

Subcontract Form

SUBCONTRACT/SUBAWARD ISSUANCE REQUEST FORM

Please use a separate form for each subcontractor

ASC Account Number: _____ **1** _____
 Name of Subcontractor/Subrecipient: _____

Please issue (mark one):
 NEW **2** AMENDMENT
Amendments only: Subcontract Number: _____

Amount funded by this Action: \$ _____ Contract Match: _____
 Current Budget Period: From _____ **3** _____ through _____

Estimated Total funding (if incrementally funded): _____
 Estimated Total Project Period: From _____ through _____

Please attach a copy of the subcontractor's Scope of Work and budget (required).

Invoicing instruction: Monthly **4** Quarterly Other: please specify _____

Expected Deliverables and due dates (attach additional sheets as needed):

 Reporting Requirements: _____ **5** _____

Special Instructions (if any):

Conflict of Interest Disclosure:
 1. I, my spouse or child has any ownership interest with the Subcontractor. YES NO
 2. I, my spouse or child receives salary, income from partnership, seminar, **6** YES NO
 lecture, or other engagement with the Subcontractor.
 3. I, my spouse or child is a founder, officer, partner, trustee, board member, or serve in a position of influence in the Subcontractor YES NO

If any answer to the above is "YES," please provide supplemental information. Include a statement on how you propose to maintain objectivity in designing, conducting, or reporting the project activity as a result of your relationship with the Subcontractor.

My signature below confirms my instruction to issue a subcontract/amendment to the organization noted above
 I will be responsible for the oversight of Subcontractor's Scope of Work, and its scientific and technical progress.

PI Signature _____ **7** _____ Date: _____

Subcontract Form

1. Enter the Project # and name of Subcontractor
2. Check if this form is being used to set up a new subcontract or amend a previous subcontract
 - a. If used to amend a previous subcontract enter the subcontract number
3. Enter the amount of the new subcontract or amendment
 - a. If revising a subcontract to decrease funds enter a negative amount
4. Complete invoicing instructions
5. Detail the scope of work/deliverables, any specific reporting requirements needed for this agreement, and any special instructions requested by the PI or Prime Agreement
6. Complete the Conflict of Interest Disclosure
7. Obtain PI approval and submit to the Office of Grants and Contracts (OGC)