTS

Submit an updated budget and statement of work with a Request for an Amendment if those items are no longer valid or applicable from the original agreement. Check any of the appropriate boxes as follows:

- If **only additional time** is required for an existing agreement, → Select "NCE" (No Cost Extension) and enter the revised end date.
- If only **additional funds** are required for an existing agreement→ Select "Increase funding by" and enter how much you would like to add to the agreement and enter the total amount now obligated.
- If **additional time and funds** are required for an existing agreement→ Select "Increase funding by" and "Amended End date" and then enter how much you would like to add to the agreement and the total amount now obligated and enter the new end date.
- If **deobligation of funds** is required for an existing agreement → Select "Decrease funding by" and enter how much you would like to deobligate to the agreement and enter the total amount now obligated.
- If **deobligation of time and funds** are required for an existing agreement → Select "Decrease funding by" and "Amended End date" and then enter how much you would like to deobligate to the agreement and the total amount now obligated and enter the new end date.