UNIVERSITY OF MONTANA
Office of Sponsored Programs

University of Montana Subaward/Subcontract Initiation Form

Name and email address of PI or DRA completing this form:

All steps must be completed, and all materials submitted for the UM Subawards Team to review, prepare, and issue the subrecipient agreement.

1. The subrecipient scope of work, budget, and budget narrative, along with a copy of UM's award document, will be included as part of the subrecipient agreement.
2. Entities who have not previously received a subrecipient agreement from UM, or who have not been an active subrecipient for longer than 2 years, will require additional time for onboarding and review in advance of subaward issuance. - Feel free to reach out to the Subawards Team to verify whether a subrecipient is active or not, at any point in the process.
3. Subrecipient agreements are legally binding agreements signed by the appropriate authorized official in OSP and at the subrecipient entity.
4. Changes to the terms of the agreement, budget, scope of work, personnel, etc. must be made via formal amendment and signed by the appropriate AoR within OSP.
5. If UM's award is incrementally funded, the subaward will also be incrementally funded.
6. The UM PI is responsible for ensuring that the subrecipient work progresses at a satisfactory rate, that all required reports and deliverables are provided, and all milestones are met.
7. Subawards follow the payment type of the award, thus almost all subawards will be cost reimbursable (the subrecipient spends funds and invoices UM for expenses).

   If UM's award is fixed-amount billing, the subaward is fixed-amount billing. For fixed-amount subs, reach out to the Subawards Team early for some additional information/appropriate templates.

   See FAQ for more information. [link to be added]

Please ensure that the subrecipient's EXCEL budget, budget narrative, scope of work, and subrecipient commitment form are included with this Subaward Initiation Form and uploaded to Cayuse at proposal stage or provided to the UM Subaward Team directly if UM's award has already been received. Subaward preparation begins when all required documents are received, and a subaward BuStR has been generated, with adequate funds allocated for the subaward.

UM PI/Department info

PI Name:

College/Department:

Address:

Phone:

Email:

Departmental Admin/POC name & email:

Subrecipient Information

Subrecipient Entity/Organization Name

Subrecipient PI Name

Budget Information

UM's grant and/or subaward index:

Activity Code:

Amount of funding allocated to this subrecipient for the first/current budget period:

If award is incrementally funded, total estimated amount allocated for this subrecipient:

Cost Share Information – note Cost Share should be budgeted using the same principles and calculations as the budget.

Does this award require UM to report Cost Share? Please choose one

Will this subrecipient be contributing cost share? N/A

Amount of Cost Share required for this/current budget period:

Total amount of cost share required from this subrecipient:

Reporting Requirements

Please specify all reports that you will need your collaborator to submit, in order for you to fulfill your reporting requirements under the award. Check the box for each type or report and use the drop down box to specify when you need the report to be submitted to you. These requirements must be included in the subrecipient agreement.

☐ A final technical/progress report will be submitted to the Pass-Through Entity's PI within 45 days after the end of the period of performance.

☐ Monthly technical/progress reports will be submitted to the Pass-Through Entity's PI 45 within days after the end of the month.

☐ Quarterly technical/progress reports will be submitted to the Pass-Through Entity's PI 45 within days after the end of each project quarter.

☐ Annual technical/progress reports will be submitted to the Pass-Through Entity's PI within 90 days prior to the end of each budget period. Such report shall also include a detailed budget for the next budget period, updated Other Support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.

☐ Additional technical/progress reports may be required to be submitted to the Pass-Through Entity's PI in order to satisfy the reporting requirements of the sponsor.

Add any additional reports below. You may also use this box to request the addition of other special terms to the subrecipient agreement. Such terms must be consistent with the terms of the award, applicable federal and state guidance and the policies of UM.

Responsibilities and Acknowledgment:

In accordance with UM Policy 470, **OSP** administers institutional external funding (contracts, grants, cooperative agreements, etc.) and ensures that such sponsored projects comply with internal controls and applicable policies and regulations. Responsible for the lifecycle of sponsored programs, OSP activities include proposal development, proposal submission, award negotiation, award management, issuance and modification of subrecipient agreements, award closeout, and ongoing subrecipient monitoring, as well as mitigation of audit risk.

The **UM PI** is responsible for ensuring that the goals and objectives regarding subrecipient programmatic performance are met, communicating with OSP in the event that changes to the subrecipient agreement are required, the review and approval of subrecipient invoices prior to payment.

By signing below, the UM PI accepts this responsibility.

Signature

Date

In case of difficulties using signature box above, you may sign here instead.

Date

If there is any additional information that may be useful for the Subawards Team, please enter that here: