Uniform Guidance
Changes to Subawards

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December 12, 2014
Subawards – Key Points

- Fixed Amount Subawards
- Subrecipient Facilities and Administrative Rate
- Subrecipient vs. Contract determination
- Subrecipient Monitoring
- Subrecipient Invoice Payments
- Subrecipient Final Reports
Fixed Price Subawards

- §.332 Fixed Price Subawards requires prior approval and limit each subaward to $150,000.
- § .201(b)(2) Fixed Price Subaward can not be issued if mandatory cost sharing or match is required.
Facilities and Administrative Rate

- §.331(a)(4) and §.414 For entities with no federally negotiated F&A rate, Subrecipients are allowed to request a deminimis indirect cost rate of 10% MTDC.
- If the prime award has a published F&A cap that rate must be used by the Subrecipient.
- Scenario for those subrecipients that don’t have a federally negotiated rate:
  - If the F&A is 20%; UCSB would use 20% and the Subrecipient would use 10%.
  - If the F&A is 5%; UCSB and Subrecipient would use 5%.
Subrecipient & Contractor Determination §200.330

- Determination whether each agreement that is made falls under the role of a Subrecipient or a Contractor.
- The determination will need to be documented every time by using the Subrecipient vs. Contractor Form.
  - The form will be available on our website.
- The form will need to be filled out and signed by the PI.
- The form will need to be submitted to the SPO Team at proposal stage.
**Subrecipient vs. Contractor Determination Sheet**

The following checklist should be filled out and analyzed in order to determine whether the agreement between UCSB and the party receiving Federal program funds constitutes a Subrecipient or a contractor. Please complete this form and submit it to the UCSB Sponsored Projects Office at proposal stage (before submission of proposal).

Subrecipient/Contractor Name: ______________________________________________________
Research effort title: ________________________________________________________________
Research sponsored by (i.e. federal agency): ____________________________________________
UCSB PI: _________________________________________________________________________
ORBiT Record No.: _________________________________________________________________

### Check all that apply

**Subrecipient:**
- ☐ Performance represents an intellectually significant portion of the overall programmatic effort and is measured against the objectives of the Federal program
- ☐ There is an identified principal investigator for the subrecipient who has responsibility for making programmatic decisions
- ☐ Work could result in the development of intellectual property
- ☐ Is expected to author or co-author publications on the results of its work
- ☐ Will need animal and/or human subject approval for its work
- ☐ Provides cost sharing or matching funds
- ☐ Is responsible for adhering to applicable Federal program requirements specified in the Federal award
- ☐ Will use the Federal funds to carry out a program for a public purpose, as opposed to providing goods or services for the benefit of UCSB

**Contractor:**
- ☐ Provides the goods or services purchased with the Federal funds within its normal business operations
- ☐ Provides similar goods or services to many different purchasers
- ☐ Performs a series of repetitive tests or activities requiring little or no discretionary judgment
- ☐ Normally operates in a competitive environment
- ☐ Provides goods or services that are ancillary to the operation of the Federal program
- ☐ Is not subject to the compliance requirements of the Federal program as a result of the agreement with UCSB (although similar requirements may apply for other reasons)

All of the characteristics listed above might not be present in all cases. Therefore, judgment must be used in classifying the agreement as either a subaward or a contract. In determining whether the agreement is a subaward or a contract, the substance of the relationship is more important than the form or name of the agreement.

Based on your analysis of the above checklist results, the organization is determined to be a

**Subrecipient:**_____  **Contractor:**_____

Principal Investigator Signature ___________________________ Date _______________________
Principal Investigator Name (please print) ___________________________

*If you have questions, contact your Sponsored Projects Team.*
Subrecipient Monitoring §200.201 & §200.331

- Monitoring the activities of the Subrecipient to make sure the subaward is being used for the authorized purpose; following the terms and conditions and meeting the performance goals.
- Certification that the project or activity have been completed or the level of effort was expended.
- Certifications will be accomplished by having the PI’s certify with each invoice.
- Certification can be done by having the PI signing the sheet or reply to an email that will contain the certification language.
  - The sheet/language will be available on our website.
  - The certification will need to be kept in the Departments files.
SUBAWARD INVOICE CERTIFICATION
(To be completed; signed and kept with each invoice)

Subaward Number: __________
UCSB PI Name: ____________________________

The Regents of the University of California, Santa Barbara campus, have made a subaward (the Subaward) to [Name of subrecipient institution] (the Subrecipient) as part of the performance of [Award Title/award number]. As the principal investigator for [Award Title/award number], I have monitored the activities of the Subrecipient that were funded by the Subaward and I have reviewed all financial and programmatic reports (if any) that were submitted to me by the Subrecipient for this Subaward.

I certify that all of the Subrecipient’s activities that were funded by the Subaward were carried out for authorized purposes, as defined by the terms and conditions of the Subaward. I further certify that the Subrecipient has carried out all work, as necessary at this stage in the Subaward timeframe, toward achieving the Subaward’s performance goals, as specified in the Subrecipient’s statement of work. To the best of my knowledge, the costs included on the attached invoice are reasonable and appropriate for the work performed.

_________________________________________  ____________
Principal Investigator Signature            Date
Invoice Payments §200.305

- When a cost reimbursement Subaward is used we must make payment within 30 calendar days after receipt of the invoice, unless we reasonably believe that the request is improper.
  - Each invoice should be date stamped upon receipt.
  - Each invoice should be approved by departments authorized representative.
  - Get the PI’s certification by signing the subaward performance sheet or receiving approval using the language on the performance sheet via email.
  - Properly process the invoice before sending to Accounting.
    - We strongly suggest that invoices be sent to accounting within 1-2 weeks of initial receipt.
    - See the invoice processing checklist on our website.
# Subaward Invoice Payment Checklist

Subaward No.: __________________

UCSB PI: __________________

<table>
<thead>
<tr>
<th>Interim Invoices</th>
<th>Final Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Stamp the Invoice</td>
<td>Date Stamp the Invoice</td>
</tr>
<tr>
<td>Verify that the following is correct on the invoice:</td>
<td>Verify that the following is correct on the invoice:</td>
</tr>
<tr>
<td>Name and Remittance Address of Subrecipient</td>
<td>States “Final”</td>
</tr>
<tr>
<td>Subaward Number</td>
<td>Name and Remittance Address of Subrecipient</td>
</tr>
<tr>
<td>Current Period of Performance (POP)</td>
<td>Subaward Number</td>
</tr>
<tr>
<td>Cumulative POP</td>
<td>Current Period of Performance (POP)</td>
</tr>
<tr>
<td>Detail of Costs Adequate</td>
<td>Cumulative POP</td>
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<tr>
<td>Amounts</td>
<td>Detail of Costs Adequate</td>
</tr>
<tr>
<td>Cumulative Amounts</td>
<td>Amounts</td>
</tr>
<tr>
<td>Account and Fund Number</td>
<td>Cumulative Amounts</td>
</tr>
<tr>
<td>Wire transfer form (if applicable)</td>
<td>Account and Fund number</td>
</tr>
<tr>
<td>Principal Investigator’s Certification</td>
<td>Subaward Close-out Certification Form</td>
</tr>
<tr>
<td>Department Approval</td>
<td>All appropriate boxes are checked*</td>
</tr>
<tr>
<td>Send to Accounting</td>
<td>All appropriate reports are included*</td>
</tr>
</tbody>
</table>

Principal Investigator’s Signature

Department Approval

Send to Sponsored Projects Office Attn:

Subaward Officer

*The reports that are due are based on the subaward agreement. If a box for a report was not checked please make note for the reason why (for example, a final equipment report was required but no equipment was purchased).
Final Report Due Dates

- All financial, performance and other reports as required by or the terms and conditions of the Federal award are due no later than 90 calendar days after the end date.
- We strongly suggest that any final reports that are required by the Subrecipient be due no later than 60 calendar days after the end date.
Updated Policies, Procedures and Forms

The following will be available on our website on 1/5/2015, http://www.research.ucsb.edu/spo/subawards/

- Research Circular D.7
- Subaward Processing Procedures
- Subrecipient Commitment Form
- Certification of Compliance with A-133/UG
- Subaward Close-out Certification
- Subaward Invoice Certification (NEW)
- Subaward Invoice Payment Checklist (NEW helpful tool)
- Subrecipient vs. Contractor Determination Sheet (NEW)
Questions???