

**SUBCONTRACT/SUBAWARD ISSUANCE REQUEST FORM**

*Please use a separate form for each subcontractor*

ASC Account Number: \_\_\_\_\_ OGC Proposal Number: \_\_\_\_\_

Name of Subcontractor/Subrecipient: \_\_\_\_\_

Prime Sponsor/Funding Agency: \_\_\_\_\_

*Please issue (mark one):*

NEW

AMENDMENT

*for Amendments only:* Subcontract Number: \_\_\_\_\_

Amount funded by this Action: \$ \_\_\_\_\_

Subcontract Match: \_\_\_\_\_

Current Budget Period: From \_\_\_\_\_

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  Quarterly  Other: please specify \_\_\_\_\_

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

Reporting Requirements: \_\_\_\_\_

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, lecture, or other engagement with the Subcontractor.  YES  NO

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 \_\_\_\_\_ Date: \_\_\_\_\_

PI Name (print) \_\_\_\_\_