Requesting a Subcontract or an Amendment

*Please do not send requests until award set-up has been verified- see flow diagram on following page for more information on this timing requirement and the overall routing process. To request the setup status of an award, please contact OGC.4Status@ucdenver.edu*

Steps to request a Subcontract/Amendment:

1. Fill out the appropriate Subcontract or Amendment Request Form.
   a. Decide if you need a new Subcontract, Research Services Agreement, Practice Participation Agreement or an Amendment to an existing agreement from this list.
   b. Fill out the appropriate request form using the links below. Be sure to include the documentation in the “Required Documents” list below so we can process your request upon receipt.
      i. Subcontracts: [https://ucdenverdata.formstack.com/forms/subcontract_request_form](https://ucdenverdata.formstack.com/forms/subcontract_request_form)
      ii. Amendments to Existing Subcontracts: [https://ucdenverdata.formstack.com/forms/amendment_request_form](https://ucdenverdata.formstack.com/forms/amendment_request_form)
      iii. Research Services Agreement or Practice Participation Agreement: [https://ucdenverdata.formstack.com/forms/research_services_agreement](https://ucdenverdata.formstack.com/forms/research_services_agreement)

   c. Required Documents:
      i. Subrecipient commitment form (for federal awards only- filled out by the Subcontractor)
      ii. Budget Sheet
         1. Choose the appropriate budget template to attach a budget based on the budget scenarios (see budget scenarios and definitions instruction sheets).
      iii. Subcontract Packet
      iv. Statement of Work

Any Questions can be directed to ogc.subcontracts@ucdenver.edu
OGC Sub/RSA Contract Process

Department

- Decide a subcontract or RSA is needed
  - Is there a Prime Award?
    - Yes
      - Wait for Prime Award to be set up
      - Speedtype is set up for Prime Award
    - No
      - Request an RSA using the RSA request form link on the OGC website
  - Request a subcontract using the Sub request form link on the OGC website

Subcontracts

- Execution Phase
  - Add signature to fully execute agreement
  - Updates CU marketplace and attaches agreement
  - Return fully executed agreement to department

OGC Post Award

- Request Received
  - Choose and populate appropriate RSA, PPA, Fixed Price or Cost Reimbursement Template based on the prime award set-up
  - Return template draft to department to obtain signatures

- Review agreement for accuracy or redlines
  - Send final agreement and routing form to post award.

- Receive and review partially executed agreement and routing form
  - Return to Subcontracts team with or without instructions to alter the marketplace entry