

2.0 SUBAWARD REQUEST – PREPARATION & CONTENT (09/09)

A subaward request can be submitted in one of two ways to RST:

- Electronic SAP requisition¹
- Signed paper requisition

¹RST’s preferred format.

Every subaward request must include the following:

2.1 Preparation and Content

- a. The request, should be TYPED whenever possible. When not possible, the person(s) completing the request must **PRINT CLEARLY**.
- b. The person who initiates or approves the subaward request must furnish the following information on the requests - as shown and explained on the following pages.
 1. **Date** - Month, day and year the request is completed.
 2. **Period of Performance** - Begin and end dates.
 3. **COST Object** - Active cost object (account) to be charged.
 4. **Expense G/L Account** - Appropriate expense general ledger (G/L) account for the research project i.e.:

420600	Subawards Agreement: F & A* on first \$25,000
420620	Subawards Agreement: No F & A*

*Facilities and Administrative costs. See Glossary for further details.

5. **Approved By** - Signature and telephone extension of a person authorized to sign request/commitment for the cost object to be charged.

Furnish To - Name of the person to whom reports/delivery is to be made.

7. **Subawardee** - Name of a subawardee with complete address, telephone number, e-mail address (if available) and person to contact.
8. **Statement of Work** - Adequate descriptive information explaining the services required along with any deliverable items or reports.

9. **Estimated Costs** – Copy of the subawardee’s cost proposal.
10. **Proposal Review** - Provide a memo that evaluates the subawardee’s cost proposal from a technical point of view.
11. **Special Processing** - Provide a copy of the subcontract/subaward checklist when available.

Providing the above information with the subaward request will expedite RST’s review and placement process. Only when this information is complete can RST assemble the subaward documentation package and create/negotiate/execute the subaward with the subawardee.