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

Subawards (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.”

View SPA’s unit-based assignments on the Search All Contacts page.
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.

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

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

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. 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

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

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.

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.

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.

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.

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.
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)