

# SUBAWARD ORDER FORM

## New Subaward

**Brown PI:** \_\_\_\_\_ **Subrecipient PI:** \_\_\_\_\_  
Requested By: \_\_\_\_\_ Subrecipient PI Email: \_\_\_\_\_  
Request Date: \_\_\_\_\_ Subrecipient Contact Name: \_\_\_\_\_  
Subrecipient Contact Email: \_\_\_\_\_  
Brown Contact for Invoices (Name and Email): \_\_\_\_\_

---

**Subrecipient Organization:** \_\_\_\_\_  
**Proposal #:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Initial Subaward Funding:** \$ \_\_\_\_\_ (1) Source of funds \_\_\_\_\_

(2) **Will the Subrecipient have Automatic Carry Forward allowed?** Yes No

(3) **Is this Subrecipient Cost Sharing?** Yes No If Yes, amount: \$ \_\_\_\_\_

### Required Attachments Checklist (as needed):

*Please provide the following updated attachments or indicate if **same as proposed**:*

Scope of Work      Detail Budget      Data Sharing Plan

(4) Other Attachments: \_\_\_\_\_

(5) **For NIH awards, is the Subrecipient PI a Multi-PI on Brown's grant?** \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes, include Multi-PI Leadership plan.

**Are Human Subjects Involved in Subrecipient's Scope of Work?** Yes No

If **Yes**, the approval is \_\_\_\_\_ attached, or \_\_\_\_\_ Pending

(6) If approval is Pending, can other work\* be performed prior to approval?

Yes No

(7) **Exchange of Human Subject Research Data (select all that apply):**

Brown to Sub \_\_\_\_\_ Sub to Brown \_\_\_\_\_ No Exchange \_\_\_\_\_

**Are Animal Subjects Involved in Subrecipient's Scope of Work?** Yes No

If **Yes**, the approval is \_\_\_\_\_ attached, or \_\_\_\_\_ Pending

(8) If approval is Pending, can other work\* be performed prior to approval?

Yes No

(9) **Comments or Additional/Special Terms for inclusion in this Subaward:**

---

---

---

---

---

---

---

\*See Guidance below for definition

# SUBAWARD ORDER FORM

## New Subaward

---

### Guidance

- (1) Source of Funds is not the subaward child account, it may be the Parent account or some other project child account. For new awards, indicate the hierarchy Development Proposal that includes this subaward in its budget.*
- (2) Refer to the award document to see if Brown is allowed automatic carry forward. The PI may flow this to the subrecipient or choose not to.*
- (3) Refer to the original proposal to see if the subrecipient committed to provide cost sharing under this project.*
- (4) Other attachments may include special requirements that are indicated in the prime award or proposal such as special reporting requirements, e.g., Multi-PI Management Plan, Postdoc Mentoring Plan.*
- (5) For NIH funded projects only: Refer to the NIH award document to see if the sub PI is named as an additional PI on Brown's award.*
- (6) "Other Work" in this context means work NOT involving the use of Human Subjects.*
- (7) If human subjects are used, indicate if there is any exchange of human subjects data between Brown and the Subrecipient. The exchange may be from Brown to the Subrecipient, from the Subrecipient back to Brown, both or neither. Ask the PI for confirmation.*
- (8) "Other Work" in this context means work NOT involving the use of Animal Subjects.*
- (9) List any additional terms, instructions or additional individuals who should receive the subaward document (the PI and the admin listed above will receive the fully executed agreement).*