Subaward Request Form

Submit a Subaward Request to initiate a new subaward or modify an existing one. The department managing UMB's award uses this form to initiate SPA's process of issuing the subaward. Respond to all questions and attach documents (PDFs only!) in support of your request.

Before beginning this form, use Kuali Research (Common Tasks > Search Awards) to find the relevant Award ID for the award that will fund this subaward. The Award ID is in the format 123456-00011 and can be found on the KR Award record and in Medusa.

For NEW subawards, use Kuali Research to look up the Address Book ID for the Subrecipient PI. Go to All Links and search for Address Book to open the Address Book Look-up. If the person does not appear in your search results, submit an Address Request form.

For MODIFICATIONS to an existing subaward, use Kuali Research (Common Tasks > Search Subawards) to find the Subaward ID that you plan to modify.

Address request form
https://www.umaryland.edu/kualicoeus/user-access-and-requests/address-request/

Budget template-subaward request
https://www.umaryland.edu/media/umb/ord/documents/spa/Budget-Template.pdf

Subaward information, instructions, and subrecipient commitment form
https://www.umaryland.edu/spa/collaborations-and-subrecipients/subrecipient-agreements/

Subaward request FAQs

Is this request for a NEW subaward? Yes/No

(If yes) Was this subrecipient included in the funded proposal? Y/N
If response is "No", attach sponsor approval.

EXCEPTION: For NIH-funded grants, attach sponsor approval for foreign subawards.

Which SPA team are you assigned to? Red/White

Award Number: Enter the Award ID from Kuali Research. Your Award ID is in this format: 123456-00011
For Subaward Modifications ONLY:

Enter the Subaward ID from Kuali Research for the subaward to be modified.

Modification Type:
- Carry Forward
- Continuation
- Increment
- Initial/New
- No Cost Extension
- Other (describe)

Will the Anticipated Amount, shown above, change? Yes/No

NOTE: This amount is found in the Subaward Module of Kuali Research and will be displayed in the form when you enter the Subaward ID

(If yes) Dollar amount of Anticipated Change

Additional Action(s) requested (select all that apply):
- Change of Subrecipient PI (attach sponsor approval)
- Carry-forward approval (attach sponsor approval when required)
  - Carry-forward amount (dollars): __________
- Other (describe)

Is there a new Purchase Order number assigned to this subaward modification? Yes/No

Details (for New Subawards OR Modifications)

Federal Award Project Description – limited to 200 characters. Please write 2-3 sentences describing the subrecipient's scope of work (do not copy/paste in this field). This description will be used in Federal reporting available to the public.

Subaward budget period of performance start date:

Subaward budget period of performance end date:

Dollar amount of subaward for the requested budget period:

Subaward Cumulative Funding Amount (Enter the anticipated total amount for all project years):
Cost Type: Fixed Price/Cost Reimbursable

For NEW subawards: Upload subrecipient’s Scope of Work

For NEW subawards: upload a budget (standard cost basis) or payment schedule (deliverable cost basis).

For MODIFICATIONS: For modifications to increase the subaward: provide a budget or payment schedule in the amount of the increase.

Subrecipient Information – for NEW subawards

Organization Name: A dropdown menu should appear listing the organization(s) approved under the award selected at the beginning of this form. If there is no dropdown menu of organization choices, or the organization does not appear in the dropdown menu, contact your SPA team.

**ADDITIONAL INFORMATION:** The subaward must appear as an Approved Subaward in the Kuali Research Award record. This information is on the first tab of the Award record. Scroll down to Subawards and click “Show”. The section “Approved Subawards” should list the organization(s) and amount(s).

Subrecipient PI KR Address Book Number: Enter the Kuali Research Address Book ID for the Subrecipient PI. To find this in Kuali Research, go to All Links and search for Address Book. Then search for the Subrecipient PI in the Address Book Lookup.

Subrecipient Administrative Contact
- Name
- Phone number
- Email

Reports and Deliverables – for ALL submissions

Subrecipient’s Reports and Deliverables (check all that apply):
- Annual technical or program report
- Monthly technical or program report
- Quarterly technical or program report
- Other technical or program reports (describe below)
- Final Financial Report - to be submitted at the end of the entire award period of performance
- Final Invention Report - to be submitted at the end of the entire award period of performance
- Final Equipment/Inventory Report - to be submitted at the end of the entire award period of performance
Other deliverables (describe below) Examples of "other deliverables" include: case report forms, meetings, trainings, project milestones

Describe or List: If checked above, describe or list "other technical or program reports" and/or "other deliverables". *(Do not copy/paste in this field.)*

Questions – for NEW subawards

Financial Interests: Does the PI or the PI's spouse or any dependent of the PI and/or any key persons performing the work within this award, their spouse or any dependents, have a financial interest in this subrecipient organization? Yes/No

Clinical trial? Select "Yes" if identified as a Clinical Trial in Section IV of UMB’s NOA and/or as defined by the NIH Grants Policy Statement: https://grants.nih.gov/grants/policy/nihgps/HTML5/section_1/1.2_definition_of_terms.htm Yes/No

SOW involves animals? Yes/No

SOW involves human subjects? Yes/No/Human subjects exempt

Sharing or shipping of biological materials? Yes/No

Includes cost sharing? Yes/No

Subrecipient is registered in SAM? Yes/No

   NOTE: The organization’s DUNS must be registered on sam.gov for Federally-funded projects

Is a Multiple PI (MPI) Award? Yes/No

   If Yes, MPI Leadership Plan
   Is attached
   Is available upon request

Comments: Enter additional information for review by SPA. *(Do not copy/paste in this field.)*

Questions for Subaward Modifications

Has the Statement of Work changed? Yes/No

   If yes, attach
Is there a change in SOW that now involves Human Subjects? Yes/No

Is there a change in SOW that now requires the use of animals? Yes/No

Is there a change in SOW that now involves sharing or shipping biological materials? Yes/No

Has the UMB PI reviewed all invoice amounts against scope of work previously performed? Yes/No

Does the PI or the PI’s spouse of any dependent of the PI and/or key persons performing the work within this award, their spouse or any dependents, have a financial interest in this subrecipient organization? Yes/No

Attachments:

Subrecipient Commitment Form: Attach the signed Subrecipient Commitment Form NOTE: must be current and signed for the subrecipient organization

Approvals:

Examples: sponsor approval for the subaward or for change of subrecipient PI; human subject or animal use approvals

MPI Leadership Plan

Data Sharing

Other attachments

Who is making this request?

Are you (the person submitting the form) the person to be contacted for any questions? Yes/No

If no, who should be contacted?

Name
Phone
Email