

Subaward Request Form

VCU Information: *(Items in bold must be completed)*

Principal Investigator: _____

Sponsor Name _____ **Sponsor Award Number** _____

InfoEd Proposal Tracking Number _____ **Subcontract Number** _____

Banner Organization (Index) Code for VCU Award (Home Account): _____

Collaborator Information: *(Items in bold must be completed)*

Collaborating Institution Name: _____

Project Director Name: _____

Department: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Administrative Contact

Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Financial Contact

Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Official

Name: _____

Address: _____

Telephone: _____ **Fax** _____ **Email** _____

Subaward Agreement Information: *(Items in bold must be completed)*

Period of Performance: **Start Date:** _____ **End Date:** _____

Amount Funded This Action: _____ **Estimated Total:** _____

Project Title: _____

Special Notes to OSP _____

VCU Department Contact: *(Items in bold must be completed)*

Name: _____
Telephone: _____ **FAX** _____ **Email** _____

Principal Investigator Signature:

By signing below, I certify that I have read the following statements and certify that they are accurate and truthful to the best of my knowledge and belief:

The project or relationship with this Subawardee/Subcontractor (check one) ____does or does not ____ present a potential for conflict of interest or the appearance of a conflict for investigators so involved have provided a complete disclosure of this matter, as instructed by current University policy and/or Federal regulation.

The Subawardee/Subcontractor's proposed costs have been reviewed and are reasonable for the technical effort proposed.

Funding is available for this subaward/subcontract and is an allowable cost under the terms of the Award.

Principal Investigator Signature: _____

Date: _____

Submit Form to: Office of Sponsored Programs
 800 E. Leigh Street
 Suite 113
 PO Box 980568
 Richmond, VA 23298-0568

Grants & Contacts Accounting:

Banner Organization (Index) Code for this Subaward: _____

Fiscal Technician _____