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.

Enter the NetID for the Illinois PI

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

Enter the 6 digit org code associated with the award

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.”

Request ID: feyy-yyyy-yyyy-y

Type of Request*

Choose “Modification” (amendment) for any action other than issuing the initial subaward agreement.

Subaward Number*

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

Purpose*

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)

List the reasons for the amendment:

- Issue Year 2 time and funds
- e.g. revise SOW, add Year 3 funding, Sub PI change, NCE
Enter the name of the Subaward Entity; avoid using acronyms to ensure we can locate the correct record

Enter the name of the Subrecipient PI

Enter the email address for the Subrecipient PI

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.

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

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.

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

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.

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

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.

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.

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.