Subawards: The big Picture
TALKING POINTS

• DOCUMENTS / INFORMATION NEEDED FOR A SUBAWARD
• LIFECYCLE OF A SUBAWARD
• FOREIGN ENTITIES
• BUDGETING / INDIRECT COSTS
• REAL LIFE EXAMPLES / POINTERS
• Q & A
WHERE DO I BEGIN?

DOCUMENTS / INFO NEEDED FOR A SUBAWARD
### MATRIX: Required Documents for Outgoing Subaward Requests

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Detailed Budget</th>
<th>Scope of Work</th>
<th>Prime Award</th>
<th>Sponsor Prior Approval</th>
<th>LOI / Facepage</th>
<th>Internal/UN C PI Approval</th>
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<td>Additional Terms &amp; Conditions</td>
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<td>Break in Period of Performance</td>
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\( \times \) = Requirement for Sub Team to draft issuance.  
\((x)\) = Requirement only if action required Sponsor's prior approval.
NEED TO ADD A NEW SUBAWARD AFTER NOA HAS BEEN ISSUED?

SUBMIT PAR FORM

CHOOSE ‘YES’ BUDGET REVISION REQUEST NEEDED
LIFECYCLE OF A SUBAWARD
**LIFECYCLE OF A SUBAWARD**

**DEPARTMENTAL**

- **Preaward Phase** – subawards are identified by PI during initial submission/RPPR
- **Subaward Documents** along with instructions/timeline sent to subaward site
- **Subaward information** is entered in Ramses for Review and approval by SPO/OSR
- **OSR – Subaward team**
- **Agency Approval** – JIT/NOA
LIFECYCLE OF A SUBAWARD

OSR – SPONSORED PROJECT SPECIALIST

1. NOA with subs received or Department submits request to OSR via resadminosr@
2. Assigned to SPS (Sponsored Projects Specialist)
3. Review documents (communicate with dept for questions/revisions)
4. SPS monitors action for set up completion – Once done route RT to Subaward team
5. Send to DM for Project ID set up and/or Budget Revision
LIFECYCLE OF A SUBAWARD

SUBAWARD TEAM

1. Receive & review Ramtracker
2. Assigned to subaward specialist
3. Review documents
4. Begin Subrecipient Monitoring Review
5. Determine appropriate template and draft language
6. Send drafted agreement or amendment and request for more information to subrecipient
7. Negotiate as necessary
8. Receive partially executed agreement & additional documents
9. Complete monitoring and compliance review
10. Complete execution of document
LIFECYCLE OF A SUBAWARD

DATA MANAGEMENT – FINAL STEPS

1. DM receives executed subaward agreement / amendment documents
2. Release restricted funds into 569461 / 569486
3. Finalize subaward set up in system
**LIFECYCLE OF A SUBAWARD**

**Departmental**
- Preaward Phase – subawards are identified by PI during initial submission/RPPR
- Subaward Documents along with instructions/timeline sent to subaward site
- Subaward information is entered in Ramses for Review and approval by SPO/OSR
- Agency Approval – JIT/NOA
- OSR – Subaward team
- OSR – Sponsored Projects Specialist

**Subaward Team**
- Receive & review Ramtracker
- SPS monitors action for set up completion – Once done route RT to Subaward team
- Send to DM for Project ID set up and/or Budget Revision
- Review documents (communicate with dept for questions/revisions)
- Assigned to SPS (Sponsored Projects Specialist)
- NOA with subs received or Department submits request to OSR via resadminosr@ Assigned to SPS
- Review documents
- Begin Subrecipient Monitoring Review
- Determine appropriate template and draft language
- Send drafted agreement or amendment and request for more information to subrecipient
- Negotiate as necessary
- Receive partially executed agreement & additional documents
- Finalize subaward set up in system
- Release restricted funds into 569481 / 569486
- DM receives executed subaward agreement / amendment documents
- Complete execution of document
- Complete monitoring and compliance review

**Data Management**
- DM receives executed subaward agreement / amendment documents
LIFECYCLE OF A SUBAWARD

SUBAWARD SQUID

- Required (and helpful) documents and background context
- Ramtracker
- Project ID
- Compliance & monitoring review
- Appropriate template and language (negotiated as appropriate)

Subagreement Document for Execution
FOREIGN ENTITY
FOREIGN ENTITIES

- F&A LIMITATIONS
  - DE MINIMUS
- VAT (VALUE ADDED TAX)
  - COUNTRY SPECIFIC
- ADVANCED PAYMENTS
- SUBRECIPIENT COMMITMENT FORM (MONITORING DISCUSSION)
- EXPORT CONTROL
INDIRECT COSTS RELATING TO SUBAWARDS
INDIRECT COSTS

• **BUDGETING FOR SUBAWARDS**

  • **DOCUMENTS REC’D FROM SUBSITE – DIRECT/INDIRECT COSTS BECOME UNC’S DIRECT COSTS UNDER CONSORTIUM** (REFER TO AGENCY SPECIFIC FUNDING ANNOUNCEMENT FOR GUIDELINES ON DIRECT COSTS CAP)

<table>
<thead>
<tr>
<th>CONSORTIUM/CONTRACTUAL COSTS</th>
<th>DIRECT COSTS</th>
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<tbody>
<tr>
<td>SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</td>
<td>$</td>
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<tr>
<td>CONSORIUM/CONTRACTUAL COSTS</td>
<td>FACILITIES AND ADMINISTRATIVE COSTS</td>
</tr>
<tr>
<td>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</td>
<td>$</td>
</tr>
</tbody>
</table>

• **OUR F&A IS CALCULATED ON ONLY THE FIRST $25,000 OF THE SUBAWARD COSTS**
  
  • APPLIES TO THE ENTIRE PROJECT
  
  • F&A ON MULTIPLE SUBAWARDS – SAME SITE/SAME PRIME
• **Subaward Agreement has been Fully Executed**
  • **SubAward Budget Account Codes**
    • 568795 – Restricted (Funds are here until they are contractually authorized)
    • 569461 – Subaward $25K or less (F&A included)
    • 569486 – Subaward Greater than $25K (no F&A)
    • 559000 – Indirect Budget
Real Life Examples / Pointers
QUESTIONS