

**SUBRECIPIENT CONTRACT
QUESTIONNAIRE****Today's Date:**
01/23/2017

Please ensure all necessary signatures and support documents are attached and submit completed questionnaire to:

Contracts and Purchasing — College Hall, Room 315

For more detailed instructions, please refer to the Subrecipient Compliance policy.

Use Tab to move forward through the form. Use Shift+Tab to go backward.

PROJECT INFORMATION

Project Title		Funding Agency	
Principal Investigator (PI)		Award No.	CFDA No.
PI Office Location	Phone	<input type="checkbox"/> V <input type="checkbox"/> TTY <input type="checkbox"/> Both	Fax
PI Email			

SUBRECIPIENT INFORMATION

Subrecipient	Subrecipient PI
Subrecipient Administrative Address	Subrecipient PI Address
Administrative Phone	Subrecipient PI Phone
Administrative Fax	Subrecipient PI Fax
Administrative Email	Subrecipient PI Email
Subrecipient is a(n) (Check appropriate box)	Subrecipient PI Title
<input type="checkbox"/> Individual <input type="checkbox"/> Educational/nonprofit entity <input type="checkbox"/> Corporation	

CONTRACT/AGREEMENT INFORMATION

<input type="checkbox"/> First-time contract (Complete left column only.)	<input type="checkbox"/> Renewal contract (Complete both columns.)
Potential Contract Duration year(s) (for multiyear contracts)	This is year of a -year contract.
Contract Start Date	UNIVERSITY CONTROLLER USE ONLY <input type="checkbox"/> Subrecipient audit complete. <input type="checkbox"/> Subrecipient approved for contract renewal. Signature _____ Date _____
Contract End Date	
Budget \$	
Charge expenses to budget account code	
Charge PS grant number	
<input type="checkbox"/> Statement of work attached <input type="checkbox"/> Budget attached	

REQUIRED SIGNATURES AND APPROVALS

Initiator (Print name)	Signature	Date
Principal Investigator	Signature	Date
Administrator and Title	Signature	Date

CONTRACTS AND PURCHASING USE ONLY

Req. No.

PO No.