

SUBAGREEMENT INITIATION FORM

Washington State University

Hover over each section for additional guidance

ORSO#:
Project Title:

Financial Overview:

1. Check if your subrecipient is listed as pre-approved, [here](#).
2. If not listed via the link above, please obtain and attach w/this form the subrecipient's most recent [Single Audit](#) for financial review. If unavailable, send recent tax record or certified financial statement.
3. No financial information? Please have subrecipient fill and return this [Subrecipient Questionnaire](#).

Attached with this form are the following:

Statement of Work*	Budget*	Budget Justification*	Letter of Commitment	F&A Rate Agreement*	RCR	Financial Audit Documents*
for New Supplier only: <input type="checkbox"/> W9 Domestic	<input type="checkbox"/> W8BENE Foreign			FCOI form*		Training completed

**Required attachments*

WSU Information		
PI:	Admin Contact:	
Phone:	Phone:	
Email:	Email:	
Address:		
<input type="checkbox"/> Federal Sponsor:	Prime Award #:	
<input type="checkbox"/> Non-Fed Sponsor:		
Funds set aside in AWD #:	GR#	WD Supplier #

Subrecipient Information			
Legal Name:	Admin. Contact:	Phone:	
SAM.gov UEI#:	EIN#	Email:	Remittance Address:
PI:	General Address:		
Phone:			
Email:			

Subagreement Information		Carryforward restricted	
Amount Funded this action:		Total Est. Funding:	
Cost Share this action:		F&A Rate, if applicable: %	
Budget Period this action:	—	Est. Project Period:	—
Human Subjects	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Subrecipient IRB not required for the following reason:		Status of IRB:	
<input type="checkbox"/> IRB Exempt		<input type="checkbox"/> Approved	
<input type="checkbox"/> WSU acting as sIRB		<input type="checkbox"/> Pending	
<input type="checkbox"/> Other sIRB designated			
<input type="checkbox"/> Approval will be sought after 1 year			
Animal Subjects	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Status of IACUC approval	Comments:		
<input type="checkbox"/> Approved			
<input type="checkbox"/> Pending			

