

## Annotated Instructions for Updated Sponsored Programs Subaward Agreement Request Form

If you have any questions while you are completing this form, please reach out to your Award Management Grants and Contracts Administrator ([Maria.Chitsaz@bmc.org](mailto:Maria.Chitsaz@bmc.org), [Sarah.Pearce@bmc.org](mailto:Sarah.Pearce@bmc.org) or [christopher.garcia@bmc.org](mailto:christopher.garcia@bmc.org) or send your question to [subaward@bmc.org](mailto:subaward@bmc.org))

1. Information about requester and type of request – [please complete all fields.](#) The Requestor can be a DA, a grant administrator, a project member or other staff member initiating the request for any of the previously mentioned individuals.

## Sponsored Programs Subaward Agreement Request

Please complete this form to request a subcontract agreement be issued from BMC to your collaborator/subawardee. Please ensure that all the information entered is accurate. Incomplete and/or inaccurate information may lead to delays in processing your subcontract request.

**Note: All attachments must be submitted in PDF file type format.**

Please [click here](#) to download Adobe Reader.

Requestor Name \*

John Grant-Administrator

Requestor Email \*

John.Grant-Administrator@bmc.org

Request type \*

Please select...



2. The following are the specific types of requests that can be made – [please select only one action from the pull-down.](#)
  - a. Agreement – New subcontract (initial agreement)
  - b. Amendment – Add a new award year to an existing subcontract agreement (with additional funds) – standard amendment
  - c. Amendment – Add additional funds to the existing budget period agreement (no additional time extension)
  - d. Amendment – No-cost extension only (with no new additional funds)
  - e. Amendment – No-cost extension (with additional funds)
  - f. Amendment – Change in PI only (either at prime, at sub or both)
  - g. Amendment – Terminate a subcontract early

3. All requests will require completion of the following data points of the sponsored project involved and related study details – please complete as appropriate.
- a. IE# should be the last 4 digits of the InfoEd record number
  - b. Project number should be the project against which the requested PO will be charged
  - c. Department/Financial Contact name should be the individual who can/will oversee reconciliation of PO charges against the project account.

Study Details:

<b>BMC InfoEd Number *</b>	5678
<b>BMC Infor Project# *</b>	4001001001
<b>BMC PI Name *</b>	Dr. Jane Principal-Investigator
<b>BMC PI Department *</b>	General Internal Medicine
<b>BMC Department/Financial Contact Name *</b>	Jane Department-Administrator
<b>BMC Department/Financial Contact Email *</b>	Jane.Department-Administrator@bmc.org
<b>Project Sponsor *</b>	NIH/NHLBI
<b>Project Title *</b>	Investigating Heart, Lung and Blood Diseases
<b>Proposed Subcontract Site *</b>	BUSPH

## **ACTION TYPE 1 – New Agreement**

**4.a.1. Agreement – New subcontract (initial agreement) – all sub documents received at time of application** (check which documents are available in the IE record – Letter of Intent, Statement of Work, Detailed Budget).

1. Complete project date section (for the current award agreement budget period only)
2. If there are changes to any of the documents previously uploaded in IE at the time of proposal, upload updated or revised documents via the attachments links at the bottom of the form.
3. **DETAILED BUDGET(S) PROVIDED SHOULD BE FOR NEW FUNDS ONLY** (round to the dollar, omit cents with direct costs and IDCs delineated). *Since this is a new agreement, there should be no carryover funds.*
4. If permitted per the NoA, check whether automatic carryover is extended to the subsite (excluding foreign organizations, which will always be restricted, and other institutions deemed “high-risk” – SPA will make a determination in consultation with the department as necessary).
5. Select award type; if issuing a 2<sup>nd</sup> tier subcontract (sub on a sub to BMC, please indicate).

Budget start date
<input type="text" value="04/01/2024"/>
Budget end date
<input type="text" value="03/31/2025"/>
Have we received the full subcontract proposal (LOI, SOW, Detailed budget etc)?
<input type="text" value="Provided at time of proposal"/>
Please confirm the following was received by SPA
<p>If any of the above items are not present in the InfoEd record, or if any information has changed since the time of proposal submission, a description of the changes, or revised documents need to be included as attachments of this request.</p>
<input checked="" type="checkbox"/> A Signed Letter of Intent saved in InfoEd record
<input checked="" type="checkbox"/> A Statement / scope of work saved in InfoEd record
<input checked="" type="checkbox"/> No changes to original budget proposed
<input checked="" type="checkbox"/> Authorize automatic carryover of funds (for multi year awards and only if the sponsor allows)
Comments
<input type="text" value="Outline any comments specific to this agreement, additional instructions, etc. IF THERE HAVE BEEN CHANGES TO ANY OF THE ABOVE ITEMS, PLEASE ATTACH UPDATED VERSIONS IN THE ATTACHMENTS FIELDS BELOW."/>
Award Type
<input checked="" type="radio"/> Federal Award
<input type="radio"/> Other Government Award
<input type="radio"/> Foundation/Non-Profit Award
<input type="radio"/> Industry/Commercial Sponsor Award
<input type="radio"/> Other
Comments:
<input type="text" value="This is a direct (prime) award to BMC (not a subcontract from another institutions)"/>

**4.a.2. Agreement** – New subcontract (initial agreement) – subcontract after-the-fact (new subcontract to be established after the NoA has been issued but was not part of the original proposal)

1. Complete project date section (for the current award agreement request only)
2. Upload the following documents by using the attachments link and check that they have been included:
  - a. A completed **Statement of Intent** (with information including the subsite’s contact information, SAM.gov UEI number, and information on whether human subjects, vertebrate animals or embryonic cell lines will be used)
  - b. **A Statement/Scope of Work**
  - c. **A Detailed Budget** (making sure DCs and IDCs are clearly delineated, rounded to the dollar, omit cents). *Since this is a new agreement, there should be no carryover funds.*)
3. *If permitted per the NoA, check whether automatic carryover is extended to the subsite (excluding foreign organizations, which will always be restricted, and other institutions deemed “high-risk” – SPA will make a determination in consultation with the department as necessary.)*
4. Select award type; if issuing a 2<sup>nd</sup> tier subcontract (sub on a sub to BMC, please indicate)

Budget start date

Budget end date

Have we received the full subcontract proposal (LOI, SOW, Detailed budget etc)?

The following documents must be attached to this request for subcontracts not originally included in the proposal application:

- A Signed Letter of Intent
- A statement/scope of work
- A detailed budget
- Authorize automatic carryover of funds (for multi year awards and only if the sponsor allows)

**Award Type**

- Federal Award
- Other Government Award
- Foundation/Non-Profit Award
- Industry/Commercial Sponsor Award
- Other

Comments:

**4.a.3. Agreement** – New subcontract (initial agreement) – subcontract after-the-fact (new subcontract to be established after the NoA has been issued but was not part of the original proposal)

1. Complete project date section (for the current award agreement request only)
2. Upload the following documents by using the attachments link and check that they have been included:
  - a. A completed Statement of Intent (with information including the subsite's contact information, SAM.gov UEI number, and information on whether human subjects, vertebrate animals or embryonic cell lines will be used)
  - b. A Statement/Scope of Work
  - c. A Detailed Budget (making sure DCs and IDCs are clearly delineated, rounded to the dollar, omit cents). *Since this is a new agreement, there should be no carryover funds.*

**STOP: If you do not have the requested documents listed above, you cannot submit this form until you are able to secure these updated documents to be attached with this submission. Once received, follow the instructions in Section 4.a.2. to continue.**

Budget start date

04/01/2024

Budget end date

03/31/2025

Have we received the full subcontract proposal (LOI, SOW, Detailed budget etc)?

No, please obtain necessary paper work before continuing




**Submission Incomplete**

This subcontract request is not ready for submission to the subawards team. The department must obtain necessary paperwork before proceeding.

**5.a.1. Amendment** – Continuing an existing award to a subsite for multi-year projects by adding a new year and new funds.

- a. Indicate the project year of the award after the initial agreement (i.e., 2<sup>nd</sup> year, 3<sup>rd</sup> year, 4<sup>th</sup> year, etc.)
- b. Indicate the budget dates of the new budget period to which the amendment applies
- c. Indicate the total amount of NEW funds only being awarded (rounded to the dollar, omit cents; do not include any prior year carryover funds to be authorized) (*Please note*: this is *not* supposed to be the “budget” for the upcoming period – if the subcontract budget for the year includes carryover funds or differs from a previously requested or proposed budget for the new budget period, please include a detailed budget attachment. For example, if the subsite budget for the coming year is \$70,000, but you are using \$10,000 of unspent/unobligated balance from the prior year as an offset and carryover, only indicate \$60,000 as new funds. Indicate that \$10,000 are carryover funds.) If you are unsure about the carryover amount but would like to authorize/permit the use of any unspent funds from the prior year, indicate “all prior year unspent funds”.
- d. If there are changes to the PIs (either at the prime or at the subsite), please indicate changes. If there is no change, do not complete.
- e. Check the box stating that in requesting this amendment for additional funding/time, the subsite has complied with all reporting and invoicing requirements and do not need additional monitoring.

<p>Add a new award year, indicate year of the award 2nd, 3rd, etc. (only include a statement of work if it has changed from the prior period)</p> <p>Award year <input type="text" value="02"/></p> <p>From <input type="text" value="04/01/2025"/></p> <p>To <input type="text" value="03/31/2026"/></p> <p>New Funds Awarded with this action - Please do not include carryover funds (whole dollars only; omit cents or round up and match with any detailed budget attached): <input type="text" value="\$60,000"/></p> <p>If there are carryover funds, please explain: <input type="text" value="\$10,000"/></p> <p>Any changes in PI?  <input type="text" value="Yes"/></p> <p><input checked="" type="checkbox"/> In submitting this request to issue an amendment to continue the work at the subsite with additional funding in the next budget period, the PI/DA certifies that the subsite remains compliant with the terms of the subaward agreement and that the PI/Department has received the required scientific/technical progress reports, timely invoices for project expenses incurred and other required deliverables as outlined in the terms of the original agreement during the most recent budget period completed.</p>	<p>Only if there is a change in PIs, otherwise, select no on the pulldown opposite and do not complete below.</p> <p><b>Change in PIs</b></p> <p><input checked="" type="checkbox"/> Change in Prime PI</p> <p>From <input type="text" value="Dr. Jane Principal-Investigator"/></p> <p>To <input type="text" value="Dr. John Program-Director"/></p> <p>Effective Date: <input type="text" value="04/01/2025"/></p> <p><input checked="" type="checkbox"/> Change in Sub PI</p> <p>From <input type="text" value="Dr. John Subrecipient-Investigator"/></p> <p>To <input type="text" value="Dr. Jane Subrecipient-Investigator"/></p> <p>Effective Date: <input type="text" value="04/01/2025"/></p>
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**5.a.2. Amendment** – Adding new funds only to a continuing year that has already been extended by a prior amendment. Use this option if only increasing funding for the same year that may have been extended as in 5.a.1.

- a. Indicate the project year of the award after the initial agreement (i.e., 2<sup>nd</sup> year, 3<sup>rd</sup> year, 4<sup>th</sup> year, etc.)
- b. Indicate the budget dates of the new budget period to which the amendment applies
- c. Indicate the total amount of NEW funds only being added (rounded to the dollar, omit cents), attach a detailed budget if desired or necessary (e.g., due to a change in the proposed budget). **DO NOT INCLUDE CARRYOVER FUNDS.** (e.g., \$20,000 – which, if added to the new funds awarded in the prior section 5.a.1, the total new funds awarded in Year 02 = \$80,000) and will be reflected in the “Total Obligation to Date” on the amendment (including the award from the initial agreement).
- d. If there are changes to the PIs mid-period (either at the prime or at the subsite), please indicate changes. If there is no change, do not complete.


**Add additional funds to existing budget period (attach detailed budget)**

Award year

From

To

New Funds Awarded with this action - Please do not include carryover funds (whole dollars only; omit cents or round up and match with any detailed budget attached):

Any changes in PI? 

Comments:


**5.a.3. Amendment** – No cost extension only without additional funds. Extends the project period with no additional funds since the last amendment/budget period.


- a. Indicate the new end date for the no-cost extension period (generally no more than 12 months after the last agreement end date).
- b. If there are changes to the PIs mid-period (either at the prime or at the subsite), please indicate changes. If there is no change, do not complete.
- c. Check the box stating that in requesting this amendment for a no-cost extension, the subsite has complied with all reporting and invoicing requirements and does not need additional monitoring.


**No Cost Extension**

Extend through

03/01/2027

Any changes in PI? 

Please select... 

 In submitting this request to issue an amendment to continue the work at the subsite with or without additional funding during the no-cost extension period, the PI/DA certifies that the subsite remains compliant with the terms of the subaward agreement and that the PI/Department has received the required scientific/technical progress reports, timely invoices for project expenses incurred and other required deliverables as outlined in the terms of the original agreement during the most recent budget period completed.



**5.a.4. Amendment – No cost extension with additional funds.** Extends the project period with **NEW** additional funds since the last amendment/budget period. (These should not be carryover funds authorized from prior periods – these should be funds **NEWLY-AWARDED** to the subsite during the NCE period.)

- Indicate the new end date for the no-cost extension period (generally no more than 12 months after the last agreement end date).
- Indicate the amount of **NEW funds** awarded for the NCE period (not funds previously awarded and authorized as carryover for the NCE), (e.g., if the new funds awarded in Year 02 = \$60,000 (AM1), then in AM2 another \$20,000 was added as new funds, then this new addition of \$10,000 will bring funds awarded to \$90,000 – plus the funds awarded in the first year).
- Indicate if prior year funds are authorized for carryover in addition to the new funds awarded. If known, indicate the value. If you are unsure about the carryover amount but would like to authorize/permit the use of any unspent funds from any of the prior years, indicate “all prior year unspent funds”. If allowing carryover from all years, indicate “from all prior periods”. If allowing only for a specific year, indicate which period as illustrated below.
- If there are changes to the PIs mid-period (either at the prime or at the subsite), please indicate changes. If there is no change, do not complete.
- Check the box stating that in requesting this amendment for a no-cost extension, the subsite has complied with all reporting and invoicing requirements and do not need additional monitoring.

If allowing carryover from the beginning of the award/initial period (4/1/2024):	If allowing carryover from a specific period only (e.g., Year 01 or Year 02 – in this case, Year 01 only):
<div style="border: 1px solid black; padding: 5px;"> <p><b>No cost extension with new additional funds</b></p> <p>Extend through  <input type="text" value="03/31/2027"/></p> <p>New funds awarded (attach a detailed budget, whole dollars only; omit cents or round up and match with any detailed budget attached)  <input type="text" value="\$10,000"/></p> <p><input checked="" type="checkbox"/> Authorize carryover only (no new funds awarded)</p> <p>Amount of carryover if known (\$) (whole dollars only; omit cents or round up and match with any detailed budget attached)  <input type="text" value="All unspent funds from prior periods"/></p> <p>Carryover periods?  <input style="border: 1px solid black;" type="text" value="From all prior periods"/></p> <p>From  <input style="border: 1px solid black;" type="text" value="04/01/2024"/></p> <p>To  <input style="border: 1px solid black;" type="text" value="03/31/2026"/></p> <p>Any changes in PI?  <input style="border: 1px solid black;" type="text" value="Please select..."/></p> <p><input checked="" type="checkbox"/> In submitting this request to issue an amendment to continue the work at the subsite with or without additional funding during the no-cost extension period, the PI/DA certifies that the subsite remains compliant with the terms of the subaward agreement and that the PI/Department has received the required scientific/technical progress reports, timely invoices for project expenses incurred and other required deliverables as outlined in the terms of the original agreement during the most recent budget period completed.</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p><b>No cost extension with new additional funds</b></p> <p>Extend through  <input type="text" value="03/31/2027"/></p> <p>New funds awarded (attach a detailed budget, whole dollars only; omit cents or round up and match with any detailed budget attached)  <input type="text" value="\$10,000"/></p> <p><input checked="" type="checkbox"/> Authorize carryover only (no new funds awarded)</p> <p>Amount of carryover if known (\$) (whole dollars only; omit cents or round up and match with any detailed budget attached)  <input type="text" value="All unspent funds from prior periods"/></p> <p>Carryover periods?  <input style="border: 1px solid black;" type="text" value="From specific periods"/></p> <p>From  <input style="border: 1px solid black;" type="text" value="04/01/2024"/></p> <p>To  <input style="border: 1px solid black;" type="text" value="03/31/2025"/></p> <p>Any changes in PI?  <input style="border: 1px solid black;" type="text" value="Please select..."/></p> <p><input checked="" type="checkbox"/> In submitting this request to issue an amendment to continue the work at the subsite with or without additional funding during the no-cost extension period, the PI/DA certifies that the subsite remains compliant with the terms of the subaward agreement and that the PI/Department has received the required scientific/technical progress reports, timely invoices for project expenses incurred and other required deliverables as outlined in the terms of the original agreement during the most recent budget period completed.</p> </div>

**6.a.1. Amendment – Change in PI(s) only.** Can occur at any time and should not affect any funding actions unless combined with another action.

a. Indicate the appropriate changes and effective dates. May be at prime or sub only, or both. Complete as appropriate.

**Change in PIs**

Change in Prime PI

From

To

Effective Date:

Change in Sub PI

From

To

Effective Date:

**7.a.1. Amendment – Terminate a subcontract early.** If subagreement needs to be terminated before the end of the last action/amendment, complete the following.

- a. Indicate the effective date of termination (last day of work allowed or the last day/date any charges can be incurred against the award). If the subsite has incurred non-cancelable obligations prior to the termination date, the subsite can submit an invoice for payment so long as the date the expense was incurred can be substantiated.
- b. Provide a brief reason for termination (e.g., Sub PI transferred to a different institution, will need to terminate current subaward agreement at this site and reissue at new Sub PI site; terminating subsite agreement for non-performance or non-compliance – please ensure that if this is the reason, the prime and sub PIs are both aware of this decision – and/or any other justifiable reason.)
- c. If invoicing is up to date, and the final invoice has been received, the department can request that the difference between what funds have been obligated and the final expenses be deobligated formally from the subaward to prevent subsite from invoicing against the PO, or the PO can be closed and the department can reabsorb the obligated funds into the project’s overall budget. (If exact amount of funds being deobligated is unknown at the time of submission, indicate “all unspent, unobligated, unliquidated obligated funds”.)

**Terminate a Subcontract Early**

Effective Date ←

01/01/2027

Reason for Termination ←

Sub PI transferring appointments from BUSPH to BMC. Subcontract no longer necessary.

Deobligate Funds (\$) (If known) ←

\$13,750

**8.a.1. Attachments and Attestation – [Applicable to all requests.](#)**

- a. Attachments that can be uploaded include:
1. A Letter of Intent (for after-the-fact sub requests not known at time of proposal)
  2. A Statement of Work (either revised if included in original proposal or a new document for after-the-fact requests)
  3. Detailed Budget(s) – revision of original budget or new budget for additional/out-years or additional funding
  4. Any other document(s) that may help expedite the drafting of an agreement/amendment or additional instructions SPA should be aware of.
  5. Please include comments to provide additional instructions that you wish to include to generate the agreement/amendment (e.g., please include in amendment that all invoices or communications should copy Department Administrator at (e.g., [DA.Name@bmc.org](mailto:DA.Name@bmc.org)), or other information for SPA.)
  6. Check Attestation indicating that you have thoroughly reviewed the information provided and understand that you **will not** receive a review copy of the agreement generated by SPA, which will be sent to the subsite based on the information that you have provided.
  7. Do not forget to hit “Submit!”


**Attachments & Comments**

Attachment #1  
 No file chosen  
Allowed file type: pdf

Attachment #2  
 No file chosen  
Allowed file type: pdf

Attachment #3  
 No file chosen  
Allowed file type: pdf

Attachment #4  
 No file chosen  
Allowed file type: pdf

Comments 

Attestation:

I confirm that all the information provided in the preceding is accurate and that the required attachments are included in the subaward request form. I understand that I will not receive a draft copy of the agreement before it is sent for the execution and if any information provided changes before the agreement is released, it is my responsibility to contact SPA subawards team at [subaward@bmc.org](mailto:subaward@bmc.org) to provide the corrected/updated information.

