

Subaward/Subcontract Initiation Form

***Use this form only if a new subaward/subcontract is to be issued. To amend/change an existing subaward/subcontract, use the amendment request form.**

WSU Project Information

WSU PI: _____ WSU Dept/Area: _____
WSU PI Address: _____
WSU PI Phone: _____ WSU PI Fax: _____
WSU PI Email: _____
Prime Award Acct #: _____ OGRD #: _____
Funds set aside in prime acct. restricted (obj. 14)? _____ OR Sub Acct. #?: _____

Department Information: Who prepared this form?:

Name: _____ Phone: _____
Email Address: _____

Subrecipient/Subcontractor Information: Agency Identification

Legal Agency/Subcontractor Name: _____
DUNS # (if applicable): _____ Taxpayer ID #: _____

Subrecipient/Subcontractor Information: Principal Investigator/Project Manager:

Name: _____ Title: _____
Address: _____
Phone: _____ Fax: _____
Email Address: _____

Subrecipient/Subcontractor Information: Authorized Official

Name: _____ Title: _____
Address: _____
Phone: _____ Fax: _____
Email Address: _____

Subrecipient/Subcontractor Information: Administrative Contact

Name: _____ Title: _____
Address: _____
Phone: _____ Fax: _____
Email Address: _____

Subrecipient/Subcontractor Information: Financial Contact

Name: _____ Title: _____
Address: _____
Phone: _____ Fax: _____
Email Address: _____

Subrecipient/Subcontractor Information: Award Details

Subaward/Subcontract Effective Date _____

Subaward/Subcontract End Date: _____

Subaward/Subcontract Project Title: _____

Subaward/Subcontract Amount (US Currency): \$0.00

* amount of first allocation to Subaward/Subcontract. Most commonly 1st Year

Future Incremental Funding (if applicable):

Year 2: \$0.00

Year 3: \$0.00

Year 4: \$0.00

Year 5: \$0.00

Total: \$0.00 * Including First Allocation

Subrecipient/Subcontractor's Cost Share Requirement (if applicable): \$0.00

The following language will be included for reporting requirements unless otherwise specified below:

"Progress & final reports will be required and requested by University's Project Director as needed."

Alternate Reporting Requirements (if applicable):

Subrecipient/Subcontractor Information: Please Attach the Following Documents

- Subrecipient/Subcontractor's Federal Cognizant Agency F&A Rate Agreement (or web link)

Note: If the Subrecipient/ Subcontractor does not have a federally negotiated F&A cost rate agreement, then they should not be requesting F&A unless the solicitation identifies a specific allowable rate other than zero (example: the subcontract may charge 8% TDC for a U.S. Department of Education proposal that identifies this as the allowable F&A rate). The exception to this policy would be if the organization appropriately and consistently treats all costs as direct costs to the projects and is capable of accounting for them as such (this would require OGRD approval of the budget justification listing costs that are typically F&A costs as direct costs).

- Please attach documentation to show that the names of the agencies and individuals from foreign countries have passed the visual compliance checklists through WSU's Office of Research Assurances
- Subrecipient/Subcontractor's most recent Audit/Financial Report (or web link)
- Subrecipient/Subcontractor's Scope of Work
- Subrecipient/Subcontractor Detailed Project Budget

****Certifications and Approvals:** *I hereby authorize the Office of Grant and Research Research Development to process the above request.*

Signature of WSU PI

OGRD

To be completed by the WSU Office of Grant & Research Development

Subaward/Subcontract Number (G#):	
CFDA Number (if applicable):	
Is Subaward/Subcontract Period within the Prime Award Period	
Does Subcontract Budget match the Proposal Budget?	