

UCSB Office of Research – Sponsored Projects

Request to Issue/Modify a Subaward or Multi-Campus Award (MCA) Purchase Order SK FORM 800 Part C

Sponsor/Prime Award No.: _____

ORBIT Record No.: _____

REQUEST TO ISSUE A NEW SUBAWARD or MCA PURCHASE ORDER

Complete the information in this section for a new subaward/MCA. Do not use for amendments. Email completed form to subawards@research.ucsb.edu.

Subrecipient Institution / Sister Campus Name: _____

Gateway supplier #: _____

Line #	PGM Project (E123456)	Description (e.g. "Increment 1, IDC-incurring"; "Increment 1, IDC-exempt" -or- "Increment 1, IDC-incurring (PROJECT value)"- when sub is funded by multiple projects)	Amount*	IDC applicability Exempt or Incurring
Line 1				
Line 2				
Line 3				
Line 4				

IF ADDITIONAL LINES ARE NEEDED, PLEASE ATTACH SEPARATE LISTING.

*Total of all lines should match "This action obligates funds in the amount of" in corresponding Part B.

REQUEST FOR AN AMENDMENT TO AN EXISTING SUBAWARD or MCA PURCHASE ORDER

Complete only this section for an amendment. Please forward this completed form to SPO Subaward Team at subawards@research.ucsb.edu.

Corresponding Mod No. (01, 02, etc.) _____ Gateway PO No. (SC00...) _____

Please indicate requested changes to the PO below. Lines can be added or removed; existing lines cannot be modified.

ADD LINES

Line #	PGM Project (E123456)	Description (e.g. "Increment 1, IDC-incurring"; "Increment 1, IDC-exempt" -or- "Increment 1, IDC-incurring (PROJECT value)"- when sub is funded by multiple projects)	Amount*	IDC
Line 1				
Line 2				
Line 3				
Line 4				

IF ADDITIONAL LINES ARE NEEDED, PLEASE ATTACH SEPARATE LISTING.

*Total of all lines should match "This action obligates funds in the amount of" in corresponding Part B.

CANCEL EXISTING LINES

Line #	Existing P.O. Line Description	Reason for removal
Line 1		
Line 2		
Line 3		
Line 4		

IF ADDITIONAL LINES ARE NEEDED, PLEASE ATTACH SEPARATE LISTING.