

Procurement & Contract Services

Instructions for Completing the Subaward Templates

TheOctober 2018 templates for usere as follows:

- 1. Cost Reimbursement Subawa**fd**r use with both norprofits and forprofit organizations.
- 2. Cost Reimbursement Subawafdr use with the State of Alas@NLY
- 3. Fixed Price Subawartor use with subawards under \$150,000 with fixed price approval by the sponsoring gency.

The following terms are used interchangeably throughout this document:

"Subrecipient", "Collaborator", "PTE"

"Subaward" and "Collaboration

The Subaward is sent to the Subreceipient to review and sign by P&CS itsteromplete.

Please, DO NOT EVER SENDTHMEPLATE TO THE MIRECTLY.

The Department is responsible for entering the following fields:

FDP Cost Reimbursement Research Subawanderment Face pagerage 1:

- 1. Federal Awarding Agency: Select from the list your prime award sponsor, **stelyotu** other, type in the agency name of the sponsor in the new field next to the drop down menu.
- 2. PassThru Entity (PTE): Select the correct UA MAU from the drop down list, this is the MAU that the grant is issueto.
- 3. Subrecipient: This is the full and legal name of the Subrecipient, and must match the subrecipients name on the W-9.
- 4. PTE PI: UA's Recipal Investigator (PI) of record and technical contact Utar
- 5. Sub PI: Name of the PI for the subawardee, their technological act.
- 6. PTE Federal Award No.: The prime award number issued by the sponsor (See FRAGRNT Sponsor IDield).
- 7. Subaward NoDO NOTIEL IN, TO BE COMPLETED&BS.
- 8. Project title: This is the title of the Subrecipient P.I.'s project and does not have to match the UAProject title. Should be pulled from the Subs



Procurement & Contract Services

of the subaward future years of time will be added at a later time (e.g. years 2 and 3 will be funded in grant years 238).

11. Incrementally Estimated Total: This is the total funding the subaward is anticipated to be funded at. This is not a commitment of funds at this time.



Procurement & Contract Services

4. Other Special Reporting Requirements: If the subaward need additional reports or data not listed in the options on this page, detail the required reports here. Ensure that the reporting does not include terms and conditions as those should be included in Attachment 2. DO NOT REFERENCE REPORTING OR DELIVERABLES PER THE ATTACH SCOPE, STATE THEM SPECIFICARIEY

Attachment 5-page 9

- 1. Scope of work: The department may either note the number of pages of the attached scope of work (or submit a copy) or type into the attachment 5 the scope if it does not exceed 4000 characters. This scope is the scope of work for the subaward only and may not include work to be performed by any other entity. It must also be identical to the scope of work on file in campus Grants Office forstbleaward.
- 2. Indicate the subward's F&A rate (must be a negotiated and approved federal rate if other than 10%), and the basis. Note the total direct, indirect and total costs and if the F&A rate is the 10% de minimiste.
- 3. Cost SharingIndicate (ses or no) if the subaward includes cost sharing, if yes, note the amount. Cost Share Commitment Letters should be included in the backmitted.
- 4. Budget Information: The department may either note the number of pages of the attached budget and budget stification (or submit a copy) or type into the attachment 5 the budget and justification. This budget and justification must bretife subaward only, not the UA granbudget noting the subaward total. It must contain the detailed costs the subawardee intends to incur and not be an annual lump sum or be expressed in a rate per item or service. This budget and justification must be identical to the budget and justification on file icampusGrants Office for theubaward.

Submission:

Within 48 hours of creating of the requisiti in Banner, the department will submit to P&CS the following documents:

- 1. Correct Completed Subaward Templaten the editable formONLY
- 2. Scope ofWork
- 3. Budget
- 4. BudgetJustification
- 5. Data ManagemenPlan
- 6. Justification for delay if start date is >3 months today
- 7. Subaward Commitment Form
- 8. Department requisition form and any relevantails
- 9. PI Confirmation on IACUC or IRB if no Subaward CommitmentisToothoded
- 10. Subrecipient Cost Share Commitmeetters
- 11. Multiple PI Plan-