

Instructions for filling out University of Oregon/SPS Request for new Subagreement or Subagreement Amendment Form

Only use this form when you want Sponsored Projects Services (SPS) to draft or amend a subagreement from the university to a subrecipient.

Principal Investigator/Department Grant Administrator:

- Submit this completed form to SPS for preparation of a subagreement to another organization (subrecipient) to perform programmatic effort on a grant or contract received by UO (Prime Award).
- One copy of this form must be submitted for each new or amended subagreement to be issued.
- This form assists the UO in complying with required federal, state, and UO regulatory requirements. Thank you for your efforts in support of compliance.
- For assistance, call your Post-Award Team in SPS. Team assignments can be found on the SPS web page at <http://orsa.uoregon.edu>.

TOP OF FORM

First determine whether this is a new Subagreement or an amendment to an existing subagreement.

- A subagreement is **new** if this is the first time that an agreement is being written to a subrecipient for this project. If it is a new subagreement complete all sections except Section E.
- An **amendment** can only be drafted if a subagreement with this particular subrecipient for this particular project is currently in place. If it is an amendment to an existing subagreement, complete Sections A, D, E, and F and provide current contact information for the subrecipient in Section B.

SECTION A: UNIVERSITY OF OREGON INFORMATION

- Check the appropriate box to indicate whether this is a federally funded agreement.
- Provide the name of the sponsor and award number (the number assigned by the funding agency to the project which will be funding the subagreement).

SECTION B: SUBRECIPIENT INFORMATION

Provide basic information about the subrecipient.

- Enter the subrecipient entity's name, the name of the person authorized to negotiate the subrecipient's terms (Administrative Contact), and the subrecipient's Principal Investigator information. (If subrecipient completed a Subrecipient Commitment Form, only include this information if it has changed).
- If the subrecipient was not included in the proposal, attach a copy of the funding agency's approval or contact your Post-Award Team to obtain authorization.
- Indicate the total subagreement dates, that is, the entire period of time during which the subagreement will be active. Include specific begin and end date.

- Agreements are only issued for one year at a time so also indicate the dates that **this action** will cover (current budget period). The current budget period must fall within the budget period stated for the entire project and the current budget period for the prime award.

SECTION C: REQUIRED DOCUMENTS

Statement of Work (“SOW”): If the original SOW is no longer valid or if the subrecipient was not included in the original proposal or did not include a SOW in the proposal, create a SOW using these questions:

- What is the purpose or objective of the work to be performed by the subrecipient?
- Explain the work to be performed inclusive of personnel, supplies, material, equipment or travel needed.
- Provide a timetable or schedule of the work to be performed, if applicable.
- Provide specification of how the work’s progress or results are measured. Identify any deliverables, or expected outcomes.

Budget Information: If the original budget and budget justification are no longer valid or if the subrecipient was not included in the original proposal or did not include a budget and budget justification in the proposal, attach a new budget and budget justification that has been approved by the subrecipient. If you need help preparing a budget contact a member of your Post-Award Team.

- Indicate the total expected Subagreement amount and the amount of funding that you would like to release with **this action**.
- Provide the total amount of funding for each year, if there are multiple years and indicate whether the UO PI will allow the funding to carry-over to the next year.
- Indicate any cost share requirements.

It is the UO PI’s responsibility to review the subagreement budget for reasonableness, allowability, and allocability to the proposed Statement of Work (SOW) and the prime award, more specifically:

- **Salaries/Level of Effort** have been reviewed and appear to be reasonable given the proposed SOW. The level of effort appears reasonable and in accordance with the proposed SOW.
- **Equipment** has been reviewed and appears reasonable and necessary given the proposed SOW.
- **Travel** has been reviewed and appears reasonable and necessary given proposed SOW.
- **Materials & Supplies** have been reviewed and appear reasonable given the proposed SOW.
- **All other Miscellaneous Direct Costs** have been reviewed and appear reasonable given the proposed SOW

SECTION E: AMENDMENTS

Check any of the appropriate boxes:

- If **only additional time** is required for an existing subagreement, → Select NCE (No-Cost Extension) and enter the specific revised end date.
- If **only additional funds** are required for an existing subagreement →

Select and enter how much you would like to add to the subagreement and enter the total amount now obligated.

- If **additional time and funds** are required for an existing subagreement → Select and enter how much you would like to add to subagreement and the total amount now obligated and enter the new end date.
- If **deobligation of funds** is required for an existing subagreement → Select and enter how much you would like to deobligate to the subagreement and enter the total amount now obligated.
- If **deobligation of time and funds** are required for an existing subagreement → Select and enter how much you would like to deobligate from subagreement and the total amount now obligated and enter the new end date.
- If the SOW from the original subagreement is still valid (the SOW addressed the work the subrecipient would be doing in this year of the subagreement) check the box. If it is not still valid include an updated SOW with the form.
- If the budget and budget justification from the original subagreement are still valid (the original subagreement included budget and budget justification information for this round of funding and they are still accurate) check the box. If they are not, include an updated budget and budget justification with this form.

The final questions in this section must be completed. They are to ensure that the subrecipient has been fulfilling its obligations set forth in the previous subagreement.

SECTION F: PI VERIFICATION

Read this section, check the appropriate box concerning conflict of interest, and then sign and date.