Requesting a Subcontract or an Amendment

***\*Please do not send requests until award set-up has been verified.***

**Steps to request a Subcontract:**

1. Fill out the Subcontract Request Form. Please ensure that you provide PI credentials, project number, and the last 4 digits of zip code. Any missing information will delay the drafting process.
2. If the Prime Sponsor if Federal, have the Subcontractor fill out the Subrecipient Commitment form (only if it was not filled previously out at the Proposal stage). *Please do not convert the Subrecipient Commitment form into a PDF.*
3. In the body of the email request, please provide the following information for use in the DocuSign (electronic signature) process:
   1. Subcontractor’s Administrative Official’s email address
   2. UCD PI’s email address (if the PI has multiple email addresses, give the one the PI uses more often)
   3. Requisition/SPO number
4. Send request to [OGC.Subcontracts@ucdenver.edu](mailto:OGC.Subcontracts@ucdenver.edu) with the Subcontract Request form and the Subrecipient Commitment form (if applicable) attached. Other pertinent documents (e.g. budget, statement of work) may be attached. *Please do not convert any additional attachments into a PDF.*

**To request an Amendment:**

1. Hand-mark up a copy of the previous Subcontract/Amendment with all the changes you are requesting.
   1. The budget should follow the template on the marked-up request. Other expenses must be listed individually.
   2. Changes to Scope of Work, 3A and 3B Contact Information, etc. may be attached to the marked-up request or as an attachment in the email.
2. If the Prime Sponsor if Federal, have the Subcontractor fill out the Subrecipient Commitment form (only if it was not filled previously out at the Proposal stage).
3. In the body of the email request, please provide the following information for use in the DocuSign (electronic signature) process:
   1. Subcontractor’s Administrative Official’s email address
   2. UCD PI’s email address (if the PI has multiple email addresses, give the one the PI uses more often)
   3. Requisition/SPO number
4. Send request to [OGC.Subcontracts@ucdenver.edu](mailto:OGC.Subcontracts@ucdenver.edu) with the Amendment Request mark-up and the Subrecipient Commitment form (if applicable) attached. Other pertinent documents (e.g. budget, statement of work) may be attached.