



PI Request to Issue a Subrecipient Agreement

Principal Investigator:	
Email:	Telephone #:
Sponsor:	
Fund No:	FAIN (Fed Award No.):

REQUEST INFORMATION	
Subaward is:	New Amendment of Subaward No:
Was the Subaward in the original proposal?	Yes No
If No, please provide a brief explanation:	

SUBRECIPIENT CONTACT INFORMATION	
Name of Subrecipient Institution:	
Sub PI or Project Director Full Name:	
E-mail:	Telephone #:
Sponsored Research Contact:	
E-Mail:	Telephone #:

GENERAL INFORMATION (attach documents as needed)			
Budget Period	Start Date:	End Date:	Budget Amount:
Estimated Total Project Period	Start Date:	End Date:	Estimated Total Budget Amount:
Will human subjects be involved in subrecipient's scope of work?	Yes	No	
Will animals be used in the subrecipient's scope of work?	Yes	No	
Will other safety considerations be a part of the subrecipient's Scope of work? i.e. biohazards/chemicals/radiation	Yes	No	
Are there any known, or disclosed, conflict of interest issues? If "YES," provide additional explanation as an attachment.	Yes	No	
Are there any special Reporting Requirements for the subrecipient? If "YES," provide additional explanation as an attachment.	Yes	No	
Are the subrecipient's SOW and proposed budget reasonable? Cost and price analysis required by Uniform Guidance 2 CFR 200.	Yes	No	

ADDITIONAL INFORMATION (attach documents as needed)

Provide any additional information that you feel will be useful to SPFAC in order to prepare the subrecipient agreement.

Provide any specific requirements you wish to have set forth in the agreement. For example, are there any special considerations about publication, intellectual property or required attendance at scientific meetings that may need to be address in the agreement document?

PRINCIPAL INVESTIGATOR'S SIGNATURE AND CERTIFICATION

I certify that I understand my responsibilities for monitoring this subaward in accordance with University and agency policies and guidelines.

PI Signature:

Date:

If you have questions, please contact Brittney Istre at subawards@louisiana.edu.