

REQUEST FOR SUBCONTRACT AGREEMENT WITH FEDERAL FUNDS

Project Title: _____

STATEMENT OF WORK AND BUDGET:
Please complete a precise statement of work and proposed subcontractor budget
(see www.neiu.edu/~finanaff, Fiscal Agent Handbook, M43 for sample statement.)

Federal Funding source: _____ Prime award # _____

SUBCONTRACTOR INSTITUTION: _____

ACCOUNT NUMBER TO BE CHARGED: _____

SUBCONTRACTOR PROGRAM CONTACT
(Key Personnel):
Name: _____
Phone: _____
Address: _____

REQUISITION NO.: _____
START DATE: _____
END DATE: _____
PERFORMANCE SITE: _____

ADMINISTRATIVE CONTACT:
Name: _____
Phone: _____
Address: _____
(if different from above):

MONTHLY REPORT DUE: _____
QUARTERLY REPORT DUE: _____
INTERIM REPORT DUE: _____
FINAL REPORT DUE: _____
OTHER: _____

MAXIMUM DOLLAR AMOUNT \$ _____

DELIVERY REQUIREMENTS: _____

WITHHOLD PAYMENT PENDING APPROVAL OF FINAL REPORT/PRODUCT? NO YES

IF YES, WITHHOLD: _____% FROM EACH PAYMENT FINAL PAYMENT

REMARKS (INCLUDE POTENTIAL CONFLICTS OF INTEREST): _____

REQUESTED BY: _____ DATE: _____
NEIU project director

APPROVED BY: _____ DATE: _____
Director, Sponsored Programs

For use by OSP - Additional Terms: _____
