



Request for New Subaward

Complete and submit this form with all attachments to your Sponsored Programs Officer (SPO) when requesting a new subaward. Contact your SPO if you need assistance.

Project Information

Project # OSU PI e-mail Tel

Subaward Information

Institution

Admin e-mail Tel

Subaward PI e-mail Tel

Period of Performance: Begin Date End Date

Total sponsor funds for Period of Performance \$

Total Subawardee cost-share/matching funds, if applicable: \$ Attach source documentation.

No Yes Subaward includes purchase of equipment.

If yes, list equipment items if not included in Subawardee Budget. Attach additional sheets as needed.

No Yes Technical Reports are needed from the subawardee. If yes, report frequency is: Same as prime award
 Other, as specified below

Basis for Subawardee Selection *Contact OSP Purchasing for assistance if needed.*

Was the subawardee included in the proposal and named in the award document?

Yes The proposal and award documents showing subawardee approval are attached are on file at OSP.

No Check one of the following three options:

1. This is a continuation subaward; therefore competitive bidding is not required. The basis for selection was previously approved and has not changed. Enter the previous Project # and Subaward PO # .
2. Competitive bidding is not required because
 - a. The prime award is a federal contract and the cumulative total amount of the subaward will not exceed \$10,000; *or*
 - b. The prime award is a grant, non-federal contract, or any other type of award and the cumulative total amount of the subaward will not exceed \$25,000.
3. Competitive bidding is required. *Check the appropriate response below and attach required documentation as directed.*
 - a. Submit subaward for competitive bid. *Attach a draft of your Request for Proposal and Scope of Work, including all specifications, and provide a list of potential subawardees.*
 - b. Bids have been obtained and a subawardee selected. *Attach copies of the Request for Proposal, all responses and the reasons for selection of the subawardee.*
 - c. A sole source procurement is requested. *Attach your completed OSP Form PR-025, Single/Sole Source Justification and/or Waiver of Competitive Bidding. See: <http://osp.osu.edu/forms/>.*

Attachments Provide the following attachments to your SPO along with this form.

- **Scope of Work (SOW):** Attach a complete SOW for inclusion with subaward. The SOW is a document that lists and describes all essential technical requirements for the effort to be performed, including: purposes, milestone dates, results, deliverables and standards. It is used to determine if the requirements have been met.
- **Budget:** Attach an itemized budget for inclusion with the subaward that contains sufficient information to determine the reasonableness of cost as required by 2CFR part 220 (OMB A-21).
- **Subaward Narrative:** Required by the Federal Funding Accountability and Transparency Act (FFATA) for all first-tier subawards whose cumulative total will exceed \$25,000. *FFATA reporting does NOT apply to subawards placed with foreign entities.* The information reported will be made available to the public at <http://USASpending.gov>. The Subaward Narrative--
 - Should be a "synopsis" and should not duplicate the Scope of Work. It is intended to provide information to the general public about the use of federal funds to support research activities and will be published on the website referenced above. It should address the "Description of the overall purpose and expected outcomes or results of the subaward, including significant deliverables and, if appropriate, associated units of measure".
 - Should not contain privileged information.
 - Must be 4,000 characters or less.
 - Must be submitted to your SPO electronically.

Conflict of Interest

In selecting the above subawardee and by signing this form, the Principal Investigator certifies that to the best of his/her knowledge, neither the principals, directors, owners, employees, or business associates (including their respective family members) of the subawardee selected are employees of The Ohio State University and /or any agency of the State of Ohio. Such vendors are restricted from contracting with The Ohio State University, per OMB Circular A-110 and Section 2921.42 of the Ohio Revised Code.

Signature

By my signature below, I certify that to the best of my knowledge all information provided in this request is complete, valid and true, including the basis for subawardee selection.

Printed name of Principal Investigator

Signature of Principal Investigator

Date

Form Initiator (if not PI)

e-mail

Tel