

M43: Request for Subcontract Agreement with Federal Funds, 2010

Effective Date: 5/01/04

Prior Date: None

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Purpose and Scope	Authority and Responsibility	Reference
Definitions	Facsimile: Request for Subcontract Agreement with Federal Funds	Instructions
Questions	Facsimile: Proposed Subcontract Agreement Budget	

Purpose and Scope

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

For more information contact us
[Loretta K. Pienta](#)

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Authority & Responsibility

Project directors complete the *Request for Subcontract Agreement with Federal Funds* and attach copies of a proposed subcontractor budget and a precise statement of work, submit the form with attachments to the Office of Sponsored Programs (OSP) for verification, obtain the necessary signatures and submit the form with attachments to the Office of University Budgets.

The OSP staff verifies the information on the *Request for Subcontract Agreement with Federal Funds*, adds terms and approves the *Requisition* before returning both forms with attachments 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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Reference

OMB circular A-21, indirect cost guidance

[TGIC Magazine](#): The Grantsmanship Center, Section B – Budget Categories

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Definitions

Interim Report Due: The date chosen as the interim report due date.

Personnel: These costs are the charges to directly hire someone and put them on your payroll.

Fringe Benefits: The costs of health insurance, Social Security, Medicare, unemployment and other benefits that you pay on behalf of each employee you hire.

Travel: These costs are those that are necessary, reasonable and eligible for carrying out the project, both locally and nationally. (In most cases, a federal funding agency will not pay for international travel unless the focus of the program is international.)

Equipment: These costs are for things of capital value that will be used during the project and may have a residual value remaining once the project is finished, such as computers, printer or office furniture.

Supplies: These costs are for non-capital items of costs needed to carry out a project, such as stamps, stationery, envelopes, software costing less than \$500 and other items that are consumed and have no value after their use.

Contractual: These costs are costs that you will pay to consultants for professional expertise (lawyers, accountants, etc.) A maintenance contract on equipment also fits into this category.

Other: These costs include costs from your detailed line-item budget that cannot be assigned to one of the specific cost classifications contained in Section B of SF424-A. Such costs might include the fair market value of donated space, the documented value of volunteer project help, printing charges, copying charges, utility charges (if directly charged) or other eligible costs.

Indirect Costs: Indirect costs are often referred to as overhead. These costs are costs that benefit more than one cost objective but are still a legitimate operational cost for your organization.

For guidance on indirect costs, consult OMB circular A-21.

If you propose indirect costs as part of your application and do not yet have an indirect cost rate agreement with a federal agency, your initial proposed rate, if accepted by the funding source, will be termed provisional until you submit an indirect cost rate proposal for review and approval.

Once your indirect cost rate proposal is approved, the negotiated rate is what you charge against all grants as a cost of your operation.

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Instructions

- 1 RECEIVED IN OSP: Enter the date the form is received in the OSP office.
- 2 TO PROJECT DIRECTOR: Enter the date the form is returned to the project director.
- 3 PROJECT TITLE: Enter the title of the project as identified on the prime award.
- 4 STATEMENT OF WORK AND BUDGET: A complete and detailed statement of work and a proposed subcontractor budget must be attached to this form.
- 5 FEDERAL FUNDING SOURCE: Enter the funding source for the project.
- 6 PRIME AWARD #: Enter the funding award number from the prime award notice.
- 7 SUBCONTRACTOR INSTITUTION: Enter the legal name of the subcontractor institution – can't be an individual.
- 8 ACCOUNT NUMBER TO BE CHARGED: Enter the number of the account to which expenditures for this project will be charged. If more than one account is to be charged, a separate *Requisition* with separate proposed budget and separate statement of work is required for reporting purposes for each account charged.
- 9 REQUISITION NO.: Enter the document number of the attached *Requisition*.
- 10 SUBCONTRACTOR PROGRAM CONTACT (KEY PERSONNEL) NAME: Enter the name of the person responsible for carrying out the work.
- 11 PHONE: Enter the phone number of the primary contact person for this subcontractor program.
- 12 ADDRESS: Enter the address of the primary contact person for this subcontractor program.
- 13 START DATE: Enter the date the work is to begin. It must be after the prime award start date.
- 14 END DATE: Enter the date the work is to be completed. It can't be any later than two months prior to the end date of the prime award.
- 15 PERFORMANCE SITE: Enter the place where the work is to be conducted.

- 16 ADMINISTRATIVE CONTACT NAME: Enter the name of the primary subcontractor administrative contact person. Usually Sponsored Programs at the subcontractor.
- 17 PHONE: Enter the phone number of the primary administrative contact person.
- 18 ADDRESS: Enter the address of the primary administrative contact person.
- 19 MONTHLY REPORT DUE: Enter the due date of the monthly report.
- 20 QUARTERLY REPORT DUE: Enter the due date of the quarterly report.
- 21 INTERIM REPORT DUE: Enter the due date of the interim report.
- 22 FINAL REPORT DUE: Enter the due date of the final report that is no later than 60 days after the end date.
- 23 OTHER: Enter all other reporting requirements and their due dates.
- 24 MAXIMUM DOLLAR AMOUNT: Enter the maximum dollar amount of the subcontract agreement.
- 25 DELIVERY REQUIREMENTS: Enter a description of the final product or service (report, product, presentation) that is due upon completion.
- 26 WITHHOLD PAYMENT PENDING APPROVAL OF FINAL REPORT/PRODUCT? Check yes or no to indicate whether or not payment should be withheld pending the final report/product.
- 27 IF YES, WITHHOLD: Enter the percentage amount that should be withheld and indicate whether the amount withheld should be from each payment or from the final payment.
- 28 REMARKS (INCLUDE POTENTIAL CONFLICTS OF INTEREST): Enter all pertinent remarks.
- 29 REQUESTED BY: The NEIU project director signs here.
- 30 DATE: Enter the date that the project director signed this form.
- 31 APPROVED BY: The Director of Sponsored Programs signs here.
- 32 DATE: Enter the date that the Director of Sponsored Programs signed this form.
- 33 FOR USE BY OSP – ADDITIONAL TERMS: Add any other terms of the contract here.

WARNING! A proposed subcontractor budget and a precise statement of work must be attached to the *Request for Subcontract Agreement with Federal Funds* before the *Requisition* can be processed. See the facsimile provided.

Upon completion of the form, the project director attaches the white copy together with a copy of a proposed subcontractor budget and a copy of the precise statement of work to the *Requisition*

and forwards to the Office of University Budgets, forwards the yellow copy with attachments to OSP, and keeps the pink copy with attachments for the grant records.

For more information contact us
[Loretta K. Pienta](#)



Received in OSP: 1
To Project Director: 2

REQUEST FOR SUBCONTRACT AGREEMENT WITH FEDERAL FUNDS

Project Title: 3

4 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: 5 Prime award # 6

SUBCONTRACTOR INSTITUTION: 7 ACCOUNT NUMBER TO BE CHARGED: 8

SUBCONTRACTOR PROGRAM CONTACT (Key Personnel): REQUISITION NO.: 9

Name: 10 START DATE: 13

Phone: 11 END DATE: 14

Address: 12 PERFORMANCE SITE: 15

ADMINISTRATIVE CONTACT: MONTHLY REPORT DUE: 19

Name: 16 QUARTERLY REPORT DUE: 20

Phone: 17 INTERIM REPORT DUE: 21

Address: 18 FINAL REPORT DUE: 22
(if different from above): OTHER: 23

MAXIMUM DOLLAR AMOUNT \$ 24

DELIVERY REQUIREMENTS: 25

WITHHOLD PAYMENT PENDING APPROVAL OF FINAL REPORT/PRODUCT? 26 NO YES

IF YES, WITHHOLD 27 % FROM EACH PAYMENT FINAL PAYMENT

REMARKS (INCLUDE POTENTIAL CONFLICTS OF INTEREST): 28

REQUESTED BY: 29 DATE: 30
NEIU project director

APPROVED BY: 31 DATE: 32
Director, Sponsored Programs

For use by OSP - Additional Terms: 33

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Proposed Subcontract Agreement Budget

<u>PROPOSED SUBCONTRACT AGREEMENT BUDGET</u>		
See Definitions section for line item definitions.		
<u>Personnel</u>	Total Personnel	_____
<u>Fringe Benefits:</u>	Total Fringe Benefits	_____
<u>Travel:</u>	Total Travel	_____
<u>Equipment:</u>	Total Equipment	_____
<u>Supplies:</u>	Total Supplies	_____
<u>Contractual:</u>	Total Contractual	_____
<u>Other</u>	Total Other	_____
<u>Indirect Costs:</u>	Total Indirect Costs	_____
<u>Total Budget</u>		_____
Attach to the <i>Request for Subcontract Agreement with Federal Funds</i>		

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Questions

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

For more information contact us
[Loretta K. Pienta](#)