



Request to Issue New or Amended Subaward

OSP Cayuse Subaward ID:

Subrecipient Institution Name:

Cayuse Award ID (associated with this action):

<input type="checkbox"/> New Subaward <i>(PI completes Section A and C)</i>	<input type="checkbox"/> Amendment to Current Subaward <i>(PI completes Section B and C)</i> Subaward PO Number:
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Section A – Subrecipient Information (New Subaward) *(to be completed by PI)*

Prime Award Start Date:	Prime End Date:
Subaward Start Date:	Subaward End Date:
This action obligates funds in the amount of: \$	

1. Technical Report Due Dates (Select One):

- Monthly: Within ___ days of the end of the month
 - 15 days 30 days 45 days
- Quarterly: Within 30 days after the end of each project quarter
- Annual: Within ___ days prior to the end of each project period
 - 15 days 30 days 45 days 60 days 75 days 90 days
- Other Due Dates as Determined by PI

2. What was the basis for selection of the subrecipient?

- Competitive Solicitation
- Sole Source (based upon unique qualifications, facilities, equipment, know how, or integral part of a collaborative research team). Please elaborate:

3. Subrecipient’s work includes human or animal subjects: Yes No

4. Subrecipient’s work includes [Dual Use Research of Concern \(DURC\)](#): Yes No

5. If prime award allows, subrecipient may carry over an unobligated balance into the next budget period without UCSC prior approval. Yes No

6. Do you have any financial interest to disclose with this subaward? Yes No

Section B – Amendments to an Existing Award *(to be completed by PI)*

1. Type of Amendment (Select all that apply):

- Increase funding by \$ _____ and period of performance remains the same.
- Increase funding by \$ _____ and change the end date to: _____
- Decrease funding by \$ _____ and period of performance remains the same.
- Decrease funding by \$ _____ and change the end date to: _____
- No Cost Time Extension (funds stay the same). Change end date to: _____
- Change in subaward PI or other Key Personnel, scope of work and/or budget.

Please explain in detail:

- Carryforward approval in the amount of \$ _____ from Year _____ to the current period.
- Automatic carryforward approval
- Other:

2. Do you have any financial interest to disclose with this subaward? Yes No
3. Subrecipient's work includes human or animal subjects: Yes No
4. Subrecipient's work includes [Dual Use Research of Concern \(DURC\)](#): Yes No

Section C – PI Certification *(to be completed by PI)*

I have reviewed the subrecipient's budget and believe the labor rates and other costs stated therein to be reasonable and appropriate for the work to be performed. I further certify that the source selection information provided is true and correct to the best of my knowledge. In the event this action represents an increment, continuation, or no cost extension, I am satisfied with the programmatic progress of the subrecipient and have received all required technical reports.

Signature of Principal Investigator _____ Date _____

PI Name:

Section D – UCSC Business Office Information *(to be completed by Research Accountant)*

1. Fund Number:
2. Financial Reporting:

New Subaward

Throughout Award:

- Standard (not more often than monthly and not less frequently than quarterly)
- Other:

Final:

- Final invoice no later than 30 days after end date
- Final invoice no later than 60 days after end date (standard FDP language)
- Other:

Amendment

- Same as original agreement terms
- Revise invoicing terms to the following:

I have received all financial reports and, if applicable, required cost share documentation.

Signature of Business Officer _____ Date _____

Business Officer Name:

Section E – Contracts and Grants Officer Certification *(to be completed by OSP Officer)*

I have reviewed this "Request to Issue New or Amended Subaward" and all applicable documentation.

Signature of OSP Officer _____ Date _____

C&G Name: