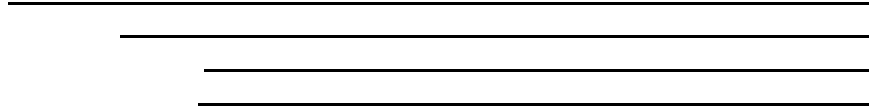


Internal Department S





Attached - Not Applicable

Budget and Budget justification for the subawardee - required  
Subrecipient Commitment Form- if one was done in preaward  
Subrecipients Federally Negotiated F&A Rate Agreement – required  
if they have one  
Department Internal Requisition Form – if applicable  
Subrecipient Cost Share Commitment Letters – if applicable  
Relevant emails- if applicable

Routing: Send documents to your departmental purchasing staff member

Department Purchasing Personal :

Enter Req in Banner and note REQ number here: \_\_\_\_\_

Justification for Delay if purchasing request to start the sub greater than 4 months after the  
subrecipient start date (if the PI & Grant Tech was not responsible):

Attach all documents from the Dept. Grant Tech and the PI

Fill out subaward template and save in an editable form \*\*\* if you open in Adobe Reader,  
no entry will be saved\*\*\*\*

Email all documents to P&CS at [ua-pcs@alaska.edu](mailto:ua-pcs@alaska.edu)