

**PURCHASE REQUEST ADDENDUM  
FOR  
RESEARCH SUBCONTRACTS**

**CG-1B**

*This form is to be completed in addition to CG-1A (Purchase Request).  
Reference OTS Customer Guide "How to Purchase Goods and Services" for additional information*

1. If this request is for one or more of the following: *human subjects ( tissue, organs, sera), live animals (use, purchase or care), sensitive items, hazardous materials, **complete and forward*** Form CG-5 (PR Special Approval Route Sheet) to the approving officials indicated on the form.

2. If the purchase request is for a **non**-competitive procurement, complete and attach Form CG 3 (Justification for Other Than Full and Open Competition)

3. This acquisition may generate intellectual property (IP) such as inventions, data, or publications  Yes  No - If Yes, provide details regarding the nature of the potential IP

4. This acquisition is for a specific NCI initiative e.g. ICG, Proteomics or Fl cDNA  Yes  No - If Yes, indicate which and provide details

5. This acquisition will use proprietary materials or data from outside NIH.  Yes  No - If Yes, provide details on the types and source of the data or materials

6. This acquisition is associated with a CRADA or MTA.  Yes  No – If Yes provide details and attach a copy of the document(s)

7. A concept review has been completed for this project.  Yes  No – If Yes, provide review comments

8. Subcontractor will require access to the NCI/NIH computer network to complete this work.  Yes  No

9. This acquisition will involve a foreign government or business operating in a foreign country.  Yes  No

***Provide the information below on attached sheets. All forms and attachments are to be submitted together as a single package to the Purchasing Dept. Upon request, all attachments developed by the customer should be made available electronically to the assigned Subcontract Specialist for use in the solicitation.***

**10. Statement of Work for Services** - Provide a detailed statement of work that describes the work to be performed or the services provided. The format should include: (1) Introduction/Background (2) Scope of Work (3) Description of Tasks to Be Performed (4) Outputs desired (5) Delivery Schedule or Period of Performance (6) Reporting Requirements (7) Any attachments or exhibits that will assist the subcontractor in understanding the work.

The description of tasks should list all tasks in a logical sequence to precisely describe what is expected of the subcontractor in performance of the work. Tasks should contain detail sufficient to (1) establish parameters for the project, (2) keep the effort focused on meeting the objectives, (3) describe end products and deliverables, and (4) describe periodic/final reports required to monitor work progress under the contract.

**11. Proposed Budget or Estimate** - When providing a budget or estimate please include the basis for such estimate. This basis should include estimated number of hours and labor categories/estimated rates if possible, materials and supplies, travel, similar work performed in the past, etc.

**12. Other Information**

- Provide the name of the person monitoring the subcontractor's work and accepting performance.
- Provide the name(s) of any other person(s) providing technical advice to the subcontractor.
- Provide a list of any Government owned data, materials or equipment being provided to the subcontractor.
- Provide any other information that will assist in understanding the requirement.