



# Subaward Request

## SRS to Complete

Type of Request:  New Subaward  Subaward Amendment

UC PI Name:

Sponsor Name/Sponsor Number:

Reportable Cost Share by Subrecipient?  Yes  No  
 If yes, attach cost share budget

## Department to Complete

SAP Number:

Subrecipient Organization Name:

If Subaward Amendment, please pick action type:

## PI to Complete

Amount of Subaward (funds to be released this action):

Total Anticipated Amount (for new subawards only):

Start Date (of this action):  End Date (of this action):

**Please Complete the following for all subaward/subaward amendment requests:**

- Does the PI wish to include any special term, including technical reports, carryover, prior approval for equipment in the subaward? *If yes, specify report(s) and due date for each below.*  Yes  No
- Does the department or PI wish to review the subaward prior to sending?  Yes  No
- Does the subrecipient work include the use of human subjects?  
 If yes, please provide subrecipient protocol number and expiration date.   Yes  No
- Does the subrecipient work include the use of animals?  
 If yes, please provide subrecipient protocol number and expiration date.   Yes  No  
 If USDA regulated species, please also provide subrecipient registration number

**Comments:**

**If requesting a subaward amendment, please complete the following:**

- Is the performance of the subrecipient satisfactory?  Yes  No
- Has the subrecipient submitted and have you reviewed all technical performance reports in a timely fashion?  Yes  No  N/A
- Have all invoices been reviewed for reasonableness to work performed?  Yes  No

I hereby authorize Sponsored Research Services to prepare and release a subaward. I understand that as the Principal Investigator of this award, I am responsible for verifying that the subrecipient is suitable and uniquely qualified to carry out the scope of work. I have disclosed to the University, in writing, any relationships between myself or other key personnel at University of Cincinnati and collaborators at the subrecipient organization, per the University of Cincinnati's Conflict of Interest Policy, University Rule 10-17-08. I am also responsible for monitoring the subrecipient's work progress, including any technical reports and other deliverables as defined in the subrecipient's scope of work. I must authorize the release of funds for subrecipient payment of invoices and notify SRS immediately if there are any problems with a subrecipient's performance on this project.

Signature of UC Principal Investigator :  Date:

(designee signature not allowed)