

SUBAWARD PROPOSAL SHEET

Please complete and submit this form to the **ARTS AND SCIENCES BUSINESS AND RESEARCH ADMINISTRATION OFFICE (BARA)**, 225 Mergenthaler Hall. Proposals can be submitted with Letter of Intent only; however, full information should be provided on this form before Subaward will be issued.

Part I – SUBRECIPIENT INFORMATION

Name of Institution/Company: _____
Project Director: _____
Sponsored Projects Officer: _____
Address: _____
Phone No: _____ Email: _____ Fax No. _____

Part II – JHU PROJECT INFORMATION

Principal Investigator _____
Sponsor Name: _____
Sponsor Number (Proposal/Grant/Contract): _____
JHU SAP: Grant _____ IO# _____
Period of Performance of Subaward: _____
Subaward value: _____

Part III – PROCUREMENT INFORMATION - (Reasons for Subrecipient selection)

- Collaborative Project, as indicated on proposal to Sponsor.
- Only one responsible source and no other company/institution are available to do such specialized work. **(Please attach a sole source justification.)**
- Competitive selection. Please provide the name and address or telephone number of each potential subcontractor contacted, as well as the total amount proposed.
- Participant is not currently debarred or suspended from receiving Federal Funds

Part IV – STATEMENT OF WORK INFORMATION

- A separate statement of work is included and should be attached to the subaward agreement. This statement of work provides an accurate description of the work to be performed under this subaward agreement and lists all deliverables and/or milestones.
- Due to the collaborative nature of this project, the subaward agreement statement of work should be the proposal prepared and submitted to the sponsor. This statement of work was prepared jointly by both JHU and the subrecipient and provides an accurate description of the work to be performed.

Part V – SUBAWARD BUDGET INFORMATION – (Basis for Subaward Cost or Price)

- Catalog Price
- Subrecipient’s current rate agreement. (Please attach a copy of this agreement.)
- Detailed Cost Justification. (Please attach supporting data)
- Certificate of Current Cost or Pricing Data is Required/Attached

The cost must be determined by JHU to be fair and reasonable. Provide any information, that will be useful in supporting the Subawardee’s proposed budget, (i.e., hours are reasonable for work required, other proposed staff are appropriate, other direct costs are directly related to the statement of work).

NOTE: BARA USE ONLY

Part VI – SPONSOR APPROVAL

- No Approval Necessary – Collaborative Project
- Subaward Consent Requested – Copy of Subaward Sent to Sponsor for Review
- Sponsor Letter of Approval (Consent) On File

Part VII – SPECIAL FLOWDOWN PROVISIONS (Check if applicable and information available)

- Confidentiality
- Use of Animals
- Publication Restrictions
- Consultants or other Subcontractors to be utilized – Subcontracting Plan Required (Over \$500K)
- Special Intellectual Property Ownership and/or Use Issues (Software, Copyright, Patent Data, etc.)
- Property/Equipment
- Use of Human Subjects
- Cost Sharing

Part VIII – GENERAL PROVISIONS

Reporting requirements of the Prime Instrument to be flowed-down to subcontractor. Indicate frequency and date or “NA” if not applicable.

Financial reports to be submitted: (Frequency) _____ (Date) _____

Technical reports to be submitted: (Frequency) _____ (Date) _____

Patent report to be submitted: (Interim) _____ (Final) _____

Property/Equipment reports to be submitted: (Annual) _____ (Final) _____

Other _____

THIS FIELD RESERVED AS A “NOTES” FIELD TO BE USED BY EITHER SPO's or ADMINS.

I certify that, to the best of my knowledge, no actual or potential conflict of interest exists with regard to this Subaward.

Principal Investigator

Date