

COURSE 5



SUBAWARD

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The Office of Research

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UC SANTA BARBARA
Office of Research

STAR Course Announcements

- STAR Certificate consists of 11 courses. To obtain a certificate, you normally must complete all 11 courses with two years.
- During this pandemic, the two year period has been extended. Please reach out to training@research.ucsb.edu for any exceptions.
- For any STAR Program questions: Contact Hilda Vasquez and/or Clarissa Cabrera at training@research.ucsb.edu.
- Zoom Classes will not be recorded for this 2021 series.
- Reminder to complete the STAR Evaluation. An evaluation will be sent out to registered participants after the class.

For questions during this presentation, please use 'Chat' feature and post to 'Everyone'

Agenda

- Definitions
- Characteristics
- Subaward Stages
- Forms

Subawards

Definitions

- **Subaward:** A formal binding legal agreement between the University of California (“UCSB”) and a non-UCSB entity.

Note: Also known as a Subgrant, Subcontract or Subagreement.

- **Multiple Campus Award (MCA):** A formal agreement between UCSB and another UC campus.

Subawards

- A defined portion of UCSB's statement of work is assigned to another entity/UC campus to fulfill and take full responsibility. In other words, we transfer a portion of the programmatic effort to another entity.
- The award terms & conditions that were accepted by UCSB as part of the prime award will automatically be flowed down to the Subrecipient.

How does a Subaward get started?

- PI realizes the need for expertise of a non-UC employee.
- PI is either familiar with someone who can perform this work, or shops around for someone with the expertise.
- Subrecipient is sent UCSB's Subrecipient Commitment Form.
- UCSB PI requests: SOW, Budget, Budget Justification, as well as other documents that might be required.
- PI compiles his/her proposal.
- Department sends all Subrecipient's documents to the Office of Research as part of the proposal.



Subawards

Characteristics

- Services are specialized in nature and cannot be performed by a UC employee.
- Subrecipient may direct a portion of the research.
- Subrecipient may co-author publications and reports.
- Office of Research administers
- All Subawards will be issued a number. For Subawards they start with KK for identification (ex: KK2116).

Subawards

Characteristics continued...

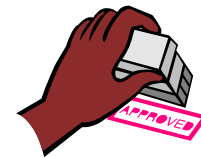
- Indirect Costs are charged on the first \$25,000
Note: See IDC Rate Agreement for details
- Renewal = New Subaward
Note: See Contract & Grant Manual 8-516
- DOE Labs LLNL & LANL include IDC on the first \$25,0000
Note: See Contract and Grant Manual 8-540



Subawards

Why does it matter?

- If you do not determine the correct award mechanism at the proposal stage, it can affect your budget since subawards incur IDC on the first \$25,000.
- You may need to go back to the Sponsor and seek approval to add a subaward.
- May require prime sponsor forms.
- Requires Sponsored Projects forms.



Multiple Campus Awards (MCA's)

A subaward is a contractual arrangement between the Regents of the University of California and another separate legal entity. Because the Regents comprises all ten campuses, it is inappropriate for an individual UC campus to issue a Subaward to another UC campus. Therefore a multi-campus is issued.

MCA's continued...

- A Multiple Campus Award (MCA) is used to transfer the programmatic work between UC campuses.
- The campus which receives the prime award will be responsible for overseeing all work performed under that award. Any other involved UC campus will be responsible only for their portion of work.

MCA's continued...

Characteristics

- The total amount of the MCA's does not incur IDC.
- MCA's are issued an MC number for identification. (ex: MC2100).
- **MCA Commitment** form is required along with SOW, budget and any other required forms.
- The Department will not receive invoices. The Accounting Offices from each UC campus will communicate with each other through **Inter-campus Request for Reimbursement** form.

Subaward vs. Procurement Action

- Not sure if it should be a Subaward or Procurement?



- Look at the Subaward Determination Tip Sheets located at:
<http://www.research.ucsb.edu/spo/subawards/>
- Gather as much information from your PI and contact your Sponsored Projects Team or call the Contracts & Property Unit for assistance.

Purchasing Actions

What might a purchasing action be?

- Commercially available supplies.
- Consultants
- Survey firms
- Handled by Contracts & Property Unit.
- Incur IDC on the full amount.
- If the action does not require the Subrecipient to be responsible for a portion of the UCSB's work, its more likely a procurement of service.

Subawards to Individuals

Can we issue a subaward to an individual?

- UCSB is not able to issue Subawards to individuals.
- An individual is not equipped to meet federal accounting standards.

Fixed Price Subawards

- May require prior approval.
- Each fixed price subaward is limited the Simplified Acquisition Threshold (currently \$250,000).
- Can not be issued if mandatory cost sharing or match is required.

Office of Research Responsibilities

- Ensures that Subrecipient can comply with laws and regulations flowed down.
- Confirms that the Subrecipient has a Federally negotiated indirect cost rate agreement, if IDC is requested. If not, they are allowed to request 10% MTDC or requests back-up documentation to confirm how the IDC was calculated or can c
- Ensures Subrecipient has an acceptable financial monitoring system in place.

Principal Investigator's Responsibility

Proposal Stage:

- Completes and sign's the **Part A-1/A-2** form certifying that the costs proposed by the Subrecipient are allowable, allocable and reasonable for the sub's statement of work.
- Completes and sign's the Subrecipient vs. Contractor Determination Sheet

Note: this form is not needed for MCA's

Principal Investigator's Responsibility

During the life of the Subaward:

- Monitors Subrecipient's activities;
 - to make sure the subaward is being used for the authorized purpose;
 - following the terms and conditions
 - Meeting the performance goals
 - Monitoring expenses.
- Approves Invoices
- Completes the Subaward Invoice Certification (Department keeps).
- Ensures receipt of reporting.

Principal Investigator's Responsibility

- **Close-out:**
 - Ensures receipt of all required reports & deliverables.
 - Approves Final Invoice.
 - Completes and signs **Close-out Certification** form.

Subrecipient Responsibilities

- Fulfills the Statement of Work.
- If Federal Funds, spends in accordance with applicable costs principles.

Office of Management and Budget 2 CFR 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” As of 12/26/2014:

- Complies with applicable terms & conditions of the prime award. (e.g. reporting, re-budgeting, prior approvals, etc.)
- Monitors both program & financial aspect of the subaward.
- Research Compliance (e.g. Human/Animal Subjects).

Questions....



Where to Start?

Guess what...It's all Online

- Visit the Office of Research website at www.research.ucsb.edu/spo/subawards
- On the website you will find, Policies; Procedures; Tip Sheets and Forms.



Subawards Webpage

The screenshot shows a web browser window with the address bar displaying "UCSB Office of Research - Su...". The page header features the "UC SANTA BARBARA Office of Research" logo on the left and navigation links "CONTACT US | SITE MAP | ORBIT" on the right. Below the header is a blue navigation bar with links: Home, About, Research Development, Sponsored Projects, Compliance, Forms & Policies, ARRA, and For Students. A search bar with the text "Search this site" and a "Search" button is located to the right of the navigation bar. Below the navigation bar is a breadcrumb trail: "Home » Sponsored Projects » Subawards".

The main content area is divided into two columns. The left column, titled "Sponsored Projects", contains a list of links: Proposal Preparation, ORBIT Database, Electronic Research Administration, Award Administration, Subawards, Contract & Grant Liaison Resources, Forms, and Policies. The right column, titled "SUBAWARDS", contains a list of links: Research Circular D.7: Policy on the Administration of Subagreements Under Extramurally Funded Projects, Multi-Campus (MCA) Processing Procedures (UCSB/OR MCA SPP), Subaward Processing Procedures (UCSB/OR SPP), Subaward Determination Tip Sheet, and Business Contract Purchase Order Determination Tip Sheet. Below this list is a section titled "PROPOSAL PREPARATION" with the text: "Documents required by SPO for review prior to endorsement of a proposal containing a Multi-Campus Agreement (MCA) or Subaward. Required for new, renewal, and supplemental proposals." Below this text is a section titled "Subrecipient to provide" with the text: "Multi-Campus Award (MCA) with sister UC campus". Below this text is a list of links: Multi-Campus (MCA) Commitment Form (UCSB/OR SK Form 101), Subrecipient's Statement of Work (SOW), and Budget.

At the bottom of the page, there is a "Profiles in Research Online Magazine" banner. The browser's status bar at the bottom shows the "start" button, the address bar, and the time "10:26 AM".

Forms...

Subaward & MCA Processing Procedures

- The life of a subaward or MCA is described.
- Includes what should be done by:
 - Subrecipient
 - PI
 - Department
 - Sponsored Projects Office
 - Accounting Department

What forms are needed for a new Subaward?

At Proposal Stage, **Subrecipient** is responsible for completing & providing to UCSB Department:

- Subrecipient Commitment Form (Subs NOT part of the FDP Clearinghouse
 - If required, based on answers on Commitment Form
 - Financial Management Systems Questionnaire
 - Certification of Compliance with A-133/Uniform Guidance
 - F&A Rate & Fringe Benefit Rates Agreement
 - Vendor Information Form

OR

- Subrecipient Commitment Form – Short Form (subs part of the FDP Clearinghouse)
- Subrecipient's Statement of Work (SOW)
- Subrecipient's Detailed Budget & Justification

What forms are needed for a new Subaward?

At Proposal Stage, **UCSB Department** is responsible for completing & forwarding to SPO:

- If a Grant or Cooperative Agreement is anticipated:
 - SK Form 800 Part A-1
- If a Contract is anticipated:
 - SK Form 800 Part A-2
 - Sole Source Justification SK Form 200
- Subrecipient Commitment Form Including:
 - Sub's SOW, budget and any additional documents as required
- Review Subrecipient's budget against their Fringe Benefit and Indirect Cost Rate Agreement to make sure that the calculation is correct.

What forms are needed for a new Subaward?

At Award Stage, **UCSB Department** is responsible for completing & forwarding to SPO (attn: Daniela):

- Part B From SK Form 800 Part B
- Compliance Approvals (Human Subjects; Animal Subjects; Stem Cell)

What forms are needed for a new MCA?

At Proposal Stage, **Recipient Campus** is responsible for completing & providing to UCSB Department:

- MCA Commitment Form SK101
- Recipient campus' Statement of Work
- Recipient Campus' detailed budget and budget justification

Note: UC Campus receiving MCA is allowed to charge the appropriate IDC, however under MTDC, UCSB is not allowed to charge IDC on the MCA amount.

What forms are needed for a new MCA?

At Proposal Stage, **UCSB Department** is responsible for forwarding to SPO:

- MCA Commitment Form SK101
- Recipient campus' Statement of Work
- Recipient campus' Budget and Budget Justification

What forms are needed for a new MCA?

At Award Stage, **UCSB Department** is responsible for completing & forwarding to SPO (attn: Daniela) :

- Part B Form SK Form 800 Part B

Renewal or Continuation?

- A new subaward may have to be issued.
- The determination of whether it's a renewal or continuation usually follows the mechanism of the prime award.
- Contact your SPO team during the proposal pre-review period to determine the course of action.

Subaward Modifications

Use the SK Form 800 Part B to:

- Extend the Period of Performance
- Increase or Decrease funds
- Change reporting requirements
- Any other changes (PI Change/Change in Terms & Conditions)

Note you only need to fill out sections A&E

How do I know if the subaward was issued?

For Subawards: Department Liaison, PI & Accounting will get an e-mail from subawards@research.ucsb.edu with a:

- Notice of Subaward (SK Form 810)
- Fully Executed Subaward Agreement

For MCA's: Department Liaison, PI & Accounting will be copied on the email that is sent to the sister campus from subawards@research.ucsb.edu with a:

- Fully Executed MCA

Processing Time

- With new and modifications of Subawards and MCA's, Subaward Officer aims for a turn around of three weeks after receiving all documents.
- Negotiations can make this process lengthier.

Subrecipient Monitoring

UCSB PI & Department are responsible for:

- Reviewing invoices to ensure that:
 - Costs are allowable, allocable and reasonable.
See OMB Circular 2 CFR 200
 - Period of the invoice is within the Subawards period of performance.
 - Cumulative amount of invoices does not exceed the total obligated amount of the Subaward.
- Certifies that the project or activity have been completed or the level of effort was expended.

Invoices

Invoices must be approved by the PI

- Is the PI satisfied with the subrecipient's progress?
- Are the costs on the invoice allowable, allocable and reasonable

Subaward Invoice Certification Form must be completed and signed by PI

- Certification can also be obtained by email using the language on the form
- Kept in Departments files

Invoices must be sent to Accounting

- attn: Lakshmi m/c 2040

Invoices must include:

- Subaward Number (KK####)
- Subrecipient's Name
- Period of Performance
- Cumulative Amount
- Date stamped upon receipt
- Approved by departments authorized representative
- For a cost reimbursement subaward we must make payment within 30 calendar days after receipt unless we reasonably believe that the request is improper.

Final Invoices

- Final Invoices must be sent to SPO (Attn: Daniela)
- Final Invoices must include:
 - State “Final”
 - Approved by departments authorized representative
 - Period of Performance
 - Subaward Number
 - Cumulative Total
- Completed & signed Subaward Close-out Certification (UCSB/OR Form 330)
 - UCSB PI must verify all required reports and deliverables were received.
 - Attach any reports as indicated on form.
Note: Refer to subaward agreement for required reports/deliverables.
- If incomplete, we will contact department for clarification and the final invoice may be held.
- SPO will approve and send to Accounting

Subaward Forms Matrix

Forms	PI/Dept	Subrecipient	Proposal Stage	Award Stage	Close-out
MCA Commitment Form		X	X		
Subrecipient Commitment Form/Subrecipient Commitment Form – Short Form		X	X		
Statement of Work (Sow)		X	X		
Budget/Justification		X	X		
Facilities & Administrative Rates (F&A Rates)*		X	X		
Fringe Benefit Rate Agreement*		X	X		
Human/Animal Subjects & Stem Cell Approval*		X		X	
Conflict of Interest Disclosure*		X	X		
Form E: Vendor Information Form*		X	X		
Financial Management Systems Questionnaire*		X	X		
Certification of Compliance with OMB Circular A-133 and the Uniform Guidance*		X	X		
Subrecipient vs. Contractor Determination Sheet	X		X		
Form A-1(Grant/Cooperative Agreement)	X		X		
Form A-2 (Contract)	X		X		
Sole Source Justification	X		X		
Request to Issue a New or Amend Subaward (SK Form part B)	X			X	
Subaward Invoice Certification (Kept in Departments Files)	X			X	
Subaward Close-Out Certification	X				X

*These forms are only required depending on how the subrecipient is answering the questions on the Subrecipient Commitment form.
Note: If the Subaward is being added after the prime award has been issued then the forms that are to be filled out at proposal stage will need to be filled out and sent to your SPO Team for review and/or approval from prime agency.

Questions....



Contact Information

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