



Request for a Subcontract Office of Contracts and Grants

NEW SUBCONTRACT FUNDING MOD NO COST EXTENTION *** OTHER (explain) _____

SUBCONTRACTOR'S INFORMATION

Exact Legal Name:			
Administrative Contact Name:			
Address:			
Phone:		Email:	
Subcontractor's PI Name			
Dept. Name		Email	Phone

***For a no cost extension, complete the information above and send to OCG along with a signed copy of the current SPO with handwritten changes to the end date. The information below is not necessary.

The following documents are required:

- SPO requisition (Subcontracts to other University of Colorado campuses do not require SPOs)
SPO requisitions for new subcontracts are entered in Peoplesoft.
SPO requisitions for modifications are NOT entered in Peoplesoft. Please write the requested changes on a copy of the SPO and include an authorized signature.
- Subcontractor's institutional approval/signature
- Subcontractor's Scope of Work*
- Subcontractor's Budget and Budget Justification *
- IRB approval (if human subjects will be used in Subcontractor's SOW)
- IACUC approval (if animal subjects will be used in Subcontractor's SOW)

*If UCB's prime award budget has changed, it may be necessary for you to obtain a revised budget and statement of work from the subcontractor.

IF ANY OF THE FOLLOWING APPLY, ATTACH DETAILS AND/OR CONTACT THE APPROPRIATE PERSON FOR ASSISTANCE.

- Subcontractors working with human subjects require IRB certification for each year of the project. OCG must have a copy of the approval prior to entering into this subcontract agreement. (Contact Claire Dunne at 303 735-5014)
- Subcontractors working with animals require IACUC approval every three years. OCG must have a copy of the approval prior to entering into the subcontract agreement. (Contact Sylvia Iorio 303 492-8187)
- Subcontractor is required to provide cost-share or matching. (Contact your Contract and Grant Administrator (CGA))
- Proprietary information is required from the subcontractor or the university to perform this subcontract (Contact Kathy Lorenzi 492-2692).
- Do you, as PI, have any potential Conflict of Interest with the Subcontractor? (Contact Jean Wylie 492-3024)
- The subcontractor is a foreign company, institution, or has foreign nationals who will be working on this project. (Contact Linda Morris (492-2889) in the University Office of Research Integrity to determine if an export license may be necessary.)
- The Subcontract agreement will flow down applicable prime award terms and conditions and special restrictions. If there are additional requirements or restrictions that the UCB PI would like to include, please describe. Examples could include a list of required deliverables and/or reporting requirements and a schedule of dates required.
- Subcontracts are typically written as cost-reimbursable agreements. However, there are situations in which a Fixed Price type agreement would be more appropriate. If you request a fixed priced agreement, please provide a schedule of deliverables. For further information, contact your CGA.



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The Federal Government requires that you justify your selection of a subcontractor if your selection process was limited to one subcontractor. For subcontracts under a prime "GRANT" award, please complete the following three questions. For subcontracts under prime "CONTRACT" awards, please complete the OCG Sole Source Justification form found on the OCG website (www.colorado.edu/ocg/forms).

1. Describe in detail the service to be procured. List the major features/capabilities that are required:

2. How is the Subcontractor contributing to the research program? What is their role in pushing forward the body of knowledge?

3. OTHER SOURCES INVESTIGATED –
What was the basis for your decision to pick this subcontractor to work for this program? Did you consider other sources with similar capabilities? Indicate the other sources that were investigated and describe why, specifically, they do not meet some, or all, of the FEATURES REQUIREMENTS listed in Item #1. Requestor needs to state that to the best of his/her knowledge, this is the only source that can support and contribute to the research project.

PI Certification

It is the Principal Investigator's responsibility to review the subcontractor's budget for reasonable terms and allocation to the proposed statement of work. It is also the PI's responsibility to review all subcontractor invoices.

I have reviewed the attached documents and have determined that the costs budgeted on the attached budget are reasonable and in accord with the attached statement of work.

PI Signature: _____

Printed Name: _____

Date: _____

PLEASE FORWARD THIS COMPLETED FORM WITH BACKUP DOCUMENTATION TO YOUR CONTRACT & GRANT ADMINISTRATOR.