

SUBAWARD REQUEST FORM

Complete and submit this form along with the required attachments specified under **Directions** below to:
sposubrequest@berkeley.edu.

Sponsor Information	Subawardee Information	
Name: Phoebe Number: Sponsor Award Number: SPO Award Number: Fund: Overall Project Period:	Legal Name: Subaward Number: <input type="checkbox"/> New Subaward <input type="checkbox"/> Amendment	
UC Berkeley Information	Complete for New Subaward Request	
UC Berkeley Principal Investigator/Project Director: Name: Department: Phone: Email: Address:	Initial Subaward Period (12 months or less)	Entire Subaward Period
	Start Date:	Start Date:
	End Date:	End Date:
	Funding:	Funding:
UC Berkeley Administrative Unit Contact: Name: Position/Title: Phone: Email: Address:	Complete for Amendment Request	
	<input type="checkbox"/> Increase Funding	Amount: New Total:
	<input type="checkbox"/> Decrease Funding	Amount: New Total:
	<input type="checkbox"/> Approve Carry Over	Amount:
	<input type="checkbox"/> Extend End Date	New End Date:
Submit Invoices to: <input type="checkbox"/> Same as Administrative Contact Above <input type="checkbox"/> Other than Administrative Contact Above: Name: Position/Title: Phone: Email: Address:	Other (e.g., change in Subrecipient PI):	
Subawardee Contact Information		
Subawardee Principal Investigator/Project Director: Name: Department: Phone: Email: Address:	Subawardee Administrative Contact: Name: Position/Title: Phone: Email: Address:	

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Subawardee Reporting Requirements

In the space below, please provide the due dates for interim and final reports from the subrecipient. If this section is left blank, SPO will determine the reporting due dates based on the terms and factors related to the prime award.

If applicable, list any milestones to be achieved and/or deliverables to be provided with due dates for each. Provide any special instructions as needed. (Optional)

PHS FCOI Guidance

Complete this section only if all of the following criteria apply:

- The prime sponsor is a PHS agency or has adopted the [PHS Financial Conflict of Interest \(FCOI\)](#) requirements.
- The Subawardee Organization does not have a PHS-compliant FCOI policy.
- The Subawardee will be engaging in the design, execution, and reporting of a research activity.

Directions: If all of the above criteria are met please:

1. Include a FCOI disclosure form (Form 5) for any subawardee investigators who will be involved in this project during the period covered by this subaward request and have not previously submitted a FCOI disclosure form to SPO.
2. Include a FCOI Form 2 for any new subrecipient investigator identified who makes a positive disclosure.
3. Have the UC Berkeley PI read and sign the following certification:

As the UCB Principal Investigator listed above, I certify that all required PHS Financial Disclosures for Subawardee's investigators have been previously submitted to SPO or are submitted with this form, and that I will ensure that all Subawardee investigators who are involved in this project comply with PHS-FCOI training requirements.

Principal Investigator Signature

Date

Directions for Submission to SPO

1. The form and all required documents should be sent as one PDF document to sposubrequest@berkeley.edu.
2. A separate form and email is required **for each** subaward requested.
3. Submission of this form by the department/unit represents Principal Investigator's approval of the information provided.
4. Required documents:
 - a. New Subawards:
 - i. Statement of Work—must include clear involvement in programmatic decision-making.
 - ii. Budget and Budget Justification—must be agreed to by the subrecipient prior to submission to SPO.
 - iii. Subrecipient Commitment Form—must be filled out and signed by subrecipient's authorized official within the last 12 months.
 - b. Amendments:
 - i. Statement of Work—**only** if different from the original subagreement or amendment and approved by subrecipient.
 - ii. Budget and Budget Justification—**only** if different from the original subagreement or amendment and approved by subrecipient.

Note: Incomplete forms without ALL of the above attachments will be returned without further review and will delay issuance of the subaward.