

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 Steenberg
- 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 "Modification" (amendment) for any action other than issuing the initial subaward agreement.

Subaward Number*

098765

List the myProposals Subaward # (can be located in the myResearch portal)

Purpose*

issue Year 2 time and funds

Identify the reason for the amendment; examples are listed in gray below. Multiple actions can be listed for the same amendment (i.e. adding to the POP and obligated total, in addition to changing the Sub PI)

e.g. revise SOW, add Year 3 funding, Sub PI change, NCE

Sub Name*

Main Street University Enter the name of the Subaward Entity; avoid using acronyms to ensure we can locate the correct record

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 modification. 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 modification

Sub Start Date*

01/01/2021 Enter the start date of the original subaward; this date is for the entire subaward, not the action being taken (i.e. Year 2 budget/POP issuance). This date will be the same throughout the life of the subaward.

Sub End Date (this request)*

12/31/2022 Enter the end date for this action. If the POP is being extended, list the new end date here.

Anticipated Project End Date*

12/31/2026 This is the expected end date for the entire subaward project. If this project is expected to last five years, this date would be at the end of five years. Note this date cannot extend beyond the award end date.

Obligation Amount (this request)*

50000 Enter only the amount being funded with this action. In this instance we are awarding Year 2 funds for \$50,000.

Enter "0" for NCE or other administrative actions.

Total Obligation Amount (including this request)*

100000 Enter the amount we have awarded to this Subrecipient to date, including the amount listed above being added with this action. This Subrecipient has been awarded \$50,000 initially and another \$50,000 with this action, bringing the total obligated amount to \$100,000.

Total Anticipated Amount*

250000 This is the total anticipated (or estimated) amount of all years of the subaward. This amount will not typically change with each action unless supplemental funds are added to the subaward or a deobligation takes place.

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	Choose File No file chosen	

If the modification is for an action that was not part of the original subaward (i.e. supplemental funds, deobligation of anticipated or awarded amounts, change in Sub PI, termination of subaward), include any of the documents here to be attached to the subaward modification and made part of the agreement.

NOTE: it is not necessary to include the yearly budget or SOW for incremental funds requests unless the funded amount or SOW tasks have been revised.