SUBAWARD REQUEST INSTRUCTIONS

1. Access forms to request a new Subaward or an amendment to a current Subaward from the Research Administration website at [www.uidaho.edu/research/faculty/resources/forms](http://www.uidaho.edu/research/faculty/resources/forms) OR :
	1. Go to [www.uidaho.edu/research](http://www.uidaho.edu/research)

**↓**

Select “For faculty and Staff”

 **↓**

Select “Rates, Forms, and Resources “

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Select “Proposal and Award Forms”

1. Download forms:
	1. For **new subawards** download:
		1. Subaward Request Form,
		2. Attachment 3A,
			1. Fill out the contact information for the Principal Investigator and Financial Contact; the rest of the information is provided by OSP.
		3. Attachment 3B, and Attachment 3B2.
			1. You may not have all of this information. At the very least, please be sure to provide the Principal Investigator’s contact information and the Administrative Contact’s information. Failure to provide a proper contact for the Subrecipient Institution could delay the subaward.
	2. For **subaward amendments** download:
2. subaward amendment request formFill out all applicable forms (please note that red fields are required information)
3. Save each document individually as a PDF
4. Other Required Documentation for Subaward Amendments
	1. If the Scope of Work has changed or the Budget is different from what was proposed and uploaded in EIPRS, included the updated versions with the Subaward Amendment Request Form.
5. Requisition and Purchase Order Information
	1. For New Subawards
		1. The Requisition/Purchase Order must be requested through BANNER by the DGA.
		2. The first $25,000 of the subaward should be allocated under E-code E5171 to allow for F&A. The remaining amount should be allocated under E-Code E5172.
			1. For example: the first year of a subaward is for $60,000. E-code E5171 should have $25,000 allocated to it and E-code E5172 should have $35,000.
		3. If the award is for an amount less than $25,000 it will all be allocated under E5171 until the awarded amount exceeds $25,000.
			1. For example: Year 1 funding on a Subaward is $12,000 and will be allocated under E5171. Year 2 of the same Subaward adds $15,000. The E-codes will be adjusted to reflect the following: E5171 $25,000 and E5172 $2,000 for a total of $27,000 for years 1 & 2.
		4. If you have questions contact Gregory Cain in Purchasing.
	2. For Amendments
		1. If additional funding is being issued in an Amendment a Change Order will need to be requested through BANNER to the existing Purchase Order. Do not request a new Purchase Order. Adjust the Purchase Order amounts as necessary to ensure that the first $25,000 of amount award to a Subrecipient is under E-code E5171 (see section 6(a)(iii)).
		2. If you need assistance issuing a Change Order contact Gregory Cain in Purchasing.

Email all applicable, completed documents to PI for signature. If the PI cannot sign the request form electronically it may be printed for ink signature, scanned, and emailed with the rest of the documentation. Do NOT print Attachments 3A, 3B, or 3B2.

* 1. UI now accepts electronic signature. To add a digital a digital signature field in Adobe Acrobat:
		1. Open document
		2. Click “Tools” in the upper right hand corner
		3. Select “Form”
		4. Select “Edit” from the drop down menu
		5. Click “No” from the pop-up box
		6. Click “Edit” again
		7. Click “Add New Field”
		8. Select “Digital Signature Field” from the drop down menu
		9. Place cursor over signature line and adjust accordingly
1. Once PI has approved and signed the request, email all applicable forms as individual attachments, as well as the budget and scope of work, to postaward@uidaho.edu . Be sure to include the Purchase Order Number or Requisition Number on the Request Form.