



Subaward Request Form

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Submission of this form indicates departmental approval to proceed with issuance of a Letter of Intent/Notice to Proceed and/or Subaward Agreement.

Please provide the information below and attach the following (if not provided in the original proposal):

- **Subawardee's statement of work**
- **Subawardee's budget**

Department Contact Submitting this request:

Name _____

Phone _____ E-mail _____

UIUC PI _____

Project Title _____

Subawardee _____

Subawardee's PI Information _____

Name _____

Address _____

Phone _____ Fax _____ E-mail _____

Subaward **Period of Performance:**

(Note: Subaward start date may not occur before Prime award start date)

Subawardee **Funding Amount:** (Total) _____

(Year 1) _____

Prime Sponsor _____

Prime Award Number _____

Prime University Account Number _____

Prime Period of Performance _____

Subawardee's Grants & Contracts or Sponsored Programs Information (person who is responsible for review and execution of the Agreement):

Address _____

Contact Person _____

Phone _____ Fax _____ E-mail _____

Office of Sponsored Programs & Research Administration

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Special Reporting Requirements to be included in the Subaward agreement:
(if applicable)

Other Pertinent Information:

Please use one of the following methods to submit your completed request:

- (1) E-mail as an attachment to gcoaward@uillinois.edu
- (2) Fax to 239-6830, Attn: Vicki Fair
- (3) Print and mail or bring to 1901 S. First St., Ste. A MC-685

Please contact Vicki Fair 244-4765, if you have any questions.