

PI Request to Issue a Subrecipient Agreement

Once this form is completed, send to subaward@central.uh.edu with the subrecipient's Scope of Work, budget, and budget justification attached.

REQUEST INFORMATION			
PeopleSoft Award ID:		Sponsor:	
UH Principal Investigator:		Email:	Telephone #:
Subaward is:	New	Amendment of Subaward No:	
Was the Subaward in the original proposal?	Yes	No	(Provide a brief explanation for why it is being added in the space below.)

SUBRECIPIENT CONTACT INFORMATION		
Name of Subrecipient Institution:		
Sub Principal Investigator:	Email:	Telephone #:
Sponsored Research Contact:	Email:	Telephone #:

GENERAL INFORMATION <i>(attach documents as needed)</i>			
Obligated Budget Period	Start Date:	End Date:	Obligated Budget Amount:
Anticipated Total Project Period	Start Date:	End Date:	Anticipated Total Budget Amount:
Will human subjects be involved in subrecipient's scope of work?	Yes	No	
Will animals be used in the subrecipient's scope of work?	Yes	No	
Will other safety considerations be a part of the subrecipient's Scope of work? <i>i.e. biohazards/chemicals/radiation</i>	Yes	No	
Are there any known, or disclosed, conflict of interest issues? <i>If "YES," provide additional explanation as an attachment.</i>	Yes	No	
Are there any special Reporting Requirements for the subrecipient? <i>If "YES," provide additional explanation as an attachment.</i>	Yes	No	
Are the subrecipient's SOW and proposed budget reasonable? <i>Cost and price analysis required by Uniform Guidance 2 CFR 200.</i>	Yes	No	

ADDITIONAL INFORMATION <i>(attach documents as needed)</i>
Provide any additional information that you feel will be useful to OCG to prepare the subrecipient agreement.
Provide any specific requirements you wish to have set forth in the agreement. For example: special considerations about publication, intellectual property or reporting requirements that may be necessary.

PRINCIPAL INVESTIGATOR'S SIGNATURE AND CERTIFICATION
I certify that I understand my responsibilities for monitoring this subaward in accordance with University and agency policies and guidelines.
PI Signature: _____ Date: _____