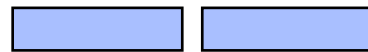


## SUBAWARD/SUBCONTRACT REQUEST FORM (SRF)

Complete and submit this form to: [spaagreements@southalabama.edu](mailto: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	
<i>(Complete if this is a <b>new</b> subaward/subcontract. If this is for an <b>amendment</b> to an existing subaward/subcontract, proceed to SECTION C)</i>	
2 CFR Part §200.330 - SUBRECIPIENT vs. CONTRACTOR DETERMINATION (Please check all that apply)*	
<p><b>§200.93 SUBRECIPIENT:</b> <i>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:</i></p> <p> <input type="checkbox"/> There is an identified principal investigator for the Subrecipient who has responsibility for making programmatic decisions  <input type="checkbox"/> Determines who is eligible to receive what Federal assistance  <input type="checkbox"/> Performance represents a portion of the overall programmatic effort and is measured against the objectives of the Federal program  <input type="checkbox"/> Is responsible for adherence to applicable Federal program requirements specified in the Federal award  <input type="checkbox"/> 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)  <input type="checkbox"/> <b>All of the above</b> </p> <p><b>§200.23 CONTRACTOR:</b> <i>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:</i></p> <p> <input type="checkbox"/> Provides goods or services within its normal business hours  <input type="checkbox"/> Provides similar goods and services to many different purchasers  <input type="checkbox"/> Normally operates in a competitive environment  <input type="checkbox"/> Provides goods or services that are ancillary to the operations of the Federal program  <input type="checkbox"/> 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  <input type="checkbox"/> <b>All of the above (If the entity is a "Contractor," please skip to Section D: USA PI Certification and Signatures)</b> </p> <p><small>* 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.</small></p>	
SECTION C: ACTION REQUESTED	
<input type="checkbox"/> <b>Issue New Subaward/Subcontract</b> <b>If this is a new Subaward/Subcontract</b> , complete all fields in this section and continue to the remaining sections.	<input type="checkbox"/> <b>Amend Existing Subaward/Subcontract</b> <b>If an amendment to an existing agreement</b> , complete applicable fields below. <i>*Provide any supporting documentation (i.e., revised budget, prior approval requests, etc.)</i>
<b>Initial Budget Period</b>	
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:
<b>Note:</b> The following documents must accompany the SRF: <ul style="list-style-type: none"> <li>Statement of Work</li> <li>Budget and Justification</li> <li>Subrecipient Commitment Form</li> </ul>	<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**