

**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> 10/1/2017		
<b>Sponsor 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		
<b>Subawardee Information</b>		
Legal Name: Preeminent University of Techology  Subaward Number: 00009999		
<b>UC Berkeley Information</b>		
<input checked="" type="checkbox"/> <b>Issue New Subaward</b> (complete all fields below)		
<b>UC Berkeley Principal Investigator/Project Director:</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	<b>Initial Subaward Period (12 months or less)</b>	<b>Entire Subaward Period</b>
	Start Date: 9/1/2017	Start Date: 9/1/2017
	End Date: 8/30/2018	End Date: 8/30/2021
	Funding: \$308,948	Funding: \$1,235,792
<b>Post-Award Financial Administrator:</b> Name: Michael Moneybags Position/Title: Research Administrator Phone: 510-643-8888 Email: michaelm@berkeley.edu Address: 88 Whizbang Hall, MC 8989 Berkeley, CA 94720-8989	<input type="checkbox"/> <b>Amend Existing Subaward</b> (complete applicable fields below)	
	<input type="checkbox"/> <b>Extend End Date</b>	New End Date:
	<input type="checkbox"/> <b>Increase Funding</b> (attach budget only if revised)	Amount to Add: New Total:
	<input type="checkbox"/> <b>Decrease Funding</b> (attach revised budget)	Amount to Remove: New Total:
	<input type="checkbox"/> <b>Approve Carry Over of:</b>	<input type="checkbox"/> Any Remaining Funds <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> When submitting invoices to UCB Accounts Payable office, please also cc. Prof. Hypothesis's Program Manager, Oliver Organizer at (oorganizer@berkeley.edu).		
<b>Subawardee Contact Information</b>		
<b>Subawardee Principal Investigator/Project Director:</b> Name: Christopher Collaborator Department: Technology Sciences Phone: 657-123-4567 Email: ccollab@put.edu Address: 777 Acme Hall Faraway, CA 92801-8765		<b>Subawardee Authorized Official:</b> 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)

Though the prime award does not require prior approval to carry forward unobligated funds from prior budget periods, Prof. Hypothesis would like to require Preeminent University to request approval annually for carry-forward of unobligated funds from prior budget periods.

Preeminent University must submit annual technical progress reports, and annual financial reports, to Prof. Hypothesis, 75 days before the annual budget period end date, using standard Sponsor progress reporting forms. Annual report must include an estimate of anticipated funds to be carried-forward from the reporting period, and a justification describing why funds were not spent and what the carry-forward funds will be used for in the next budget period.

Preeminent University must submit final technical progress reports, and a final financial reports, to Prof. Hypothesis, 60 days after the period of performance end date, using standard Sponsor progress reporting forms.

Please also require that Prof. Collaborator and his Co-Investigator participate in quarterly project progress teleconference meetings, to be scheduled by Prof. Hypothesis; and in annual in-person project progress meetings at UCB, also to be scheduled by Prof. Hypothesis.

**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.