



Please complete this form for all new subaward requests. Upload the completed form and related attachments to the [Supporting Documents section of the Agreement Upload page](#) in the Agreements module using naming conventions. Please download this form to your computer before completing.

Subrecipient Information	
Princeton ERA Agreement Request Number	
Princeton AWD Number	
Subrecipient Organization	
Subrecipient PI Name	
Subrecipient PI Address	
Subrecipient PI Email	
Subrecipient PI Phone Number	

Project Information	
Subaward Start Date <i>(this date is the start date of this initiation)</i>	
Obligated End Date <i>(this date is the end date of THIS funding action)</i>	
Amount of Subaward <i>(amount to be obligated for THIS initial funding action)</i>	
Total Anticipated Amount <i>(total funding proposed for the entire period of performance)</i>	

Subaward Request Instructions
Add a short comment/instructions related to your request in the Description section of the Agreement Upload page in the Agreements Module.
If the comments/instructions are lengthy or require additional supporting information, please add the comment "See attached subaward instruction document below" and then upload your instructions document to the Supporting section of the Agreement Upload page in the Agreements Module.

Compliance		
Yes	No	
		Was this subaward included in the approved proposal submission? <i>If no, please work with your ORPA GCA to obtain sponsor approval. Initiation cannot be completed without this approval. Once approval is received, upload this approval and all supporting documentation in the Supporting Documents section of the Agreement Upload page in the Agreements Module.</i>
		Are there sufficient funds budgeted in PeopleSoft (SUB<25/SUB>25)? <i>If no, complete the Enhanced Budget Distribution Form and submit it to your ORPA GCA. Subawards cannot be initiated without sufficient allocation to the appropriate budget categories.</i>
		Does the PI require a delegate to approve subaward invoices? <i>If yes, please complete the PI Invoice Approval Designee form and upload in the Supporting Documents section of the Agreement Upload page in the Agreements module.</i>

Supporting Documents			
If the most recent information is not included in the Princeton ERA Funding Proposal, all required Supporting Documents must be uploaded to Supporting Documents section of the Agreement Upload page in the Agreements module utilizing the naming conventions.			
Uploaded in Agreements module	Included in Funding Proposal	Not Applicable	Description
			Subrecipient Statement of Collaborative Intent (and all related attachments)
			Subrecipient/Contractor Classification Form
			Statement of work, timelines and deliverables
			Budget and budget justification (including F & A documentation if applicable)
			Subrecipient cost sharing budget and justification
			Subrecipient IRB/IACUC/IBC protocol approvals
			Financial Status Questionnaire including all required attachments <i>(required if subrecipient is not subject to annual audits (\$750,000 in federal expenditures))</i>
			Sole Source Justification
			Subaward PI Invoice Approval Designee
			Schedule of Payments
			Subaward Sponsor Approvals
			Subaward Data Management Plan
			Subaward Multi-PI Plan
			Subrecipient Small Business Subcontracting Plan
			Subrecipient Organizational Conflict of Interest Plan (OCI)

By signing below, I certify that that I have read the following statements and that they are accurate and true to the best of my knowledge:

- I authorize ORPA to prepare and release the subaward as described above.
- The subrecipient’s proposed costs have been reviewed and are reasonable for the technical effort proposed.
- The funding is available for this subaward and is an allowable cost under the terms of the prime award.
- I understand that I am responsible for monitoring the subrecipient’s work progress, including all technical reports and other deliverables as defined in the subrecipient’s scope of work.
- I must authorize the release of funds for subrecipient payment of invoices and notify ORPA immediately if there are any problems with a subrecipient’s performance on this project.
- I have the right to delegate the review and release of invoices to a designee by completing the Subaward PI Invoice Approval Designee form and submitting with this initiation form.
- I am in compliance with University policies regarding Conflict of Interest and my disclosure is up to date.

Princeton Principal Investigator Signature

Date