



This form has been updated on June 17, 2026. It supersedes ALL previous versions.

Office of Research Administration
SUBAWARD REQUEST FORM

ora.umd.edu

Please email this completed and signed form with all required documentation to the Subaward Administrator at orasubaward@umd.edu.

NOTE: A Subrecipient which has not previously received a subaward from UMD must be reviewed by ORA's internal Subrecipient Monitoring and Oversight Committee Review (SMOCR) process. Additional time will be required to process such a subaward request.

SECTION I: Funds Requested and Period of Performance

KR Award ID

Subrecipient Full Legal Name (no abbreviations)

Project Title

Start Date

Current End Date

Anticipated End Date

Initial Subaward Obligation (funding provided at this time to Subrecipient) \$

Total Anticipated Subaward Amount (including the initial subaward obligation) \$

The subaward includes the following (check all that apply):

IDC collected by UMD on subaward costs differs from the award's IDC rate (MTDC/TDC) or is not collected. Please Explain.

Equipment costing \$5,000 or more per item.

Wire Transfer Fee amount \$

Award ID (to charge the wire transfer fee)

Cost Sharing obligation, if applicable. Amount committed \$

Human Subjects Research is being performed by: (if checked, attach IRB Approved Protocol)

Subrecipient UMD Both

Vertebrate animals are used by: (if checked, attach IACUC Approved Protocol)

Subrecipient UMD Both

Human Subjects Data will be shared under this Subaward

From UMD to the Subrecipient

From Subrecipient to UMD

Both from UMD to Subrecipient and Subrecipient to UMD

The type of data exchanged is:

Personally Identification Information (PII)

Protected Health Information (PHI)

Limited Data Set

Deidentified Data

Other

Description of Data (Required):

A separate Data Transfer and Use Agreement has or will be executed Yes No

Export Control attach information if export-controlled products are to be created or shared by Subrecipient.

UMD award includes an Intellectual Property Waiver or Restricted Research Waiver

Other (Please describe)

Section II: Conflict of Interest

The project or relationship with this Subrecipient presents a potential for conflict of interest or the appearance of a conflict of interest.

Yes No

If Yes, a complete COI disclosure has been submitted and approved in accordance with current UMD policy and/or Federal regulation.

Yes No N/A

SECTION III: UMD Contact Information

UMD Administering Department

Department Business Contact

Name

Phone

Email

UMD Principal Investigator

Name

Phone

Email

Section IV: Subrecipient Contact Information

Administrative Point of Contact

Name

Phone

Email

Subrecipient Principal Investigator

Name

Phone

Email

SECTION V: Payment and Reporting Requirements (complete all fields that apply)

Invoicing:

Cost Reimbursement - Invoice shows expenses by category throughout period of performance.

Fixed Price - Attach a schedule showing deliverables, due dates, and dollar amounts. Final payment is withheld until receipt of all deliverables. Prior agency approval may be needed if subaward is fixed price.

Financial:

Invoice Frequency if Other, explain

Final Invoice/Final Financial calendar days after end date of subaward

UMD shall normally allow a Subrecipient 60 days to provide a final invoice/final financial report. If the department is requesting less than sixty days, please provide a reason.

Technical:

Monthly technical/progress reports will be submitted within days of the end of the month.

Quarterly technical/progress reports will be submitted within 30 days after the end of each project quarter.

Annual technical/progress reports will be submitted within days prior to the end of each budget period.

A final technical/progress report will be submitted within days after the end of the Project Period or after termination of this award, whichever comes first.

Technical/progress reports on the project as may be required UMD PI to satisfy its reporting obligations to the Federal Awarding Agency.

Other: Please provide information including the types of reports and required due dates below. Examples of other deliverables include meetings, trainings, project milestones, etc. If more space is needed, please provide an additional page.

NOTE: Attach an explanation of any unique requirements or terms and conditions to be incorporated into this Subaward Agreement in addition to any terms which will flow down from the Prime Award.

SECTION VI: Budget information for PI Approval

The PI must review and approve each of the Subrecipient’s proposed costs in the categories below to verify reasonableness, allowability, and allocability in accordance with the Subrecipient’s proposed scope of work. The signature of the PI or their designee on this form signifies their approval of the Subrecipient’s proposed costs.

Indicate all costs included in the Subrecipient’s budget.

Salary/Level of Effort	Subcontracts	Participant Support Costs	Indirect Cost Type
Equipment	Fringe benefits	Materials and Supplies	If Other, please review this guidance on
Travel		Other Direct Costs	subrecipient IDC rates accepted by UMD.

SECTION VII: Subrecipient vs. Contractor-Vendor Determination

Check all that apply. Please review [this guidance](#) for more information on Subrecipient vs. Contractor/Vendors.

- Subrecipient will carry out a substantive portion of the overall project and is responsible for making related programmatic decisions.
- Subrecipient does not perform similar work on a commercial basis for multiple buyers procuring goods and services.
- Subrecipient will adhere to the flow down terms and conditions of the prime award, including compliance requirements (e.g., IRB/IACUC).
- Subrecipient may seek to publish or co-author article(s) on project results in professional journal(s).
- Subrecipient is contributing identifiable cost share to the project which is not reimbursed by UMD.
- Subrecipient’s key personnel (e.g., Principal Investigator) are identified by name in the UMD proposal to the prime sponsor.
- Subrecipient will retain data and patent rights for project results either solely or jointly created.

Note: Subrecipient characteristics described in this Section also apply when determining whether an entity should be classified as a subcontractor under a contract. Consultants are a type of Contractor (Vendor) and should be categorized accordingly.

SECTION VIII: Subrecipient/Subcontractor Documentation by Prime Award Type

Subrecipient's proposal was included in UMD's proposal package. The principal investigator selected the subrecipient for its technical expertise to carry out a portion of the project and the subrecipient, along with UMD, was evaluated by the sponsor as part of the peer or scientific review process consistent with the sponsor’s regulations and policies. At that time, the technical aspects of the Subrecipient's proposal were acceptable to the sponsor, which constitutes approval of the Subrecipient’s role in the project.

Subrecipient’s proposal was not included in UMD's proposal package. In the textbox below 1) explain why the subrecipient was not included at the proposal stage and why it is being added to the project post award and 2) confirm whether sponsor approval was required and, if applicable, was received to add the subrecipient to the project.

Subcontractor was selected using competitive bids. Attach a separate sheet including the: 1) name and address of each entity that submitted a bid; 2) total cost proposed by each bidder; and 3) reason for selection of the current Subcontractor.

Subcontractor was selected without seeking competitive bids (single source or sole source), based on the criteria below (check all that apply, if criterion not shown, attach separate justification):

- Unique location, facilities infrastructure, major research instrumentation and/or shared services
- Unique SOW/services (e.g., compatibility or publications, patent and/or licensing considerations)
- Scientific/technical requirements, responsiveness, experience of subcontractor
- Prior work/collaboration history on earlier phases of project
- Understanding of the scope of work and method proposed for accomplishing work objectives
- Access to relevant animal species or relevant participant pool
- Access to relevant research security measures and/or infrastructure
- Sponsor of the original contract requests this specific subcontractor

SECTION IX: Principal Investigator/Authorized Designee Approval

By signing below, I certify that I have read the following statements and further certify that they are accurate and truthful to the best of my knowledge and belief:

1. The Subrecipient's proposed costs have been reviewed by the PI and are considered reasonable for the Subrecipient's level of expertise and the technical effort proposed by the Subrecipient.
2. Funding is available for this subaward/subcontract and is an allowable cost under the terms of the Award. When required, Prime Sponsor prior approval was obtained.
3. The proposed relationship has been reviewed, and a determination has been made that the relationship does not constitute a purchased service and that the most appropriate agreement type is a subaward or subcontract.

The PI acknowledges and accepts the responsibility of monitoring the programmatic and financial performance, and the overall progress, of the Subrecipient under the requested subaward or subcontract during the life of the agreement.

Signature

Date

SECTION X: Required Attachments

Please attach to this form the Statement of Work, Budget, Budget Justification, and approved F&A Rate Agreement (only if Subrecipient is not a part of the FDP Expanded Clearinghouse) or an explanation of the F&A rate in the budget.