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| CONTRACT – Request for Subawards/SubcontractsVersion 2/2021 |  **Office of Sponsored Programs (OSP)**1737 West Polk Street (MC 672)304 Administrative Office BuildingChicago, IL 60612Phone: 312-996-2862Fax: 312-996-9598www.research.uic.edu |

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| **Date:**  | **Fund Number:**   | **Previous Encumbrance Number:** |

1. **Instructions**

Please complete all sections of this package and submit via [OSPWeb](https://ospweb.ovcr.uic.edu/) as a Request for Action document.

* 1. What is the Period of Performance for the prime grant/contract:
	2. Is this a No Cost Extension? [ ]  Yes [ ]  No
	3. The subrecipient shall furnish the following project reports to the University’s Principal Investigator in accordance with the schedule below:

 Report Name:

 Due Date:       (At least 45 days prior to University’s prime reporting due)

 Report Name:

 Due Date:       (At least 45 days prior to University’s prime reporting due)

Payments under this agreement are conditioned upon and subject to compliance with receipt of these reports as specified on the due dates above.

* 1. Is there enough money on budgetary line in financial system for subrecipient to cover this expenditure? [ ]  Yes [ ]  No
	*Note: You must print out and include the FZIGITD (Grant Inception to Date) BANNER screenshots*
	2. If this Subcontract/Subaward Agreemetn Amendment obligates $20,000 or more, was this subrecipinet specifically named in a sponsor approved budget? [ ]  Yes [ ]  No

	If “Yes”, attach a copy of the budget page wherein the recipient and dollar amount is identified. If “No”, please provide OSP with written authorization from the Prime Contractor or Grant Sponsor allowing UIC to obligate these funds to the subrecipient.

If you are unable to obtain written authorization from the sponsor, please submit this document to purchasing for their bid process as explained in the [Office of Business and Financial Services (OBFS) Policies section 17.1](https://www.obfs.uillinois.edu/bfpp/section-17-consultants-contractors).

* 1. Is the [subrecipient allowed to carry forward funding?](http://www.obfs.uillinois.edu/manual/index.html) [ ]  Yes [ ]  No
	If Yes, please do NOT include the carry forward amount in the budget total for Exhibit B.

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| **Amendment to a Subcontract / Subaward Under a Federal Contract** |
| **PTE or Contractor** (“PTE”) | **Subrecipient or Subcontractor** (“Subcontractor”) |
| Name: The Board of Trustees of the University of Illinois | Name: |
| Email Address: awards@uic.edu | Email Address: |
|  |  |
| **Contractor PI Name**: | **Subcontractor PI Name**: |
| **Federal Awarding Agency Contract Number**: | **Amendment Number**: |
| **Subcontract Number**: | **Amount Funded this Action**: |
| **Amendment(s) to Original Terms and Conditions**All other terms and conditions of this Agreement remain in full force and effect. |
| **IN WITNESS WHEREOF,** duly authorized representative of the Parties have entered into this Subcontract as of the date of the last signature set forth below: |
| **Contractor Signature** |  | **Subcontractor Signature** |
| **Name: Avijit Ghosh** |  | **Name:** |
| **Title: Comptroller** |  | **Title:** |
| **Date:** |  | **Date:** |