

Subaward Agreement

Hello Joe User,

This form should be used to request a new subaward to be issued or to request a modification/amendment to an existing subaward.

Subaward Definition and Information

Subaward agreements (and modifications thereto) that are issued by the University (as a Pass-Through Entity) to collaborating entities (Subrecipients) to perform a portion of the research pursuant to a prime award issued to the University.

Vendor Agreements, to obtain goods or routine services, are processed by [OBFS Purchasing](#). That office can be contacted at urbanapurchasing@uillinois.edu.

PI*

Julie Robinson

jrobnsn

Enter the NetID for the Illinois PI

University of Illinois at Urbana-Champaign

NetID or UIN

Choose the correct campus from the drop-down list; if not, it may prevent emails from reaching the intended recipient

Lead Unit (e.g. 1-681000)*

1-681000

Enter the 6 digit org code associated with the award

The default value is set based on your home appointment. In necessary, then please update the value for the submission.

Please select your assigned Award Negotiator:*

- Francis Thomas
- Francisco Garcia
- Frank Madden
- Jessica Steenbergen
- Julie Robinson
- Justin Blount
- Matt Feely
- Meghan Calandro-Howell
- Paula Jorge
- Robin Beach
- Sarah Hasib
- Susanne Klein

Each unit is assigned a primary and backup Award Negotiator. Refer to the "Contact SPA" menu on the home page of SPA's website to determine your unit's Award Negotiator (sponsoredprograms.illinois.edu). Note there is a direct link in the eForm labeled "Search All Contacts."

View SPA's unit-based assignments on its [Search All Contacts](#) page.

Request ID: feyy-yyyy-yyyy-y

Type of Request*

- New
 Modification

Choose if you are requesting a NEW subaward or a MODIFICATION (amendment) to an existing subaward. The fields below will change depending on the option.

Grant Code or SPA Award Number*

098765

The Grant Code or Award ID is required to link the subaward to the correct award in myProposals.

Sub Name*

Main Street University

Enter the name of the Subaward Entity; avoid using acronyms to ensure we use the correct subawardee when entering into our database.

Sub PI Name*

John Doe

Enter the name of the Subrecipient PI

Sub PI Email*

jdoe@mainstreet.edu

Enter the email address for the Subrecipient PI

Sub Admin Name*

Jane Smith

Enter the name of the individual *SPA will work with* to issue and sign the subaward. Preferably, this should be someone in the sponsored research office if another university is the Subrecipient.

Sub Admin Email*

jsmith@mainstreet.edu

Enter the email for the individual *SPA will work with* to issue and sign the subaward

Sub Start Date*

01/01/2021

This is the start date for this subaward only. Note that the start date cannot be prior to the start date of the award. 📅

Sub End Date (this request)*

12/31/2021

This is the end date for the initial period of performance. For example, if we anticipate a 5 year subaward, but are only issuing the first year, this date would be at the end of the first year. 📅

Anticipated Project End Date*

12/31/2026

This is the expected end date for the entire subaward project. Using the example from above, if the project is expected for five years, this date would be at the end of five years. Note this date cannot extend beyond our prime award end date. 📅

Obligation Amount (this request)*

50000

Enter only the amount being issued with the first action. For example, if we expect to issue five years of funding overall (e.g. \$250,000), but are only issuing the first year with the initial subaward, \$50,000 is entered here.

Enter "0" for NCE or other administrative actions.

Total Obligation Amount (including this request)*

50000

This amount represents what we have awarded under this subaward to date. If this is the first action, this amount will be the same as the requested amount above.

Total Anticipated Amount*

250000

This is the total expected amount of all years of the subaward. If only a one year project, this amount will likely be the same as the two fields above. Using the example from the first field, this would be \$250,000 if the project was anticipated at \$50,000 for each of the five years.

Other Information

Add here: cost share requirements; invoicing or payment schedule requirements; any other information to be added to the subaward agreement

e.g. special invoicing language, sub requires hard copies

Please upload all applicable documents:

| Document Type | Upload | |
|----------------------|---|----------------------------------|
| Budget Justification | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="X"/> |

Documents to include are as follows; those noted with an asterisk are required and can be uploaded separately or as a single file:

- *Subrecipient Statement of Work
- *Subrecipient line item budget
- *Subrecipient Budget Justification

Optional forms - SPA will request from Subrecipient but can be added to eForm if available at time of submission:

Subrecipient F&A rate agreement

Subrecipient Profile Form (UI template)

Subrecipient Compliance and Assurances Form (UI template)