

D4: Request for Subcontract Agreement with Federal Funds

Effective Date: 5/01/04

Prior Date: None

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Purpose and Scope	Authority and Responsibility	Reference
Definitions	Acquisition of the Request for Subcontract Agreement with Federal Funds	Questions
Facsimile: Budget Sheet	Facsimile: Request for Subcontract Agreement with Federal Funds	
Process: Project Director	Process: Office of Sponsored Programs	Process: Purchasing

Purpose and Scope

The *Request for Subcontract Agreement with Federal Funds* form is the document used in conjunction with the *Requisition* to aid in the preparation of subagreements whenever goods or services are being purchased from federally funded grants.

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[Loretta K. Pienta](#)

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Authority & Responsibility

Project directors complete the *Request for Subcontract Agreement with Federal Funds* form and submit it to the Office of Sponsored Programs (OSP) for verification, obtain the necessary signatures and submit the form to the Office of University Budgets.

The Office of Sponsored Programs (OSP) staff verifies the information on the *Request for Subcontract Agreement with Federal Funds* adds terms and approves the *Requisition* before returning both forms to the project director. OSP also notifies the Procedures and Systems Analyst in the Controller's Office whenever there are changes to this procedure.

Purchasing staff processes the *Request for Subcontract Agreement with Federal Funds* and issues the subagreement cover page.

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Definitions

None

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Acquisition of the Request for Subcontract Agreement with Federal Funds

The *Request for Subcontract Agreement with Federal Funds* form may be obtained from the OSP office CLS-2108.

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Process

Project Director

1. Completes *Requisition* (see [M11](#) for instructions) and *Request for Subcontract Agreement with Federal Funds* (see [M43](#) for instructions).
2. Submits completed *Requisition* and *Request for Subcontract Agreement with Federal Funds* form with a budget sheet attached to OSP.
3. After the *Requisition* and the *Request for Subcontract Agreement with Federal Funds* are returned from OSP, obtains the remaining signatures on both forms.
4. Forwards both forms to the Office of University Budgets.

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Office of Sponsored Programs

1. Verifies the information on the *Request for Subcontract Agreement with Federal Funds*.
2. Adds terms of the funding agency to the *Request for Subcontract Agreement with Federal Funds*.
3. Approves the *Requisition*.
4. Returns the *Request for Subcontract Agreement with Federal Funds* and the *Requisition* to the project director.

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Purchasing

1. Prepares the cover page of the subagreement using the information contained on the *Request for Subcontract Agreement with Federal Funds*, the budget sheet and the *Requisition*.
2. Issues the subagreement (cover page) with attachments for:
 - a. scope of work
 - b. budget
 - c. special terms & conditions
 - d. general terms & conditions
 - e. invoice

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Facsimiles



**Northeastern
Illinois
University**

Received in OSP: _____
To Project Director: _____

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(S) TO BE CHARGED: _____
SUBCONTRACTOR PROGRAM CONTACT (Key Personnel):	REQUISITION NO.: _____
Name: _____	START DATE: _____
Phone: _____	END DATE: _____
Address: _____	PERFORMANCE SITE: _____
ADMINISTRATIVE CONTACT:	REPORTING REQUIREMENTS:
Name: _____	MONTHLY REPORT DUE: _____
Phone: _____	INTERIM REPORT DUE: _____
Address: _____ (if different from above):	FINAL REPORT DUE: _____
MAXIMUM DOLLAR AMOUNT \$ _____	OTHER: _____
DELIVERY REQUIREMENTS: _____	
WITHHOLD PAYMENT PENDING APPROVAL OF FINAL REPORT/PRODUCT? NO <input type="checkbox"/> YES <input type="checkbox"/>	
IF YES, WITHHOLD: _____ % FROM EACH PAYMENT <input type="checkbox"/> FINAL PAYMENT <input type="checkbox"/>	
REMARKS (INCLUDE POTENTIAL CONFLICTS OF INTEREST): _____	

2. Budget Sheet

PROPOSED SUBCONTRACT AGREEMENT BUDGET

See [Definitions](#) section for line item definitions.

Personnel

Total Personnel _____

Fringe Benefits:

Total Fringe Benefits _____

Travel:

Total Travel _____

Equipment:

Total Equipment _____

Supplies:

Total Supplies _____

Contractual:

Total Contractual _____

Other

Total Other _____

Indirect Costs:

Total Indirect Costs _____

Total Budget _____

Attach to the *Request for Subcontract Agreement with Federal Funds*

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Questions

Questions relative to the *Request for Subcontract Agreement with Federal Funds* should be directed to the OSP office X4672.

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