



This routing form has been updated November 2016. It supersedes ALL previous versions.

Office of Research Administration and Advancement

REQUEST TO ISSUE A SUBAWARD

www.umces.edu

This form must be initiated and completed by the Principle Investigator (PI) and/or Lab Business Office (LBO). Please forward complete and signed form to ORAA. oraa@umces.edu
No subawards will be issued without this completed form.

UMCES Information:

PI of Record: Co-PI(s):

KFS Project #: Cayuse Proposal #

Prime Sponsor: Sponsor Award No:

Required General Information- To be completed by PI and/or LBO

There are no changes to the subrecipient identified in above reference proposal; use details from Subrecipient Commitment Form. Attached or Cayuse document
(If any information has changed, please submit a new SR Commitment Form.)

Updated Subrecipient Information attached

Budget and Scope of Work Attached.

Additional Information:

Term date of agreement days before the term of the Prime Award to UMCES. (If left blank Term date will be 30 days prior to term date of prime award to allow time for final invoice and reports from the Subrecipient to be incorporated into UMCES final reports and Invoices.)

This is a multi-year award.

Subaward requested by:

PI or designee and Date

Lab Business Office please provide:

KFS Document # Requisition#

Prepared by and Date:

Note: ORAA does not automatically modify subawards based on changes to the prime award. The PI/lab business office must notify ORAA when modifications (no cost extensions, additional time and funds for multi-year projects, etc.) are appropriate for the subcontract(s).