

## REQUEST TO ISSUE A SUBCONTRACT

THIS FORM MUST BE COMPLETED WHEN SUBCONTRACTING WORK TO A THIRD PARTY USING SPONSORED PROJECT FUNDS (LEDGER 5). PLEASE COMPLETE AND RETURN TO ORPA.

### 1. SUBRECIPIENT INFORMATION

Subrecipient Institutional Name: \_\_\_\_\_

Subrecipient Principal Investigator: \_\_\_\_\_

Project Period Year 1: \_\_\_\_\_ Amount to be awarded in Year 1 (**Attach Budget**): \_\_\_\_\_

Entire Project Period: \_\_\_\_\_ Total amount expected to be awarded for project period: \_\_\_\_\_

Human subjects involvement at the subrecipient site:

yes – a copy of their IRB approval should be on file at the UR department level  no

Animal use at the subrecipient site:

yes – a copy of their IACUC approval should be on file at the UR department level  no

#### **ATTACH Statement of Work to be conducted by Subrecipient.**

One of the most critical components of the subrecipient agreement is the description of the work that the UR expects and requires from the subrecipient. An inadequately prepared statement of work may lead to dispute or disagreement between the UR and the collaborating entity. The statement of work should be accurate and concise as to what, when, and if appropriate, how, the UR PI expects the subrecipient to accomplish the tasks. Because of the importance of this contract provision, it generally is not advisable to simply reference the approved proposal or budget justification, unless the subrecipient's responsibilities are clearly delineated and the research aims have not been changed or reduced during the prime sponsor's review process. A statement of work should describe the work to be conducted by the subrecipient, define the deliverables, define the subrecipient's personnel and their responsibilities and define a time frame.

### 2. UR INFORMATION

UR PI: \_\_\_\_\_

UR Grant or Contract Number: \_\_\_\_\_ UR 5-Account: \_\_\_\_\_

UR Project Title: \_\_\_\_\_

### 3. CONTACT INFORMATION

The following hyperlinked form must be completed. The UR's Administrative Contact will be the person within the Department who will be responsible for receiving the invoices from the subrecipient. If you do not have the contact information for the subrecipient (Collaborator), you should email them this form so they may complete the Collaborator's information:

[http://www.rochester.edu/ORPA/Forms/FDP\\_Subawardagreement\\_3A\\_3B.pdf](http://www.rochester.edu/ORPA/Forms/FDP_Subawardagreement_3A_3B.pdf)

### 4. OTHER INFORMATION

Please attach or note below any information which you feel will be useful to the Office of Research and Project Administration in preparing the subcontract: *i.e.*, **specific report due dates**, **unusual reporting requirements**, **publications**, *etc.*, or any specific requirements you wish to have set forth in the document:

\_\_\_\_\_  
\_\_\_\_\_

### 5. PI's CERTIFICATION

Rev: 09/2009 Form 122

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It is the Principal Investigator's responsibility to review the subrecipient's budget for reasonable terms and allocability to the proposed workscope. In your estimation, have you determined that the following subrecipient's costs are reasonable?

I have reviewed the following items and have determined that the costs budgeted for these items are reasonable and in accord with the proposed workscope:

- Salaries and Level of Effort
- Equipment
- Travel
- Materials and Supplies
- Other Direct Costs

**Principal Investigator Approval:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**6. SOLE SOURCE OR COMPETITION JUSTIFICATION**

(Complete only if subcontracting from **Federal Contract** (not grant) funds; complete EITHER Section A or B)

A. SOLE SOURCE JUSTIFICATION (Provide justification for selection of subcontractor if competitive bids were not solicited. Attach separate sheet if additional space is needed.)

B. COMPETITION (Attach separate sheet if necessary.)

i. Name and address of each potential subcontractor contacted:

ii. Name of and amount proposed by each potential subcontractor responding:

iii. Subcontractor selected and reason for selection: