

***Subaward Request Form***

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| **Requested by:** | Department |  | Principal Investigator |  |

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| **Sponsor Type** |  |  | **Type of Action** | **Type of Subrecipient Entity** |
| **[ ]  Federal** |  | [ ]  Original Subaward Agreement | [ ]  Non-profit, Public/State and Local Government |
| **[ ]  Non-Federal****[ ]  Corporate** | Subrecipient EIN (for non-federal and Corporate) |  | [ ]  Amendment/Modification | [ ]  For-Profit[ ]  Foreign Non-Profit[ ]  Foreign For-Profit |

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| **Subaward Information** |
| Was the subrecipient included in the original TCU proposal? |
| **[ ]** Yes [ ]  No. Attached is permission from the sponsor to add the subrecipient (permission to add a subrecipient requires institutional endorsement, contact the Office of Sponsored Programs (OSR). | Project Number  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Prime Awarding Agency |  | Prime Award # |  |
| Project Title |  |
| Subrecipient Performance Period | From:  |  | To: |  | Subrecipient Amount Funded |  |

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| --- | --- | --- | --- |
| Subrecipient Organization |  | Subrecipient PI Name(PI must have effort) |  |
| Subrecipient DUNS # |  |  |  |

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| Deliver to: (the person at the subrecipient organization to whom the partially executed agreement will be sent for review and execution) |
| Contact Name |  | Email address |  |

**Please provide the following with your request to expedite processing:**

**Subrecipient statement of work PI bio-sketch or CV**

**Subrecipient budget F&A (indirect cost) rate agreement**

**IRB/IACUC Approval, if applicable Letter of Intent**

**Any other required documentation**

**Note: All foreign and domestic for and non-profit subrecipients may need to provide their most recent A-133 audit or independently audited financials prior to issuing a subaward. Additional information from the subrecipient may be requested if the work requires animal or human subjects’ oversight.**

**Please submit this form to the OSP. If you need assistance please do not hesitate to contact the OSP at 817.257.7516 or visit our website at** [**http://www.sponsoredresearch.tcu.edu/**](http://www.sponsoredresearch.tcu.edu/)**.**

APPENDIX B

SUBAWARD