

Sponsored Projects Services - SubAwards Team

**New Subaward Initiation Form**

\*Use this form only when requesting the issuance of a new subaward.

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

University of Arizona Project			
UA PI:	UAR Proposal # or Subaward ID #:		
UA PI PO Address:	UA PI Dept. Name/No:		
UA PI Phone:	UA PI Email:		
Prime Award Sponsor:	UAccess Financials Acct #:		
Department Contact: Who is responsible for the business/financial administration of this subaward?			
UA Contact Name:			
UA Contact Address:			
UA Contact Phone:	UA Contact Email:		
Risk Assessment			
Has the PI or department worked with this organization in the past? If no, proceed to the next section. If yes, answer the following questions.		Yes	No
Did the subrecipient complete project objectives as required?		Yes	No
Did the subrecipient submit timely invoices and backup documentation as required?		Yes	No
Did the subrecipient submit progress reports, both financial and technical, to the satisfaction of the UA PI and department as required?		Yes	No
Subaward Details			
Subrecipient Name:			
Subaward Start Date:	*Subaward End Date:		
Subaward Project Title:			
Initial Funding Amount (1 year increment only):			
Subaward Data Management/Sharing Plan: Attached	N/A	Human Subject Data will be exchanged?	Yes No
Required Documents			
Subrecipient Commitment Form		Sole Source vs. Competitive Bid Form	
Budget and Budget Justification		Budget Negotiation Documentation Form	
Scope of Work (to include deliverables)		NASA Assurance of Compliance (if NASA prime)	
Equipment (if Prime Award is Federal)			
Is any equipment in the Subrecipient's scope of work/budget for this project? If so, contact the SPS Property Administrator to determine whether or not a Property Survey is required.			
<a href="http://rgw.arizona.edu/sites/researchgateway/files/subaward_exhibit_9_subaward_property_survey.pdf">http://rgw.arizona.edu/sites/researchgateway/files/subaward_exhibit_9_subaward_property_survey.pdf</a>			
Travel			
<b>*NOTE* Subaward actions with travel will not be processed until this information is received.</b>			
Will there be any <b>foreign</b> travel funded on this subaward action? If yes, please attach documentation regarding the <b>location and purpose of the foreign travel</b> for review.		Yes	No
Other Information for Issuance of Subaward			
Preparer's Information: Who prepared this form?			
Signature:	Name:		
Date:	Email:		

\*Subawards are issued on an annual basis for compliance checks