**Request to Establish a Subaward**

Complete this form upon receipt of a notice of award to initiate the sub awarding process for subrecipient funding identified in the approved proposal. Multiple subrecipients may be listed on this form, i.e. one form can be completed for one project with multiple subrecipients.

(Note: If a subaward is needed for an entity that was not budgeted in the proposal and/or an entity that has not completed a Subrecipient Commitment Form, please contact your Grant & Contract Specialist.)

*The purpose of this form is to verify that the Principal Investigator is committed to working with the subrecipient to carry out a portion of the award. Completion of this form initiates the subrecipient risk assessment process which must be completed prior to a subaward document being issued to the subrecipient.*

Project Activity Number:

Awarded Project Title:

|  |  |  |  |
| --- | --- | --- | --- |
| Subrecipient Entity | Subrecipient Principal Investigator | Subrecipient Funding $ | Principal Investigator  Financial Conflict of Interest |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |

\*\*Attach additional pages if necessary

Additional contract language under special provisions will be needed for (check all that apply):

Intellectual Property

Special Reporting (above and beyond flow through reporting requirements)

Other Please specify

Please proceed with the subrecipient risk assessment and subsequent issuance of subaward for the subrecipients identified above. No changes or deviations from the planned project subrecipients have been identified. I have identified potential financial conflict of interest to the best of my knowledge above.

Principal Investigator Printed Name:

Principal Investigator Signature: Date signed:

|  |  |  |
| --- | --- | --- |
| MCRI Administrative Approvals | Signature | Date |
| Department |  |  |
| Division |  |  |

Route completed form to: Sponsored Programs, 1R3,

OR email completed form to appropriate Sponsored Programs Grant & Contract Specialist