

SUBAWARD REQUEST FORM

Complete and submit this form along with the required attachments specified under **Directions** below to: sposubrequest@berkeley.edu. Include 8-digit subaward number, UCB PI name, and "New" or "Amend" in the email subject line.

Date Completed:		
Sponsor Information	Subawardee Information	
Name: Phoebe Number: Sponsor Award Number: SPO Award Number: Fund: Overall Project Period:	Legal Name: Subaward Number:	
UC Berkeley Information	<input type="checkbox"/> Issue New Subaward (complete all fields below)	
UC Berkeley Principal Investigator/Project Director: Name: Department: Phone: Email: Address:	Initial Subaward Period (12 months or less)	Entire Subaward Period
	Start Date:	Start Date:
	End Date:	End Date:
	Funding:	Funding:
Post-Award Financial Administrator: Name: Position/Title: Phone: Email: Address:	<input type="checkbox"/> Amend Existing Subaward (complete applicable fields below)	
	<input type="checkbox"/> Extend End Date	New End Date:
	<input type="checkbox"/> Increase Funding (attach budget only if revised)	Amount to Add: New Total:
	<input type="checkbox"/> Decrease Funding (attach revised budget)	Amount to Remove: New Total:
	<input type="checkbox"/> Approve Carry Over of:	<input type="checkbox"/> Any Remaining Funds <input type="checkbox"/> Only: \$
Special Circumstances		
<input type="checkbox"/> Working Capital Advance Requested. Amount:		
<input type="checkbox"/> Other (e.g., Change in Subrecipient PI):		
<input type="checkbox"/> Special Invoice Instructions:		
Subawardee Contact Information		
Subawardee Principal Investigator/Project Director: Name: Department: Phone: Email: Address:	Subawardee Authorized Official: Name: Position/Title: Phone: Email: Address:	

SUBAWARD REQUEST FORM**Subawardee Reporting Requirements**

In the space below, please provide the due dates for interim and final reports from the subrecipient. If this section is left blank, SPO will determine the reporting due dates based on the terms and factors related to the prime award.

If applicable, list any milestones to be achieved and/or deliverables to be provided with due dates for each. Provide any special instructions as needed. (Optional)

Directions for Submission to SPO

1. The form and all required documents should be sent as one PDF document to sposubrequest@berkeley.edu.
2. A separate form and email is required **for each** subaward requested.
3. Submission of this form by the department/unit represents Principal Investigator's approval of the information provided.
4. Required documents:
 - a. New Subawards:
 - i. Statement of Work—must include clear involvement in programmatic decision-making.
 - ii. Budget and Budget Justification—must be agreed to by the subrecipient prior to submission to SPO.
 - iii. Subrecipient Commitment Form—must be filled out and signed by subrecipient's authorized official within the last 12 months.
 - b. Amendments:
 - i. Statement of Work—**only** if different from the original subagreement or amendment and approved by subrecipient.
 - ii. Budget and Budget Justification—**only** if different from the original subagreement or amendment and approved by subrecipient.

Note: Incomplete forms without ALL of the above attachments will be returned without further review and will delay issuance of the subaward.