

ADDING A SUBAWARD TO AN AWARDED PROJECT

Sometimes a PI has a subaward established but the arrangement does not work out due to lacking progress or a sub's inability to adhere to the terms of the subaward agreement and the PI will request a change in the sub. At other times a project is well on the way and the PI may want to add a subaward to a project. Invariably, when a subaward needs to be added to a project, the action requires sponsor approval.

To request a Subaward be added to an awarded project please provide the following:

- All Internal Sub Contract Forms (found on the OSP website)
- Budget for the sub
- Budget justification for the sub
- Proposed revised budget for the project
- Justification for the addition/ replacement of the subaward.
- Biosketches for sub award key personnel
- Facilities and Resources page for the proposed sub.

Please note that if vertebrate animal work or human subject use is proposed IRB/ACUC approval will be required.

Such a request is sponsor specific therefore sponsor may require additional paperwork for this. If/when the approval is received to add the sub your Pre-Award Team Member will notify the Department Administrator, the Post-Award Team Member and the PI. You will need to submit a Budget Transfer Request to your respective Post-Award Team Member.