Step 2.6: Issue Subawards

**Purpose:** To issue subawards that are compliant with Federal, State and local terms and conditions in a timely manner to assist with the progress of sponsored projects

**Parties Involved:** Research Administrators (RA), Contract and Grants Specialist III, Assistant Vice President for Research (AVP), Vice President for Research (VPR), Subcontractor, Principal Investigator (PI), Contract and Grants Accounting

Steps in the Process:

*Subawards on NOAs or AAs:*

- RA will provide all information as per NOA or Additional Allocation, Step 2.5, prioritizing setup of NOAs with subcontracts
  - RA must confirm with PI that subaward/amendment can be issued as budgeted and/or submitted at the proposal stage.
  - RA must verify subawardee legal name.
  - RA will notify C&G Specialists via same GART entry to be sent to C&G when subcontracts are included.
  - Specialist will verify if subcontractor is a vendor and Third Party Subcontract in the Miner Mall System. If not, a SIF (or new Subrecipient Commitment Form) will be completed by the subcontractor and submitted to Purchasing Dept.

- C&G Accountant will process a Purchase Requisition request through Miner Mall for the subcontracts listed on the NOA.
  - Purchase Requisition will route to RA/Specialist for approval of Purchase Order.
  - Specialist will notify the Accountant if the PO number is not generated in MM
  - The Accountant will prioritize resolving the PO issue

*Subawards outside of a NOA/AA:*

- The Subcontract Change Order Form must be used by the Specialist when a change is requested by the RA for subaward changes processed outside of a NOA/AA.
- Change order requests must be processed through GART and include the following documents:
  - Change Order form signed by RA
  - PI approval (e.g. email)
  - Agency approval, if applicable
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- Draft amendment for the subcontractor (without signatures)

- Accountants will process the change order request within 5 working days
- Specialist does the final review and approval of the change order request in Miner Mall (MM)

Subaward Processing:

- Contract and Grants Specialist will prepare the applicable subaward/amendment within five working days
  - FDP subcontract template should be used when the prime agency issues a grant to UTEP.
  - The standard research agreement template should be used when the prime agency issues a contract to UTEP.
  - Any foreign subcontracts will be on a case by case basis in consultation with AVP.
- All questions related to subawards shall be addressed with the RA first and then followed up with AVP if necessary. Specialist will issue the subaward/amendment to the appropriate party for review and execution
- Specialist will follow-up on a weekly basis until signed subaward/amendment has been returned to UTEP.
- Upon return, Specialist will process the subaward document for VPR’s signature.
- Specialist will distribute the fully executed document to the following:
  - Sub-awardee
  - Principal Investigator
  - Research Administrator
  - Questys (to be filed)

Summary Description: To organize the subaward and amendment enterprise to provide transparency, clarity and efficiency amongst all vested parties.