

Financial and Administrative Policy – Interinstitutional Financial Transactions (F18)

ATTACHMENT D

UW SYSTEM
AGREEMENT TO TRANSFER EXTRAMURAL FUNDS BETWEEN UW INSTITUTIONS

Agreement Number _____

The purpose of this agreement is to set forth arrangements for UW-_____ (Seller/Recipient) to provide services to UW-_____ (Buyer/Subrecipient) required under the award entitled _____ received from _____ under award number _____ CFDA No. _____.

Technical Direction: The Recipient Principal Investigator, _____, will retain technical direction of the project. The Key Person of the Subrecipient, _____, is considered essential to the work.

Scope of Work: The Subrecipient shall supply all of the necessary personnel, equipment and materials to accomplish the tasks set forth in Section A.

Period of Performance: - The effective period shall be from ___/___/___ through ___/___/___.

Limitation on Costs - The reimbursable cost, both direct and indirect will not exceed _____ as detailed in Section B below. All Seller institution cost sharing amounts are also identified in Section B.

Funds: The Subrecipient will establish a fund 144 or 133 account/project as appropriate; invoice the Recipient; and deposit the funds using revenue code 3910.

Invoices and Reports - The Subrecipient institution will submit invoices to the Recipient no less frequently than quarterly within 45 days of the end of each quarter, and a final invoice due within 45 days of the end of the award. Invoices should reflect costs incurred by major budget category and should be sent to the following address: _____.

The Recipient will reimburse the Subrecipient within 30 days of receiving an invoice from the Subrecipient. The Subrecipient is responsible for submitting technical reports as required by the Recipient's Principal Investigator.

Instructional Representatives: Liaison with the Recipient will be through _____, telephone _____, email _____. Liaison with the Subrecipient will be through _____, telephone _____, email _____.

Transfer of Funds: Recipient Institutions that create encumbrances for these transactions will do so under class code 3301 (Legacy) or account code 3910 (Shared Financial System); if not, the Recipient will simply process payment using one of these appropriate codes. The Subrecipient will establish a fund 144 and 133 account/project as appropriate; invoice the Recipient; and deposit the funds using revenue code 9910.

Special Provisions: Recipient will include in the terms of this agreement (or attach) the Sponsor's "Notification of Award" including Sponsor's terms and conditions.

Agreement becomes valid upon the signature of the Institutional Representative of each Institution:

RECIPIENT

SUBRECIPIENT

Signature

Signature

Printed or Typed Name & Title

Printed or Typed Name & Title

Date

Date

A. DESCRIPTION OF SERVICES

B. BUDGET

BUDGET	FUNDED AMOUNT	COST SHARING AMOUNT	TOTAL
SALARIES			
ACADEMIC			
CLASSIFIED			
LTE			
STUDENT			
OTHER			
TOTAL SALARIES			
FRINGE BENEFITS			
ACADEMIC			
CLASSIFIED/LTE/STUDENT			
OTHER			
TOTAL FRINGE BENEFITS			
SUPPLY & EXPENSE			
CAPITAL EQUIPMENT			
INDIRECT COSTS			
GRAND TOTAL			