

**AGREEMENT TO TRANSFER EXTRAMURAL FUNDS
BETWEEN UW INSTITUTIONS**

Agreement Number

Recipient	UW-
Recipient Principal Investigator	
Subrecipient	UW-
Key Person of Subrecipient	
Sponsor	
Period of Performance	

Is this an award of Federal funding? Yes No
If Yes:

Award #	
CFDA#	
Project Title	
Prime Award Date	
Prime Award Amount	

This Agreement is entered into in order to specify the terms and conditions under which Recipient and Subrecipient will participate in the conduct of a project funded by Sponsor.

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 **Appendix A**.

Limitation on Costs: The reimbursable costs under this Agreement, both direct and indirect, will not exceed the amounts detailed in **Appendix B**. The Subrecipient cost sharing requirements, both direct and indirect, will not exceed the amounts detailed in **Appendix B**.

Invoices and Reports: The Subrecipient will submit invoices not more often than **monthly** to the Recipient for work completed. The invoice shall reference this Agreement Number and shall reflect costs incurred per period and cumulatively to date by major budget category. The final invoice shall be submitted within forty-five (45) days of the end of the agreement. Invoices, certified if federally funded (as required in 2 CFR 200.415), should be provided to the following contact:

Name	
Phone Number	
Email	
Mailing Address	

The Recipient will reimburse the Subrecipient within thirty (30) days of receiving an invoice from the Subrecipient.

The Subrecipient is responsible for submitting technical reports as required by the Recipient Principal Investigator.

Access to Records and Record Retention: Subrecipient certifies by signing this Agreement that it will provide access to records and comply with record retention requirements. Refer to 2 CFR 200.333-.337 for federal funding requirements.

Institutional Representatives:

	Recipient	Subrecipient
Name		
Title		
Phone Number		
Email		
Mailing Address		
DUNS		

Payments/Transfers to Subrecipient: If Recipient creates encumbrances for this agreement, they will be created under account code 3910. Payments should also be processed using this account code.

Payments to Subrecipient should be made by (Subrecipient should check the appropriate box):

Paper Check

Inter-Unit Journal (IUJ)

The Subrecipient will establish a fund 144 or 133 project as appropriate; invoice the Recipient; and deposit the payments using revenue account code 9910.

Special Provisions: Recipient has included the Sponsor's Grant Agreement as **Appendix C**.

Agreement becomes valid upon the signature of the Institutional Representative of each institution, noted above:

RECIPIENT

SUBRECIPIENT

Signature

Signature

Date

Date

