

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
 - ii. Amendments to Existing Subcontracts:
https://ucdenverdata.formstack.com/forms/amendment_request_form
 - iii. Research Services Agreement or Practice Participation 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

