

Kennesaw State University

Office of Research

Subaward Request Form

Complete one form per subaward and submit to cellio12@kennesaw.edu

PI/Project Director Information

Name:		Title:	
Department:		MD#:	
Telephone:	Fax:	Email:	

Project Information

Sponsor:	Sponsor Award Number:
Project Title:	
Anticipated Project Period:	Budget Period:

Note: KSU can issue the subaward for one year with amendments, for additional years, or for the entire project period

Was this subaward budgeted in the Proposal? Yes No*

*If No, has the sponsor subsequently given approval? Yes No

To ensure a timely review of your submission:

- Complete the following two subrecipient contact information pages.
- Attach the scope of work, which should include the purpose, explanation of the work to be performed, timetable (if applicable), deliverable (if applicable), and how the work's progress or results will be measured (if applicable).
- Attach the budget, including budget narrative, for the time period of the subaward.

STATEMENT OF WORK

Please complete this form or attach a separate document.

The Statement of Work should include the following elements:

- ✓ Purpose or objective(s) of the work to be performed by the subrecipient
- ✓ An explanation of the work to be performed
- ✓ Timetable or schedule of the work to be performed, if applicable
- ✓ Any deliverables, products, or expected outcomes, if applicable
- ✓ If applicable, outline how the work's progress or results are measured

STATEMENT OF WORK