

Sponsored Projects Services - SubAwards Team
Subaward Budget Negotiation Documentation Form

THIS IS AN INTERNAL DOCUMENT AND SHOULD NOT BE FORWARDED TO THE SUBRECIPIENT

Subaward Details	
Subrecipient Legal Name:	
PO Number:	Total Amount (for all years)\$:
Subaward Project Title:	
A. Direct Labor Dollars	Amount \$:
Direct Labor Dollars are reasonable because (check all that apply):	
Proposed labor hours, skill mix, and time-phasing (if applicable are appropriate for the subject effort All salaries are based on actuals for any named individuals or on established average rate(s) for labor classification(s) for any named individuals Based on information gathered by the undersigned Other (maintained in departmental files): _____	
B. Facilities & Administration/Indirect Cost Rates and Fringe Benefits	F&A/IDC Total Amount \$:
	Fringe Benefits Total Amount \$:
The proposed Indirect Rate(s) and/or Fringe Benefit Rate(s) are reasonable because:	
Subrecipient has current negotiated rate agreement with the Federal Government - ATTACH A COPY TO THIS FORM or 10% de minimus rate is applied	
C. Travel	Amount \$:
The purpose, duration, and number of persons for each trip is necessary to meet objectives. Proposed travel costs/rates are within FAR/Federal Travel Regulations and are within the limits of the GSA per diem rates.	
D. Equipment (if Prime Award is a Federal Source)	Amount \$:
The purchase of equipment is necessary for the fulfillment of project objectives, proposed costs are reasonable, and, if required, Property Survey has been completed and provided to the SPS Property Administrator.	
Property Survey: http://uabis.arizona.edu/eforms/forms/iSubaward_Property_Survey.pdf	
E. Other Direct Costs (ODC)	Amount \$:
Each ODC item (e.g. materials/supplies, equipment, etc.**) proposed is considered necessary and the cost is reasonable based on:	
UA technical manager's assessment/evaluation	
Documentation provided by subrecipient	
Market research	
**Non-technical materials/supplies, equipment, etc. (e.g. office equipment, reproduction equipment and general purpose ADP equipment) are normally an indirect cost.	
Based on the above evaluation and attached documentation, I certify that the proposed budget is fair and reasonable for the effort to be performed. SUPPORTING DOCUMENTATION FOR A, C, D, AND E ABOVE WILL BE MAINTAINED IN DEPARTMENTAL FILES AND AVAILABLE FOR REVIEW UPON REQUEST.	
Signature:	Name:
Email:	Phone: