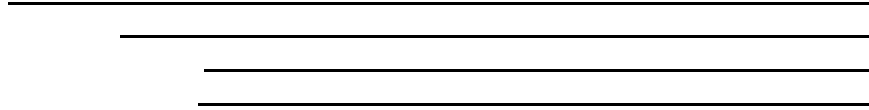


Internal Department S



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