

SUBCONTRACT REQUEST

To: OFFICE OF SPONSORED PROGRAMS, Attn: _____

DATE: ____/____/____

From: _____

Re: NCSU Log # _____ - _____; or C/I/L: _____

NCSU PRINCIPAL INVESTIGATOR: _____

Prime Sponsor: (if applicable) _____

Under the referenced NCSU Log number or Center/Institute/Lob, please issue to our collaborating institution:

Now Subcontract to: _____
(agency name & address) _____

Subcontractor Principal Investigator Is: _____
Subcontractor's Administrative representative is _____

Amendment to NCSU Subcontract No. _____

Amount of Subcontract / Amendment: \$ _____

Cost sharing is: None
 Voluntary" (not required by sponsor or committed to in the proposal)
 Required or Committed (The amount required to be included in terms of subcontract / amendment),

Indicate Amount for this action: \$ _____ / Project Total Amount of Cost-sharing: \$ _____

Period of Performance: (fill in both blanks / must be Within PoP of prime) _____ through _____

Description/Purpose of Amendment: (brief) _____

Information to be given for a new subcontract -

The new Subcontract is to be: Fixed Price (will guarantee a specific award for the work completed)
 Cost Reimbursement (would indicate an "amount not to exceed")

Invoices submitted: **not more frequently than:** (choose one) monthly quarterly semiannually annually
 Other (give details--i.e., one itemized invoice within 30 days after completion of project): _____

Invoices shall be mailed to: _____
(name & campus address) _____

Campus Box _____
Raleigh, NC 27695-_____

Reporting Requirements: as requested by the NCSU Project Director
 In accordance with schedule provided in prime agreement (Appendix B of subcontract)
 Other (give details) _____

Attached are copies of:

- Memo/letter requesting subcontract
- Statement of Work of Subcontractor (attached as Appendix A to a subcontract or for work riot previously described and to be performed / handled by an amendment)
- Budget (if cost-reimbursable, detailed) for Subcontract (may be a part of Appendix A or attached as separate Appendix -) or Amendment
- Vita of Subcontractor Principal and for co- Investigator(s) - include it new Subcontract or when approving new Subcontractor PI in an amendment
- Master Agreement (if its terms and conditions govern the Subcontract)
- Membership Agreement and Bylaws of Center (if its terms and conditions govern the Subcontract)
- Document, other than Prime Agreement, with Terms and Conditions which govern the Subcontract
- Other: _____

Instructions/notes/other details (may attach additional pages)

Requestor Signature (PI) _____ College Approval Signature _____