

Santa Clara University

Subcontract Information Form

Complete this form and submit with any proposal which, if awarded, will result in a subcontract. If multiple subcontracts are anticipated, complete one form for each subcontract.

1. SCU Principal Investigator(s): _____

2. Legal name of Subcontractor (ie, the **legal** name for SCU is: "The President and Board of Trustees of Santa Clara College, dba Santa Clara University"):

3. Name/Address/Phone/Fax for Subcontractor's Project Director/PI: _____

4. Checks should be made payable to: _____

5. Name/Address/Phone for mailing checks to Subcontractor: _____

6. Name/Address/Phone for mailing Subcontractor's Business Official: _____

7. Attach a short (1 pg. or less) description of exactly what the Subcontractor will be doing under the award for the first year only. Subsequent year's subcontracts will be amended each year with additional funding and a new one-year scope of work. A subcontract is a legally binding document; it must be as specific as possible. A general description from the proposal is not appropriate.