

Contact Information Sheets for Outgoing Subawards

Purpose

The Prime Recipient and Subrecipient Information forms (Attachments 3A and 3B) provide Boston University and its subrecipient institutions with institutional information about each other that is useful in negotiation of subaward Agreements. These attachments also help BU satisfy federal reporting requirements with respect to recent legislation (ARRA and FFATA).

Attachment 3A centralizes all the information of the prime recipient (BU) on one form for the convenience of our subrecipients.

Instructions for department administrator: complete the information for the BU PI only; the remaining items on the form are pre-filled.

When complete, OSP sends the form to the subrecipients of outgoing BU subawards as an attachment to the contract document.

Attachment 3B (pages 1 and 2) centralizes all of the subrecipient information.

Instructions for department administrator: complete at minimum the name of the subrecipient institution as well as name, email and telephone of the subrecipient PI and the contract administrative contact.

OSP includes this attachment with the draft contract, requesting that the subrecipient institution(s) confirm its accuracy, complete missing information on both pages, and send them back. Usually page 1 suffices but page 2 may be required in cases in which the performance site differs from the usual address.