**SUBAWARD SETUP FORM**

*To enable more expedient service, please accurately complete the information requested below and attach all pertinent supporting documentation for each Subaward requested. Once this information is received at* *ufsubawards@research.ufl.edu* *the creation of the Subaward(s) can begin. Thank you and if you have any questions please contact us at the email address listed above.*

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| UF Project Requesting Subaward(s)(if DSP completed any portion of this form - please check accuracy and correct as needed) |
| UF PI Information: |  | UF Project Information  |
| Name: |       |  | PS PROJECT #: |       (PS Project that will fund the Sub) |
| Title: |       |  | UFIRST AGR #: |       (if assigned) |
| Address: |       |  | UFIRST PRO#: |       (if assigned) |
| Phone: |       |  | Sponsor: |       |
| Email: |       |  | Sponsor Agr. ID: |       |
|  |
|  |
| SUBAWARD:       of       (number) |  | SUBAWARD:       of       (number) |
| SUB-Organizational Information: |  | SUB-Organizational Information: |
| Legal Name: |       |  | Legal Name: |       |
| Address: |       |  | Address: |       |
| Phone: |       |  | Phone: |       |
| General Email: |       |  | General Email: |       |
| DUNS: |       |  | DUNS: |       |
| EIN: |       |  | EIN: |       |
| Signing Rep: |       (Name) |  | Signing Rep: |       (Name) |
| Title: |        |  | Title: |       |
| Subaward-PI Information: |  | Subaward-PI Information: |
| SUB-PI Name: |       |  | SUB-PI Name: |       |
| Title: |       |  | Title: |       |
| Address: |       |  | Address: |       |
| Phone: |       |  | Phone: |       |
| Email: |       |  | Email: |       |
| Admin Name: |       |  | Admin Name: |       |
| Admin Email: |       |  | Admin Email: |       |
| Subaward Project Parameters: |  | Subaward Project Parameters: |
| Project Period: |       |  | Project Period: |       |
| Budget Period: |       (As applicable) |  | Budget Period: |       (As applicable) |
| Funding Amount: | $      (Total Anticipated) |  | Funding Amount: | $      (Total Anticipated) |
| Amount Obligated: | $      (Release this action) |  | Amount Obligated: | $      (Release this action) |
| Attached *(check)*: | **[ ]** Special Reporting (optional if N/A) |  | Attached *(check)*: | **[ ]** Special Reporting (optional if N/A) |
| Attached *(check)*: | **[ ]** Statement of Work  |  | Attached *(check)*: | **[ ]** Statement of Work  |
| Attached *(check)*: | **[ ]** Detailed Budget\*\* |  | Attached *(check)*: | **[ ]** Detailed Budget\*\* |
| Attached *(check)*: | **[ ]** Other (optional if N/A) |  | Attached *(check)*: | **[ ]** Other (optional if N/A) |
| **\*\*If payments are Fixed Price—deliverables based—please provide details** |  | **\*\*If payments are Fixed Price—deliverables based—please provide details** |
| Note: Please label attachments specific to each Subaward number as indicated above |