Request Addition of a New Subcontractor

If the subcontractor you wish to include on a proposal is not currently in InfoEd, you can submit a request to add the subcontractor to the database by using the Sponsor/Subcontractor Request Form on the OSR website. Unlike the “ZZZ placeholder” work-around that can be used while waiting for a new sponsor to be entered into InfoEd, you must wait for the subcontractor profile to be set up before you can add the subcontractor and subcontract budget information to InfoEd. Note: Do not choose a different subcontractor to serve as a temporary placeholder!

More Information about Subcontract Agreements

For more general information about subcontract agreements, visit the Subcontracts page on the OSR website. If you are unsure if an entity is a Subcontractor or a Contractor, view the OSR SPOT microlearning video “Checklist to Determine Subrecipient vs. Contractor Involvement”.

Step-by-Step Guide to Filling out a Request for a New Subcontractor

Sponsor/Subcontractor Request Form

This form is to be used to request a new subcontractor or sponsor to be added to InfoEd. It replaces the subcontractor and sponsor request features available via the NU Portal. For instructions, click here: https://osr.northwestern.edu/new-sponsor/sub-requests

Sponsor or Subcontractor *

- Sponsor
- Subcontractor

(1) Use the radio buttons to select the "Subcontractor" option

InfoEd Proposal Number *

SP12345678

(2) Enter the InfoEd Proposal Number (SP#) and the name of the entity being requested as a new subcontractor

Organization Name *

New Subcontractor Name

Address 1

Subcontractor Street Address (If known)

Address 2

City *

City

State *

State

Zip

N/A

Country

(3) Enter subcontractor address. At minimum city and state are required, but if you have a complete address, then include it. The more information, the better. [Note: In the case of foreign entities, enter "N/A" for state.]
Contact Name
Jamie Subcontractor

Note: This is the contact at the organization NOT the name of the Northwestern contact / person submitting this form.

Contact Phone

Contact Email
jamie@subcontractor.com

Subcontract PI Name
Dr. Subcontractor Smith

Subcontract PI Commons ID

Subcontractor DUNS Number

Is this request for an other significant contributor (OSC)? *
Yes

Comments
Other comments to OSR Info Team

Attachments
Browse... No file selected.
Files must be less than 2 MB.
Allowed file types: gif jpg jpeg png txt rtf html doc docx xlsx xlsx.

Submitter Name *
Willie Wildcat

Submitter Email *
wille@northwestern.edu

(4) If you have a contact person at the proposed subcontractor, include their name and contact information. As applicable and available, also include details about the sub PI and the sub DUNS Number.

(5) If the request is being made for an other significant contributor (OSC), choose "yes"; if not, choose "no". [Required field]

(6) Provide any additional information to OSR in the "Comments" section

(7) As applicable and available, upload relevant attachments (e.g. draft subcontract agreement, tax documents from proposed sub, copy of email from sub that includes information about the entity)

(8) Enter your name and email address. Upon submission of this form you will receive confirmation at the email provided. In addition, if the OSR Info Team needs to contact you, this address will be used.

(9) Click "Submit" when you have completed the form and are ready to send your request to the OSR Info Team for processing.