



UNO Project Number:  UNO Speed Type:

Principal Investigator (PI):

Department:  Room/Bldg: /  E-Mail:

Phone:  Fax:

Prime Award / Grant / Contract Number:

Prime Award Period:  to

**I. Subcontract / Subgrant / Subaward Information:**

Subcontractor/Subrecipient Contact Name:

Address:  Phone:  Fax:   
 E-Mail:

Subcontractor Federal Tax ID or Social Security Number:

Subcontractor Signing Authority:  Phone:

Sub. Signing Authority Title:  Email:

Subcontractor Principal Investigator:  (attach resume)

Subcontractor Period of Performance:  to

Total Estimated Costs:  Cost Sharing:

Frequency of Technical/Progress Reports:  Monthly  Quarterly  Other, specify:

Format of Technical/Progress Reports:  Letter Format  Other, specify:

YES NO Will the subcontract require human subjects?

YES NO Will the subcontract require animal subjects?

**II. Attachment Checklist. You must submit an answer for each of the following items with the attachment.**

- Subcontract/Subgrant **Statement of Work**
- Subcontract/Subgrant **Budget** (if Fixed Price, Milestones and/or Payment Schedule desired)
- Subcontract/Subgrant **Performance Measures**
- Subcontract/Subgrant **Costs Benefit Analysis**
- Subcontract/Subgrant **Monitoring Plan**



UNO Project Number: [ ] UNO Speed Type: [ ]

**II. Attachment Checklist (continued).** You must submit an answer for each of the following items with the attachment.

Subcontract/Subgrant **Goals and Objectives**

Subcontract/Subgrant **Deliverables**

**PI's Responsibilities for Monitoring Subcontract/Subgrant/Subaward**

I, [ ], fully understand that in requesting this subcontract/subgrant/subaward, I am responsible for ensuring that all of the terms and conditions set forth are adhered to by the entity receiving the subcontract/subgrant/subaward. I am responsible for monitoring the scope of work of the subrecipient and receiving copies of all required documentation. Invoices will be sent to me for approval and I will attach a copy of all required documentation and forward to the Office of Research. The invoice will only be paid once all back up is approved by me and forwarded to Office of Research for approval. I will ensure that the work/deliverables of the subcontractor/subrecipient/subgrantee are in accordance to the requirements of the Prime Award/Grant/Contract.

PI Signature: [ ] Date [ ]

PI Printed Name: [ ]

**Return completed form and answers to checklist to:**

Burt D. Neal, Subcontracts/Contracts Administrator  
Office of Research and Sponsored Programs  
CERM Building, Room 452  
Phone: 504-280-7136 Fax: 504-280-6752  
Email: [bdneal@uno.edu](mailto:bdneal@uno.edu)



# University of New Orleans Office of Research & Sponsored Programs

## Request to Draft Subcontract Instructions

### General Instructions:

- Form must be completely filled in, in order to be processed.
- All necessary attachments must be included when submitting form.
- Submit form to Burt D. Neal, CERM Bldg., Room 452, 504-280-7136, [bdneal@uno.edu](mailto:bdneal@uno.edu).

### I. Subcontractor/Subrecipient/Subgrantee contact information

- a. Subcontract PI - person(s) performing the statement of work; attached copy of their resume
- b. Subcontract period of performance
- c. Type and frequency of technical reports (if not applicable, please so state)
- d. If payment is to an individual, please certify that the individual is NOT currently enrolled in a Louisiana Public Retirement System, or a current employee, a former employee, retiree or student employee of the LSU System within the last two years. If they are, please contact Burt Neal for further instructions.

### II. Subcontract Information

- a. Statement of Work – Describe in detail what services the subcontractor/subgrantee will perform
- b. Budget – If cost reimbursable, complete an itemized budget, and indicate invoicing frequency. If fixed price, indicate invoicing schedule and whether it ties into any of the deliverables due dates.
- c. Performance Measures - Explanation of methodology to be used to monitor the subcontractor's performance. Be specific. This is the information which you will use to complete the evaluation form at the end of the award.
- d. Costs Benefit Analysis - A certification that a cost-benefit analysis has been conducted which indicates that obtaining such services from an outside subcontractor/subgrantee is more cost-effective than having such services performed by University personnel. Moreover, the cost benefit analysis should include the following questions: certify no employee of the University of New Orleans is both competent and/or available to perform the services called for by the proposed subcontract; explain what competitive process was used to select subcontractor; (why is this selection a wise monetary choice), and certify that the subcontractor is not a student or current employee of the LSU System Office.
- e. Monitoring Plan- Description of how the subcontract/subgrant will be evaluated and observed. Carefully consider the feasibility of complying completely with your chosen monitoring plan. All monitoring activities must be documented in writing and submitted to the Office of Research according to a monitoring schedule (i.e. semi-annually, quarterly, etc). If you chose email as a monitoring tool, each must be printed and placed in your file in addition to being sent to ORSP. If you chose phone calls as a monitoring tool, you must maintain a phone log in your records and submit a copy or ORSP.
- f. Goals and Objectives- What will be accomplished and how; remember that goals do not always equal results.
- g. Deliverables – Report detailing the results from the subcontractor/subrecipient/subgrantee research, and a schedule for these deliverables.

When printing document, use the Print button on the form, in order to print just the form to your default printer. If you wish to use a different printer you will have to manually print the form; ensure that you print pages 2 and 3.