



Procurement & Contract Services

Instructions for Completing the Subaward Templates

The October 2018 templates for use are as follows:

1. Cost Reimbursement Subaward for use with both nonprofits and for-profit organizations.
2. Cost Reimbursement Subaward for use with the State of Alaska ONLY
3. Fixed Price Subaward for use with subawards under \$150,000 with fixed price approval by the sponsoring agency.

The following terms are used interchangeably throughout this document:

“Subrecipient”, “Collaborator”, “PTE”

“Subaward” and “Collaboration”

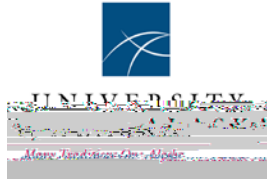
The Subaward is sent to the Subrecipient to review and sign by P&CS after complete.

Please, DO NOT EVER SEND THE TEMPLATE TO THEM DIRECTLY.

The Department is responsible for entering the following fields:

FDP Cost Reimbursement Research Subaward Agreement Face page 1:

1. Federal Awarding Agency: Select from the list your prime award sponsor, if you select 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 issued to.
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 Principal Investigator (PI) of record and technical contact UA
5. Sub PI : Name of the PI for the subawardee, their technical contact.
6. PTE Federal Award No.: The prime award number issued by the sponsor (See FRAGRNT Sponsor ID field).
7. Subaward No: DO NOT INCLUDE IN, TO BE COMPLETED BY P&CS.
8. Project title: This is the title of the Subrecipient P.I.’s project and does not have to match the UA Project title. Should be pulled from the Subs



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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 2 ~~3~~).

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.



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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 ATTACHMENT SCOPE, STATE THEM SPECIFICALLY**

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 for the subaward.
2. Indicate the subaward'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 minimis rate.
3. Cost Sharing: Indicate (yes or no) if the subaward includes cost sharing, if yes, note the amount. **Cost Share Commitment Letters should be included in the back submitted.**
4. Budget Information: The department may either note the number of pages of the attached budget and budget justification (or submit a copy) or type into the attachment 5 the budget and justification. This budget and justification must be for the subaward only, not the UA grant budget 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 in campus Grants Office for the subaward.

Submission:

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

1. Correct Completed Subaward Template **in the editable form ONLY**
2. Scope of Work
3. Budget
4. Budget Justification
5. Data Management Plan
6. Justification for delay if start date is >3 months today
7. Subaward Commitment Form
8. Department requisition form and any relevant emails
9. PI Confirmation on IACUC or IRB if no Subaward Commitment Form is included
10. Subrecipient Cost Share Commitment Letters
11. Multiple PI Plan-

