



**The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion**

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), Grants and Contracts Specialist, 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 Specialists via same GART entry to be sent to C&G when subcontracts are included.
 - Specialist will verify if subcontractor has been setup as a vendor by purchasing.. If not, a **Subrecipient Commitment Form** will be completed by the subcontractor and Specialist will submit to Purchasing Dept (UTEP-SIFS@utep.edu).
- If the project ID is ready/available (in the case of AA) then Specialist will create budget transfer forms and assign the Subaward Numbers
 - If the project ID is not available, specialist will wait until the main NOA is set up and then complete the transfer forms
 - Specialist will assign the subaward numbers based on the numeric portion of the main project ID and change the letter at the end. The letters "A" and "I" are to never be used for the Subaward Numbers (e.g. 226XXXXXXB, 226XXXXXXC, etc.)
- All budget transfer forms will be added to the original GART entry by the Specialist
- Specialist will issue subagreements/amendments
- When subagreements/amendments are fully executed they will be emailed to C&G Staff email address
- Accountant will setup project ID in PS for subaward and then combine budget transfer form with subagreement/amendment and add to the open GART. This will serve as confirmation that the project ID has been setup in PS.



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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.