



Purchasing Department
 Lucas Administrative Center 617
 Nunn Drive
 Highland Heights, KY 41099
 (859) 572-5265
 FAX (859) 572-6995

SUBGRANT AGREEMENT

SG-NKU-

<p>Vendor Name</p> <p>Address</p> <p>City, State, Zip</p> <p>SSN or EIN #</p> <p>NKU Acct. #</p> <p>Department</p>	<p>Grant #</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Fed.</td> <td style="width: 33%;">State</td> <td style="width: 33%;">Local</td> </tr> </table> <p>Granting Agency:</p> <p>Agreement Period From:</p> <p style="text-align: right;">To:</p> <p>Total Cost: \$</p> <p style="text-align: right;">NOT TO EXCEED</p>	Fed.	State	Local
Fed.	State	Local		

Description of Subgrant Agreement:

Payment Schedule: Hourly: \$ /hour Fee: \$ /service

 Per Diem: \$ /day Other: \$

 Payment To Be Made: Upon Completion; Other

Authorized Fees and Expenses:

Mileage .42	Lodging	Postage	Airfare & Other Transportation
Meals	Printing	Phone	Miscellaneous

Cancellation: By either party upon 30 days written notice, unless otherwise specified in grant

Contract provisions on page 2 of this document are part of this Subgrant Agreement.

Subgrantee:

Prepared By:

Building, Room, Phone:

Approved:

Comptroller's Office – Grant Accountant

Purchasing Department

Continuation of Subgrant Agreement Provisions

1. The date on which the Subgrant is “made” and entered into” should be the date both parties sign, or if signing is on separate days, the date on which the latter signature is affixed. If the Subgrantee is a firm, list on a separate sheet of paper the name and Social Security Number for each individual who will be connected with the agreement. The effective date of the agreement is the date it is filed.
2. The Subgrantee shall maintain supporting documents to substantiate invoices and shall furnish same if required by Northern Kentucky University. If reimbursement of expenses is authorized, the reimbursement shall be only on an out-of-pocket basis. Request for payment of same shall be processed upon receipt from the Subgrantee of valid, itemized statements submitted periodically for payment at the time any fees are due. Original copies must be submitted for airline ticket receipts, motel bills, restaurant charges, and rental car charges. All other charges shall be either original or certified copies. Subgrantee shall not be reimbursed for any expenses not listed or marked on the first page of this contract.
3. The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction and performance of this Subgrant Agreement.

By signing this Subgrant Agreement, Subgrantee swears or certifies that he/she is in compliance with the following sections 4, 5 and 6.

4. The Subgrantee hereby certifies by his/her signature hereinafter that he/she is legally entitled to enter into the subject agreement with the University and certifies that he/she is not and will not be violating any conflict of interest or principle by the performance of the agreement.
5. During the performance of this Subgrant Agreement, the Subgrantee agrees not to discriminate illegally against any employee or applicant for employment on the basis of race, religion, color, national origin, sex or age (age 40 and above), physical or mental disability, or status as a Vietnam Era veteran. The Subgrantee will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Subgrantee will comply with the provisions of the Americans with Disabilities Act as applicable.

6. The Subgrantee hereby swears that neither he/she, nor any member of his/her immediate family having an interest of 10 percent or more in any business entity involved in the performance of this agreement, contributed more than the amount specified in KRS 121.056(2), to the campaign of the Kentucky gubernatorial candidate elected at the election last preceding the date of this Subgrant Agreement.

In addition, Subgrantee further swears under the penalty of perjury, that neither he/she or the Company which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth, and that the award of a contract to him/her or the Company which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.

7. The Subgrantee is an independent contractor for NKU; therefore, NKU is not liable for Social Security contributions pursuant to Section 418,42 U.S. Code. Furthermore, IRS Form 1099 will be forwarded at the end of the calendar year if total payments exceed \$600.00.
8. **Subgrantee may not begin work until receipt of a Northern Kentucky University Purchase Order which will be the department and subgrantee’s notification that work may commence.**