



Request to Issue a Subaward

This form is to be completed by the Principal Investigator to request that a subaward be issued to another organization.

SECTION A. NAU Information

PI/PD	Contact Info. (e.g., cell and/or e-mail)	Period of Performance
Proposal or Project ID #		
Prime Sponsor		
Award # if available		

SECTION B. Proposed Subrecipient Information

Proposed Subrecipient	DUNS #		
Subrecipient Place of Performance			
PI/PD	Contact Info. (e.g., cell and/or e-mail)		
Budget Period Start and End Dates	1st Budget Period \$ Amount	Project Period Start and End Dates	Total Project \$ Amount
Project Description: (200 word limit; if funded this description will be used for FFATA Reporting and USASpending.gov reports)			

SECTION C. Required Information for Subaward

1. Conflict of Interest Determination
 Do you or any member of your project staff, or any member of your, or your project's staffs' immediate families, have any personal or financial interest in the proposed subrecipient?
 Yes No

2. Attachments to be Provided:

- Current Statement of Work (required)
- Current Budget (Attach budget which is broken into basic direct and indirect cost categories) (required)
- Reporting Requirements including report type (financial and/or technical) and due dates (required)
- Current Budget Justification (required)
- Equipment costing \$5,000 or more (if applicable)
- NAU or subrecipient furnished property (if applicable)
- Cost Sharing Obligation, Amount committed \$ _____ (if applicable)
- IRB Approved Protocol (if applicable)
- IACUC Approved Protocol (if applicable)
- Sole Source or Competitive Process Justification (see 5 below)

NOTE: Attach any explanation of any unique requirements or terms and conditions to be incorporated into this Subaward Agreement (if applicable)

3. Fair and Reasonable Cost Determination
 Indicate all costs included and reviewed in the subrecipient's budget:

<input type="checkbox"/> Salary/Level of Effort	<input type="checkbox"/> Equipment	<input type="checkbox"/> Other Direct Costs
<input type="checkbox"/> Fringe Benefit	<input type="checkbox"/> Materials and Supplies	<input type="checkbox"/> Indirect Costs
<input type="checkbox"/> Travel	<input type="checkbox"/> Subcontracts	

Yes No I have reviewed the technical and cost proposals for this subrecipient and based upon my experience and analysis of costs or prices proposed, find them to be appropriate, fair and reasonable for the proposed effort.

4. Subrecipient vs Contractor Determination

The PI has determined that this organization is properly categorized as a subrecipient. Check all that apply:

- Subrecipient will carry out a substantive portion of the overall scientific project
- Subrecipient is responsible for making related programmatic decisions
- Subrecipient is responsible for complying with Federal regulations
- Subrecipient is able to determine eligibility of second tier recipients to receive federal assistance (funds)
- Subrecipient's performance will be measured in relation to whether the objectives of the Federal program are met
- Subrecipient will use Federal funds to carry out a program for a public purpose, as opposed to providing goods or services for the benefit of NAU

5. Sole Source or Competitive Selection Process

- Subrecipient was selected without seeking competitive proposals. Attach a separate sheet justifying your selection of this subrecipient based on expertise, location, unique facilities etc. (Reference OGCS website:)
- Subrecipient was selected using competitive proposals. Attach a separate sheet including the: 1) name and address of each proposed subrecipient, 2) total cost proposed by each; and 3) reason for selection of current subrecipient

Note: A Subrecipient Commitment Form will be necessary if one was not submitted in the proposal package or if the commitment form submitted is older than one year.

SECTION D. Principal Investigator Approval

Please print name and sign to certify the accuracy of the information provided above by signing and dating as indicated below. Thank you.

Print Name / Title / Department

Signature

Date