Subcontract Form

1. Enter the Project # and name of Subcontractor
2. Check if this form is being used to set up a new subcontract or amend a previous subcontract
   a. If used to amend a previous subcontract enter the subcontract number
3. Enter the amount of the new subcontract or amendment
   a. If revising a subcontract to decrease funds enter a negative amount
4. Complete invoicing instructions
5. Detail the scope of work/deliverables, any specific reporting requirements needed for this agreement, and any special instructions requested by the PI or Prime Agreement
6. Complete the Conflict of Interest Disclosure
7. Obtain PI approval and submit to the Office of Grants and Contracts (OGC)