



Revision of Outgoing Subcontract Request Form

A revised version of the Subcontract Request Form has been provided for immediate campus use at:

<http://www.research.ucsf.edu/CG/forms/SubawardReqForm.doc>

Two primary changes have been made to update this form:

1) Carryforward Requests: The form has been modified by addition of a checkoff box so that departments can more clearly indicate whether funds to be made to a subawardee are new funds, carryforward funds, or a combination of both. It is extremely important that departments indicate the type of funding being made so that total amounts obligated to subawardees are correct.

Note that subawards under NIH Federal Demonstration Project (FDP) terms normally allow carryforward of funds, and under these type of awards subawardees have automatic approval of carryforward. In these cases there is no need for a department to indicate carryforward amounts. The completed form should only indicate the addition of any new funding to be allocated for the continuation or supplement subcontract awards.

However, if the subaward prohibits carryforward of funds without prior approval under the terms of prime award, then the total amount of carryforward allowed to the subawardee needs to be indicated on the Subaward Request Form document. It is incumbent upon the department to obtain prior approval from the prime awarding agency for the carryforward of subrecipient funds before submitting the Subaward Request Form to the Office of Sponsored Research.

2) Advance Fund Request for Foreign Subcontractors: The form has been modified to include a box where departments may indicate if they are requesting fund advances for a subcontractor. In most cases providing an advance of funds to a subawardee is prohibited. However, in rare cases where the subawardee is in a developing country with financial hardship concerns, advance of funds may be allowed if appropriate criteria are met. Campus guidance on procedures to request fund advances for foreign subcontractors will be issued shortly.

If you have any questions concerning this material, please contact Andrew Boulter, Associate Director, Contracts & Grants at andrew.boulter@ucsf.edu.