

**Princeton University  
Subaward Initiation**

Complete this form for all new subaward requests. Send completed form to Francine Taylor (ftaylor@princeton.edu).

Princeton PI Name: \_\_\_\_\_  
Princeton Project / Grant No.: \_\_\_\_\_

**Subaward Information:**

Organization Name: \_\_\_\_\_  
Amount of Subaward: \$ \_\_\_\_\_ (Obligated)  
Amount of Subaward: \$ \_\_\_\_\_ (Anticipated, including Obligated Amount)  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

**Subawardee PI Contact Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Subawardee Grants Office Contact Info:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Was this subaward included in the original proposal?** **Yes** **No**  
If "Yes", answer A and B. If no, please obtain the Subrecipient Commitment Form and required documentation at the following link:  
<http://www.princeton.edu/orpa/forms/subawards/Princeton%20sub%20%20Commitment%20form.pdf>

**(A) Has the subawardee's Statement of Work changed from the original Statement of Work?** **Yes** **No**  
(If yes, please attach revised Statement of Work to this form)

**(B) Has the Subawardee's budget changed from the original Budget?** **Yes** **No**  
(If yes, please attach revised Statement of Work to this form)

Note that the subaward initiation will be delayed if sponsor approval is required.

I hereby authorize the Office of Research and Project Administration to prepare and release a subaward as described above. I understand that as the Principal Investigator of this award, I am responsible for verifying that the subawardee is suitable and uniquely qualified to carry out the scope of work. I have disclosed to ORPA, in writing, any relationships between myself or other key personnel at Princeton and collaborators at the subaward organization as defined under the Dean of the Faculty's nepotism policy. I am also responsible for monitoring the subawardee's work progress, including all technical reports and other deliverables as defined in the subawardee's scope of work. I must authorize the release of funds for subawardee payment of invoices and notify ORPA immediately if there are any problems with a subawardee's performance on this project.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Princeton Principal Investigator)