

MSU Subaward Request
Form 2026.01

	All steps must be completed and all materials must be received before your request can be initiated. Contact the MSU Office of Sponsored Programs at subawards@montana.edu for assistance.																																																					
1	Subawards are required to follow terms and conditions of the prime grant. Subawards must have sponsor approval. Link: http://www.montana.edu/research/osp/documents/subcontracts/subvsvendor2014.pdf																																																					
2	Email the Subrecipient Commitment Form , or its link, to your Subrecipient to complete. The form must be complete, and signed by their Authorized Official. It needs to be returned to you, the MSU PI, for final review and signature before submission to subawards@montana.edu for processing. Link to website for Subrecipient Commitment form: https://www.montana.edu/research/osp/subcontracts/index.html																																																					
3	Request the Subrecipient's Scope of Work and Budget Justification be sent to you along with the completed Subrecipient Commitment Form .																																																					
4	Complete the following information: <table border="1" style="width: 100%;"> <tr> <td colspan="2">Subrecipient PI Name:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Subrecipient Entity Name:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Subrecipient Project Title:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2" style="background-color: yellow;">MSU Principal Investigator:</td> <td colspan="2" style="background-color: yellow;">MSU Financial Contact – person who will receive and process Subrecipient invoices for payment OR designate appropriate MSU Fiscal Shared Services team lead</td> </tr> <tr> <td>Name:</td> <td></td> <td>Name:</td> <td></td> </tr> <tr> <td>Department:</td> <td></td> <td>Department:</td> <td></td> </tr> <tr> <td>E-mail:</td> <td></td> <td>E-mail:</td> <td></td> </tr> <tr> <td colspan="2" style="background-color: yellow;">Funding Information</td> <td colspan="2" style="background-color: yellow;">Subaward Period Information</td> </tr> <tr> <td colspan="2">MSU Grant Index:</td> <td colspan="2">Period of Performance Start Date:</td> </tr> <tr> <td colspan="2">MSU Prime Sponsor:</td> <td colspan="2">Period of Performance End Date:</td> </tr> <tr> <td colspan="2">Subaward Current Authorized Amount:</td> <td colspan="2">Estimated Project End Date if incrementally funded* (max end date):</td> </tr> <tr> <td colspan="2">Subaward Current Cost Share Amount:</td> <td colspan="2" rowspan="2">*MSU policy: if the prime award is incrementally funded, the subaward must also be incrementally funded.</td> </tr> <tr> <td colspan="2">Estimated Cumulative Funding Amount if incrementally funded* (max funding):</td> </tr> </table>				Subrecipient PI Name:				Subrecipient Entity Name:				Subrecipient Project Title:				MSU Principal Investigator:		MSU Financial Contact – person who will receive and process Subrecipient invoices for payment OR designate appropriate MSU Fiscal Shared Services team lead		Name:		Name:		Department:		Department:		E-mail:		E-mail:		Funding Information		Subaward Period Information		MSU Grant Index:		Period of Performance Start Date:		MSU Prime Sponsor:		Period of Performance End Date:		Subaward Current Authorized Amount:		Estimated Project End Date if incrementally funded* (max end date):		Subaward Current Cost Share Amount:		*MSU policy: if the prime award is incrementally funded, the subaward must also be incrementally funded.		Estimated Cumulative Funding Amount if incrementally funded* (max funding):	
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5	Complete Reporting Requirements (page 3) to request reports that will assist you as the Prime PI in this project.																																																					
6	Send this form, the Subrecipient Commitment Form (signed by both parties), Subrecipient's Scope of Work and Budget Justification , in one email, to subawards@montana.edu for processing. <i>The subaward process takes approximately 4-8 weeks from the time a complete and accurate subaward request is submitted to when the draft agreement is sent for review and signature.</i>																																																					
7	MSU has designated the MSU PI as the individual primarily responsible for monitoring the programmatic and financial performance and progress of a subaward as detailed in the MSU PI Subaward Responsibilities (page 2). By signing below, the MSU PI accepts this responsibility and attests that this subaward is approved by their prime award sponsor for amount, scope and deliverables.																																																					
	MSU Principal Investigator's Signature (Required) – electronic signature accepted			Date																																																		

Additional information (ex: is this a continuation project, is there an IDC rate exception, etc.)

FOR OSP INTERNAL USE ONLY

RECD _____

SUB ID _____

D/E _____

Return all documents, in one email, to subawards@montana.edu for processing by the Office of Sponsored Programs.

Montana State University PI Subaward Responsibilities

MSU has designated the MSU PI as the individual primarily responsible for monitoring the programmatic and financial performance and progress of a subaward. Except as noted below, the subaward monitoring and compliance obligations of the MSU PI may be shared with departmental administrators or other MSU employees; however, in no event may such monitoring and compliance obligations be delegated to a non-MSU employee. As part of MSU's monitoring responsibilities, the duties of the MSU PI during the life of the subaward are as follows:

1. To ensure that subrecipient's invoices are prepared in accordance with subaward requirements; with the approved budget or permissible re-budgeting; were incurred within the approved period of performance; are aligned in terms of cost and type of expense with the scientific progress reported to date; and that the costs are allowable, allocable and reasonable as they relate to the terms and conditions imposed by the sponsor and the subaward issued by MSU. The final invoice must be reviewed and approved by the MSU PI and not a designated authority.
2. In the event the level of detail included on an invoice is not sufficient to fully understand the costs, or if it appears that some costs may be excessive or understated, the MSU PI is responsible for questioning the subrecipient's expenditures or requesting further documentation or explanation prior to approving an invoice. Copies of all such documentation and the ultimate outcome of the investigation should be retained in the project file.
3. To monitor the subrecipient's scientific progress in terms of the Scope of Work and any required milestones. If scientific progress is not satisfactory, or if technical reports required of the subrecipient are not prepared timely, the MSU PI is responsible for contacting the subrecipient to address these issues. If continued performance is not satisfactory, MSU PI should contact OSP to discuss appropriate remedial actions or termination of the subaward.
4. To verify that the subrecipient is adequately meeting any cost-sharing commitments made for the subaward.
5. To verify that any human subject, animal subject, bio-safety or other compliance approvals from the subrecipient's boards or committees are kept current throughout the performance of the subaward. In the event of a lapse in approval, the MSU PI is responsible for immediately notifying MSU's compliance committee and the OSP Subaward office at subawards@montana.edu. Costs incurred by a subrecipient during a period of lapse may not be charged to a subaward.
6. To be the primary point of contact for the subrecipient during performance of the subaward. The MSU PI may delegate those responsibilities on a day-to-day basis to another member of the research project, so long as such other member is a full-time, regular MSU employee; however, such delegation may not be made to a contractor or temporary employee working at MSU.
7. To submit a **Subaward Modification Request Form** in a timely manner, when there is a change to add time and/or funding to an existing subaward, or to facilitate other updates to the subaward such as change to Scope of Work, change in PI(s), change in reporting requirements, re-budgeting, etc.
8. To plan for efficient completion of performance and close-out of the subaward. This includes requiring that the subaward period of performance end no later than the end date of the prime award, and that the subrecipient's final invoice, final technical report, and any required reports, including those on inventions, be submitted to MSU no later than 60 days after the end of the subaward period of performance or as otherwise stated in the subaward terms and conditions.
9. To assist OSP, upon request, in obtaining or reviewing reports, complying with additional monitoring responsibilities for high-risk auditees, or monitoring a subrecipient's adherence to corrective action plans.

Reporting Requirements

Please select all the reports required from your subrecipient for you to complete your project. Subrecipient reporting requirements should be as specific as possible and be consistent with sponsor requirements. Select the report due date(s) if indicated. These reporting requirements will be incorporated into the terms and conditions of the subaward agreement.

Please check all that apply:

- ☐ A Final technical/progress report will be submitted to the Pass-through Entity's Principal Investigator identified in Attachment 3 within _____ days after the end of the period of performance.
- ☐ Monthly technical/progress reports will be submitted to the Pass-through Entity's Principal Investigator identified in Attachment 3, within _____ days of the end of the month.
- ☐ Quarterly technical/progress reports will be submitted within thirty (30) days after the end of each project quarter to the Pass-through Entity's Principal Investigator identified in Attachment 3.
- ☐ Technical/progress reports on the project as may be required by Pass-through Entity's Principal Investigator in order that Pass-through Entity may be able to satisfy its reporting obligations to the MSU Prime Sponsor.
- ☐ Annual technical/progress reports will be submitted within _____ days prior to the end of each project period to the Pass-through Entity's Principal Investigator identified in Attachment 3. Such report shall also include a detailed budget for the next budget period, updated Other Support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.

If needed, add additional reports below that you may need from your subrecipient to assist you, as the MSU PI, in completion of the project. They will be incorporated into the subaward agreement.

You may also request additional requirements for this specific agreement. They will be considered for inclusion, into the subaward agreement, if they are consistent with MSU policies and procedures.