



Please ensure all necessary signatures and support documents are attached and submit completed questionnaire to:

Contracts and Purchasing — College Hall, Room 315

For more detailed instructions, please refer to the Subrecipient Compliance policy.

Use Tab to move forward through the form. Use Shift+Tab to go backward.

PROJECT INFORMATION

Project Title, Funding Agency, Principal Investigator (PI), Award No., CFDA No., PI Office Location, Phone, Fax, PI Email

SUBRECIPIENT INFORMATION

Subrecipient, Subrecipient PI, Subrecipient Administrative Address, Subrecipient PI Address, Administrative Phone, Subrecipient PI Phone, Administrative Fax, Subrecipient PI Fax, Administrative Email, Subrecipient PI Email, Subrecipient is a(n) Individual, Educational/nonprofit entity, Corporation

CONTRACT/AGREEMENT INFORMATION

First-time contract, Renewal contract, Potential Contract Duration, Contract Start Date, Contract End Date, Budget, Charge expenses to budget account code, Charge PS grant number, Statement of work attached, Budget attached, UNIVERSITY CONTROLLER USE ONLY, Subrecipient audit complete, Subrecipient approved for contract renewal, Signature, Date

REQUIRED SIGNATURES AND APPROVALS

Initiator (Print name), Signature, Date, Principal Investigator, Signature, Date, Administrator and Title, Signature, Date

CONTRACTS AND PURCHASING USE ONLY, Req. No., PO No.