

Please complete and submit this form (can be submitted as an e-mail attachment) to the Office for Sponsored Research and Award Administration (OSRAA) for preparation of a subagreement under an Oregon State University prime award. Call OSRAA (7-4933) or send an e-mail to sponsored.programs@oregonstate.edu if you have any questions.

OSU Principal Investigator		
Name:		
Phone:	Email:	
Administering Unit:		
Department Accountant Name:		
Phone:	Fax:	Email:
OSU Prime Award:		
Sponsor:		
Sponsor Award #:	OSU Banner Index #:	
Subagreement To:		
Subrecipient Institution Name:		
Subrecipient Principal Investigator		
Name:		
Email:		
Subrecipient Contact for Contractual Matters / Authorized Representative (if known)		
Name:		
Email:		
Phone:		
Amount of Subagreement		
Year 1:	Cost Share required:	
Total:	Total Cost Share required:	
Initial Budget Period for Subrecipient	Start Date:	End Date:
Total Project Period	Start Date:	End Date:
Include all anticipated budget periods. Continued funding is contingent on Subrecipient's satisfactory progress and additional support from the prime sponsor to OSU. Request continued Subrecipient funding on the "Subaward Amendment Request Form" form.		
★	Dept/Business Center - Initiate budget JV for subaward funds before submitting to OSRAA	

Please submit/attach a comprehensive STATEMENT OF WORK (SOW) for the Subrecipient with this form.
 Please submit/attach the Subrecipient's detailed BUDGET with this form—note that a reduction in the official award to OSU can have an impact on the Subrecipient amount.)
 SPECIAL INFORMATION: Please provide subrecipient reporting requirements and due dates, with any other special instructions to be included in the Subagreement, such as incremental funding information

OSU Principal Investigator

Date