

**SUBAWARD REQUEST FORM**

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

<b>Date Completed:</b> 10/1/2018		
<b>Sponsor Information</b>	<b>Subawardee Information</b>	
Name: National Institute for Technology Research Phoebe Number: 20160909 Sponsor Award Number: R01TR090909 SPO Award Number: 090909 Fund: 80808 Overall Project Period: 9/1/2017 - 8/30/2021	Legal Name: Preeminent University of Techology  Subaward Number: 00009999	
<b>UC Berkeley Information</b>	<input type="checkbox"/> <b>Issue New Subaward</b> (complete all fields below)	
<b>UC Berkeley Principal Investigator/Project Director:</b>	<b>Initial Subaward Period (12 months or less)</b>	<b>Entire Subaward Period</b>
Name: Helen Hypothesis Department: Engineering Sciences Phone: 510-664-9999 Email: hhypo@berkeley.edu Address: 99 Whizbang Hall, MC 8989 Berkeley, CA 94720-8989	Start Date:	Start Date:
	End Date:	End Date:
	Funding:	Funding:
<b>Post-Award Financial Administrator:</b>	<input checked="" type="checkbox"/> <b>Amend Existing Subaward</b> (complete applicable fields below)	
Name: Michael Moneybags Position/Title: Research Administrator Phone: 510-643-8765 Email: michaelm@berkeley.edu Address: 88 Whizbang Hall, MC 8989 Berkeley, CA 94720-8989	<input checked="" type="checkbox"/> <b>Extend End Date</b>	New End Date: 8/30/2019
	<input checked="" type="checkbox"/> <b>Increase Funding</b> (attach budget only if revised)	Amount to Add: \$311,125 New Total: \$620,073
	<input type="checkbox"/> <b>Decrease Funding</b> (attach revised budget)	Amount to Remove: New Total:
	<input checked="" type="checkbox"/> <b>Approve Carry Over of:</b>	<input checked="" type="checkbox"/> <b>Any Remaining Funds</b> <input type="checkbox"/> Only: \$
<b>Special Circumstances</b>		
<input type="checkbox"/> Working Capital Advance Requested. Amount:		
<input type="checkbox"/> Other (e.g., Change in Subrecipient PI):		
<input checked="" type="checkbox"/> <b>Special Invoice Instructions:</b> Prof. Hypothesis's Program Manager has changed since the original subagreement was issued. When submitting invoices to UCB Accounts Payable office, please also cc. the new Program Manager, Monica Methodical at (monicamethod@berkeley.edu).		
<b>Subawardee Contact Information</b>		
<b>Subawardee Principal Investigator/Project Director:</b>	<b>Subawardee Authorized Official:</b>	
Name: Christopher Collaborator Department: Technology Sciences Phone: 657-123-4567 Email: ccollab@put.edu Address: 777 Acme Hall Faraway, CA 92801-8765	Name: Gayle Granstman Position/Title: Contract and Grant Officer Phone: 657-123-5678 Email: ggrantsman@put.edu Address: 543 Administration Hall, Room 2-A Faraway, CA 92801-8765	

**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)

No change to reporting requirements.

The Year 2-4 budgets are being revised to add funds that were not originally included in Preeminent University's budget. A revised Scope of Work, revised Budget for Years 2-4 and updated Budget justification are attached. This change in the Subaward budget does not require Sponsor prior approval.

**Directions for Submission to SPO**

1. The form and all required documents should be sent as one PDF document to [sposubrequest@berkeley.edu](mailto: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.