

SUBAWARD/SUBCONTRACT REQUEST FORM (SRF)

Complete and submit this form to: spaagreements@southalabama.edu

Please be aware that this form does not constitute authorization for work to begin

SECTION A: GENERAL INFORMATION

USA Information	Subrecipient/Contractor Information
USA PI: Department: Overall Project Period: - Prime Sponsor Name: Cayuse Number: Title:	Subrecipient Legal Name: Subrecipient PI: Subrecipient PI Email: Administrative Contact Name: Email: Phone:

SECTION B: SUBRECIPIENT vs. CONTRACTOR DETERMINATION

*(Complete if this is a **new** subaward/subcontract. If this is for an **amendment** to an existing subaward/subcontract, proceed to SECTION C)*

2 CFR Part §200.330 - SUBRECIPIENT vs. CONTRACTOR DETERMINATION (Please check all that apply)*

§200.93 SUBRECIPIENT: *Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program. A Subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. Characteristics which support the classification of the non-Federal entity as a Subrecipient include when:*

- There is an identified principal investigator for the Subrecipient who has responsibility for making programmatic decisions
- Determines who is eligible to receive what Federal assistance
- Performance represents a portion of the overall programmatic effort and is measured against the objectives of the Federal program
- Is responsible for adherence to applicable Federal program requirements specified in the Federal award
- In accordance with its subaward, will use Federal funds to carry out a program for a public purpose specified in authorizing statute (as opposed to providing goods or services for the benefit of the pass-through entity)
- All of the above**

§200.23 CONTRACTOR: *Contractor means an entity that receives a contract as defined in §200.22 Contract. (Per §200.22, Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.) Characteristics indicative of a procurement relationship between USA and a Contractor are when the Contractor:*

- Provides goods or services within its normal business hours
- Provides similar goods and services to many different purchasers
- Normally operates in a competitive environment
- Provides goods or services that are ancillary to the operations of the Federal program
- Is not subject to the compliance requirements of the Federal program as a result of the agreement with USA, though similar requirements may apply for other reasons
- All of the above (If the entity is a "Contractor," please skip to Section D: USA PI Certification and Signatures)**

* In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a Subrecipient or as a Contractor, the substance of the relationship is more important than the form or name of the agreement. All of the characteristics listed above might not be present in all cases; in which case, the Department's judgment must be used in classifying the agreement as either a Subaward to a Subrecipient or a purchase contract to a Contractor.

SECTION C: ACTION REQUESTED

<input type="checkbox"/> Issue New Subaward/Subcontract If this is a new Subaward/Subcontract, complete all fields in this section and continue to the remaining sections.	<input type="checkbox"/> Amend Existing Subaward/Subcontract If an amendment to an existing agreement, complete applicable fields below. *Provide any supporting documentation (i.e., revised budget, prior approval requests, etc.)
Initial Budget Period	
Start Date:	<input type="checkbox"/> Increase Funding Amount: New Total:
End Date:	<input type="checkbox"/> Decrease Funding Amount: New Total:
Funding:	<input type="checkbox"/> Approve Carry Over Amount:
Note: The following documents must accompany the SRF: <ul style="list-style-type: none"> • Statement of Work • Budget and Justification • Subrecipient Commitment Form 	<input type="checkbox"/> Extend End Date New End Date:
	<input type="checkbox"/> Other (e.g., change in Subrecipient PI, Budget/SOW, Termination):

SECTION D: USA PI CERTIFICATION AND SIGNATURES

By signing below, the PI certifies to the following:

- The information contained on this form is true and accurate to the best of his/her knowledge.

Principal Investigator Signature

Date

Dean/Department Head/Administrator Signature

Date