REQUEST ADDITION OF A NEW SUBCONTRACTOR

If the subcontractor you wish to include on a proposal is not currently in InfoEd, you must submit a request to add the subcontractor. To begin a new request, navigate to the Change Request module in InfoEd and select “Request New Sponsor/Subcontractor.”

Click “Add New” to search for and select the InfoEd PD record associated with this request.

Use the radio buttons to select “Subcontractor”. This will bring up a question asking if this request is for an OSC (i.e. Other Significant Contributor) or an external consultant. If you are not sure which option to choose, visit the Sponsored Research website to find out more about subrecipients vs. contractors.

Enter the sponsor name and address. The more information, the better. Note that the State field is open text (not a drop-down list), so you will need to type out the state abbreviation (for US states) or N/A (for foreign entities.)
JOB AID

REQUEST ADDITION OF A NEW SUBCONTRACTOR

This is for a contact person at the requested organization:

Name: ____________________________
Phone: ____________________________
Email: ____________________________

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

Subcontract PI Name: ____________________________
Subcontract PI Commons Account: ____________________________
DUNS: ____________________________

Additional info for OSR (optional):

Provide any additional information, such as URL for the subcontractor’s website, if known.

Upload additional info for OSR (optional):

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

Note: 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!