

Request to issue a NEW or AMENDED Subaward

SK FORM 800 PART B

Subaward/MCA No. _____

Mod No. (SPO Use Only) _____

___ NEW SUBAWARD

___ AMENDMENT (complete section A1-5 & section e)

Subrecipient Agency Name: _____

Subrecipient PI: _____

SECTION A - UCSB's General Information (To be completed for New & Amendments)

1. UCSB Prime Sponsor: _____
Award No.: _____
2. UCSB Principal Investigator Name: _____
Address: _____
Phone No.: _____ E-mail: _____
3. UCSB Department Contact Name: _____
Phone No.: _____ E-mail: _____
4. UCSB Dept./Unit Contact Name to whom invoices should be sent: _____
Address: _____
Phone No.: _____ Fax No.: _____ E-mail: _____
5. UCSB Account No. _____ Fund No. _____

SECTION B – Subrecipient Information (If amendment, skip to Section E)

6. Subrecipient Name: _____
7. Subrecipient Signing Official/Point of Contact Name: _____
Address: _____
Phone No.: _____ Fax No.: _____ E-mail: _____
8. Subrecipient PI: _____ Subrecipient PI Dept.: _____
9. Subaward est. overall period of performance: _____ thru _____
Est. overall total subaward amount: \$ _____
10. This action period start date: _____ End date: _____
11. This action obligates funds in the amount of: \$ _____
12. The funds provided in this action are estimated to carry the project through: _____

Section C – List of any required deliverables (check all that apply) (for new and if amendment is changing deliverables)

Annual Required Deliverables

- ___ None Required
- ___ Informal Reporting (as determined by PI)
- ___ Annual Technical
- ___ Annual Financial
- ___ Annual Property
- ___ Annual Invention
- ___ Other

Final Required Deliverables

- ___ None Required
- ___ Informal Reporting (as determined by PI)
- ___ Final Technical
- ___ Final Financial
- ___ Final Property
- ___ Final Invention
- ___ Other

SECTION D – Other

13. If Subrecipient must provide cost sharing or matching funds, describe type and amount: _____

14. Is program income anticipated ___ Yes ___ No **If yes**, please list anticipated source of income: _____
15. The subaward will flow down any prime sponsor restrictions. If any additional restrictions that should be included, please describe: _____

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Section E – Amendments

- A. No Cost Extension, New End Date: _____
- B. Increase funding by \$ _____ to a new total of \$ _____ and period of performance remains the same.
- C. Increase funding by \$ _____ to a new total of \$ _____ and extend the end date to _____.
- D. Decrease funding by \$ _____ to a new total of \$ _____ and period of performance remains the same.
- E. Decrease funding by \$ _____ to a new total of \$ _____ and extend the end date to _____.
- F. Other (explain): _____

SECTION F – PI Verification

I have reviewed the Subrecipient’s budget (attached) and believe the labor rates and other costs stated therein to be reasonable and appropriate for the work to be performed. In the event this action represents an increment, continuation or no cost extension, I am satisfied with the programmatic progress of the Subrecipient.

Signature of Principal Investigator or Authorized Representative

Date

Please forward this completed form with backup documentation to Subaward Officer

INSTRUCTIONS FOR REQUEST TO ISSUE A SUBAGREEMENT – PART B

Principal Investigator/Project Director: The purpose of this form is to help ensure that UCSB carries out its responsibilities as required under federal and UC regulations. One copy of this form must be submitted for each new or amended subagreement to be issued. This form is in two parts.

Part A: Sets forth the services to be performed, identifies the proposed Subrecipient and provides justification for sole-source. Part A must be submitted at the earliest point it is determined that there is a need for a subagreement (usually upon preparation of an extramural proposal).

Part B: Provides to the Contract and Grant Officer information regarding specific terms of the subagreement (e.g., total amount, period of time, reporting requirements, etc.); identifies the appropriate project account to which the subagreement should be charged; allows encumbrance of the funds on the campus accounting system. Part B should be submitted to the Sponsored Projects after the extramural award has been received. Sponsored Projects must have both Parts A And B in order to issue a subagreement. However, unless Part A has changed since it was originally submitted it is not necessary to resubmit with Part B. Part B should also be used when the P.I. desires to modify an existing subagreement.

SECTION A: GENERAL INFORMATION:

1. Prime Sponsor: Provide the name (abbreviations are ok) and award number (the number assigned by the funding agency to the project which will be funding the subagreement.) If there is more than one project funding the subagreement, list each one.
- 2-4. Self-explanatory.
5. UCSB Budget Information: Provide the UCSB account and fund number for the project, which will be funding the subagreement. If there is more than one fund source, provide the budget number for each *and* indicate how much of the “Funds obligated by this action” (see 7. below) should be charged to each fund.

SECTION B: SUBAWARD INFORMATION:

- 6-7. Enter the name and address of the agency receiving the subaward.
8. Enter the point of contact information for the subawardee Signing Official (e.g. Sponsored Projects Office, Contract and Grants Office, etc.)
9. Enter the name of the Subawardee Principal Investigator’s information and his/her department name.
10. Period of Subagreement: Indicate the overall period of time during which the subagreement will be active – include specific begin and end date. Indicate the overall estimated amount that subcontractor will be funded for entire project.
11. Indicate the period of time (must be within the period stated in #10 above) that **this action** will cover.
12. If New, indicate the amount of funding that you would like to release, with **this action**. (If modification is required and the purpose of this action is to increase the funds or extend the period of performance please go directly to Section E of this form).
13. Indicate the end date that **this action** will cover. (This date may be the same end date as in #11 but may not extend beyond period stated in #11 above)

SECTION C: LIST OF ANY REQUIRED DELIVERABLES AND/OR SUBRECIPIENT

Please check appropriate box(s).

SECTION D: OTHER

14. Self-explanatory.
15. Self-explanatory.
16. Please provide detail on any special restrictions that the PI would like to impose on the subrecipient.

SECTION E: AMENDMENTS

- A. If additional time is required for an existing subagreement, → Select NCE and enter the revised end date
- B. If additional funds are required for an existing subagreement → Select and enter how much you would like to add to the subcontract and enter the total amount now obligated.
- C. If additional time and funds are required for an existing subagreement → Select and how much you would like to add to subcontract and the total amount now obligated and enter the new end date.
- D. If deobligation of funds is required for an existing subagreement → Select and enter how much you would like to deobligate to the subcontract and enter the total amount now obligated.
- E. If deobligation time and funds are required for an existing subagreement → Select and how much you would like to deobligate to subcontract and the total amount now obligated and enter the new end date.
- F. Self-explanatory.