

Part 1: Prime Award and Subrecipient Information

Type of Request:

UVA PI Name:

Prime Sponsor:

Subrecipient Entity Legal Name:

Other Sponsor Name:

Subrecipient PI Name:

Project Title:

Sponsor Award # / FAIN:

Prime Award Number:

Parent Project Number:

Part 2: New Subaward Request

Complete for new subaward requests only, skip to Part 3 for modifications

Requisition Number:

Estimated Total Project Period:

Subaward Period of Performance (Budget Period):

Start Date End Date

Start Date End Date

Estimated Total Budget:

 For multi-year subawards,
 OSP will fund the subaward
 in yearly increments.

Amount Funded this Action:

 UVA F&A allowed
 on the first \$25k

This Subaward was not in the original proposal

 Attach explanation and sponsor approval if required. If this subaward was not in the proposal AND is greater than \$10,000 and Subrecipient is privately funded, an [OSP Sole Source](#) document is required.

1. What are the Subrecipient's Scope of Work/Deliverables?

Subrecipient will only submit progress reports

Choose one. This information is used in the FDP Risk Assessment Questionnaire when assessing Subrecipient risk.

Subrecipient is responsible for tangible products

UVA PI's work is dependent upon Subrecipient's work

UVA PI's work is dependent upon Subrecipient's and continuation funding is tied to performance

2. Does the Subrecipient's work involve human subjects and/or vertebrate animals?
No Human Subjects or Vertebrate Animals
Human Subjects Data (Note: IRB approval may be required)

Human Subjects Choose one:

Vertebrate Animals Choose one:

Human Subjects Exemption (attach if available)

Subrecipient IACUC (attach if available)

Subrecipient IRB Approval (attach if available)

Reliance Agreement in place

UVA acting as sIRB (attach UVA IRB Approval if available)

Approval will be sought after year 1

sIRB Approval (attach if available)

Approval will be sought after year 1

3. Will UVA and Subrecipient be exchanging technical data, technology, materials, software or hardware that may be export controlled?

Yes, explain:

No

Part 3: Modification to an Existing Subaward

Complete for modification requests only. Skip to Part 4 if this is a new request.

1. Does this Subaward have a PO Number assigned?

Yes *PO Number:*

No **PO Number Assigned** *Please provide:*

Requisition Number

Subaward Project Number

2. What is the new Period of Performance (PoP) for the subaward modification?

Start Date

End Date

or

No change in PoP

3. Will you be providing additional funds to the Subrecipient in this modification?

Select all that apply.

Incremental Funding:

Increment Amount

Total Amount Funded for this Modification:

Calculated

Rebudgeting:

Rebudgeting Amount

Carryforward:

Carryforward Amount

4. Will you require any other changes for this subaward modification?

Select all that apply.

No-Cost Extension:

Start Date

End Date

Change of Sub PI:

Previous Sub PI Name

New Sub PI Name

Early Termination:

Requested By

End Date

Other/Internal System Mod:

Detailed Request

5. Are there any changes to the previously provided Scope of Work, budget or budget justification?

Updated Subrecipient Scope of Work attached

Updated Subrecipient budget attached

Updated Subrecipient budget justification attached

No changes to Subrecipient Scope of Work, budget or budget justification

6. Does the Subrecipient's work involve human subjects and/or vertebrate animals?

No Human Subjects or Vertebrate Animals

Human Subjects (if available, please attach the current IRB document)

Vertebrate Animals (if available, please attach the current IACUC document)

Part 4: Contact Information, Certification and Approvals

This request and its attachments have been reviewed and approved by the undersigned:

UVA PI Name:

UVA PI Email:

UVA PI Phone Number:

UVA PI Address:

As the PI, you are responsible for assessing the technical adequacy of this Subrecipient, and their ability to manage federal programs. How would you describe your previous experiences with them?

UVA PI Signature:

I confirm I have an up-to-date conflict of interest disclosure and CITI Training.
<https://research.virginia.edu/conflict-interest>

Date:

Department Administrator Name:

Dept. Admin. Email:

Dept. Admin. Signature:

Date:

School Administrator Name:

School Administrator Email:

School Admin. Signature:

Date:

Contact Person for OSP Questions:

Name:

Email:

Notes:

Attachments *Please provide all applicable attachments. OSP will reach out to the UVA Department/School or Subrecipient for missing attachments which may cause a delay in processing your subaward request.*

Subrecipient's Scope of Work

IRB Approval (Exemption, Subrecipient's, sIRB)

Subrecipient Budget (all years for new)

IACUC Approval (Subrecipient's or Reliance Agreement)

Subrecipient Budget Justification

Subrecipient Financial Conflict of Interest Disclosure(s)

Multiple PI Plan (if applicable)

Subrecipient Consortium Commitment Form with attachments

Data Sharing Plan (if applicable)

Submit this form to OSP along with all attachments after all signatures are obtained. Attachments should be individual PDFs clearly labeled. One subaward request per email, please. Include in the email subject the UVA PI Name, Award Number and "Outgoing Subaward Request New/Mod"