



UNIVERSITY of  
DENVER

## Request to Draft Subagreement

Note: Once this form is complete, please email a signed copy to [ORSP.Subs@du.edu](mailto:ORSP.Subs@du.edu) to initiate the request. This request requires both PI and departmental approval.

Grant #: \_\_\_\_\_ Grant Fund: \_\_\_\_\_ Department: \_\_\_\_\_ Org: \_\_\_\_\_

Principal Investigator (DU): \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact (if other than PI): \_\_\_\_\_ E-mail: \_\_\_\_\_

### Subrecipient Information

Subrecipient Name: \_\_\_\_\_

Subrecipient PI: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_ Amount Obligated (typically year 1): \_\_\_\_\_

Total Period of Performance: \_\_\_\_\_ to \_\_\_\_\_ Initial Period of Performance: \_\_\_\_\_ to \_\_\_\_\_

Please attach the following if they were not provided at the time of submission or they have since been revised:

- Subaward Statement of Work
- Subaward Budget
- Subaward Milestones and/or Payment Schedule (if fixed price)

### Competitive Bid Disclosure

#### Was the Agreement Competitively Bid?

Yes  Attach RFP and selection documentation and skip to Certifications

No  Complete exemption disclosure below

#### Competitive Bid Exemption Disclosure- Please review the [DU Purchasing Policy](#) for exemptions

- Subgrant or Subcontract
- Professional Services
- Sole Source
- Design compatibility with existing equipment
- Other (Specify Exemption)
- Agency specified vendor (Attach agency directive; Skip to Certifications)

#### Cost Marketability Analysis

Please provide justification or analysis on how rate/cost was determined and at a market rate:

#### Justification for Waving Competitive Bid

Include specific qualifications of subawardee, benefits to grant and/or why bidding is not applicable or practical:

**Notes (Provide any additional information ORSP needs to complete this request. Ex: Potential COI).**

**Certifications**

By signing below, I certify that I have read the following statements and further certify that they are accurate and truthful to the best of my knowledge and belief:

- The proposed relationship has been reviewed and a determination has been made that the relationship involves a third party to perform a substantive portion of the project, does not constitute a purchased service, and that the most appropriate agreement type is a subaward.
- The project or relationship with this subrecipient does not present an existing or potential for conflict of interest or the appearance of a conflict of interest in accordance with University policy and/or State and Federal Regulations.
- PI has no concerns with the subrecipient and subrecipient personnel.
- Funding is available for this subaward and is an allowable cost under the terms and conditions of the Prime Award.
- The Subrecipient's proposed costs and activities have been reviewed by the PI and are considered allowable and reasonable for the technical effort proposed by the subrecipient.
- The information listed on this form is accurate. As Principal Investigator, I also acknowledge and accept the responsibility of monitoring the programmatic and financial performance, receiving and reviewing copies of all required financial and performance reports and the overall progress, of the subrecipient under the requested subaward during the life of the agreement.

Signature of PI: \_\_\_\_\_

Signature of Authorized Department Personnel: \_\_\_\_\_

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Org: \_\_\_\_\_