OVERVIEW

▶ Proposal Preparation
▶ Managing Subcontracts
▶ Closeout
▶ Problem Areas
PROPOSAL PREPARATION

- Collecting Required Forms and Back-up
  - Find your “counterpart” ASAP (deadline 1 week ahead)
  - Provide as much information as possible to aid in completing the Forms
  - Provide the BAA
  - Look for accurate cost data in their budget (subtotals, IDC)
  - For profit companies may not disclose detailed budget
PROPOSAL PREPARATION

- Cayuse and Fastlane Preparation
  - Grants.gov R&R Budget Subaward Data
  - NSF Fastlane Collaborative Proposal

- Additional BAA Subaward Requirements
  - Technical Data with Limited Rights
  - SETA affirmation
  - Small Business Subcontracting Plan
MANAGING THE SUBAWARD

► GUS Liens and Control Number
  ► One Lien for first $25,000 with 7305 Object Code
  ► Balance create a Lien with 7300 Object Code

► Consider a Separate Project Code for tracking the Subcontracts
MANAGING THE SUBAWARD

- Invoices are sent (some via e-mail) to Dept Contact listed on the Part B. Departmental Review is done first in support of review by the PI.
  - Compare to original budget (equip., travel, etc.) are expenses allocable, allowable, reasonable?
  - Request Cost share expenditures if applicable
  - Check cumulative totals and period of performance
  - Check spend rate and consistent (monthly) billing
  - PI approval retained in the Dept – Subaward Cert.
  - Dept … “Approved for Payment” with Account String
MANAGING THE SUBAWARD

- MCA Awards
  - Spend rate ...
  - Contact Pam Cabrera in EMF Accounting
MANAGING THE SUBAWARD

- Administrative Issues:
  - Prior Approvals and NCEs
  - Facilitate representing the Subaward’s needs to the Prime Agency
CLOSEOUT

- Check spend rate 60-90 days prior to the period end date. Is a NCE needed? Can any unused funds be utilized at UCSB?

- Follow up to request the Sub’s reports and Final Invoice (start at project end date).

- Typical Elements: DD882, Final Invoice, Final Financial Report (same as Invoice), Final Property

- Deobligation of unused funds and lien adjustment (Lakshmie in Accounting)
WHEN PROBLEMS ARISE

- Spending rate is low
- PI is not satisfied with performance
- Close out information is not provided in a timely manner