



Information required for Pre-Award Intake Form (PAIF) submission

Request type: **Subaward** *(NOTE: PI approval is required for subaward requests. The PI will approve electronically via PAIF, and the Pre-Award Office will not receive the request until the PI approves it.)*

Information Needed:

- PI NetID
- Lead Unit number
- Grant Code, Award ID, or Sponsor Award Number
- Answer: Is this request a new award or a modification?
- Subrecipient Name
- Subrecipient PI Name
- Subrecipient PI Email
- Subrecipient Administrator Name
- Subrecipient Administrator Email
- Subaward Start Date
- Subaward End Date (this request)
- Anticipated Project End Date
- Obligation Amount (this request)
- Total Obligation Amount (including this request)
- Total Anticipated Amount
- Other Information
- Upload applicable documents:
 - Statement of Work
 - Budget
 - Budget justification
 - Entire Packet
 - Subrecipient Profile Form
 - Subrecipient Compliance and Assurance Statement
 - Other