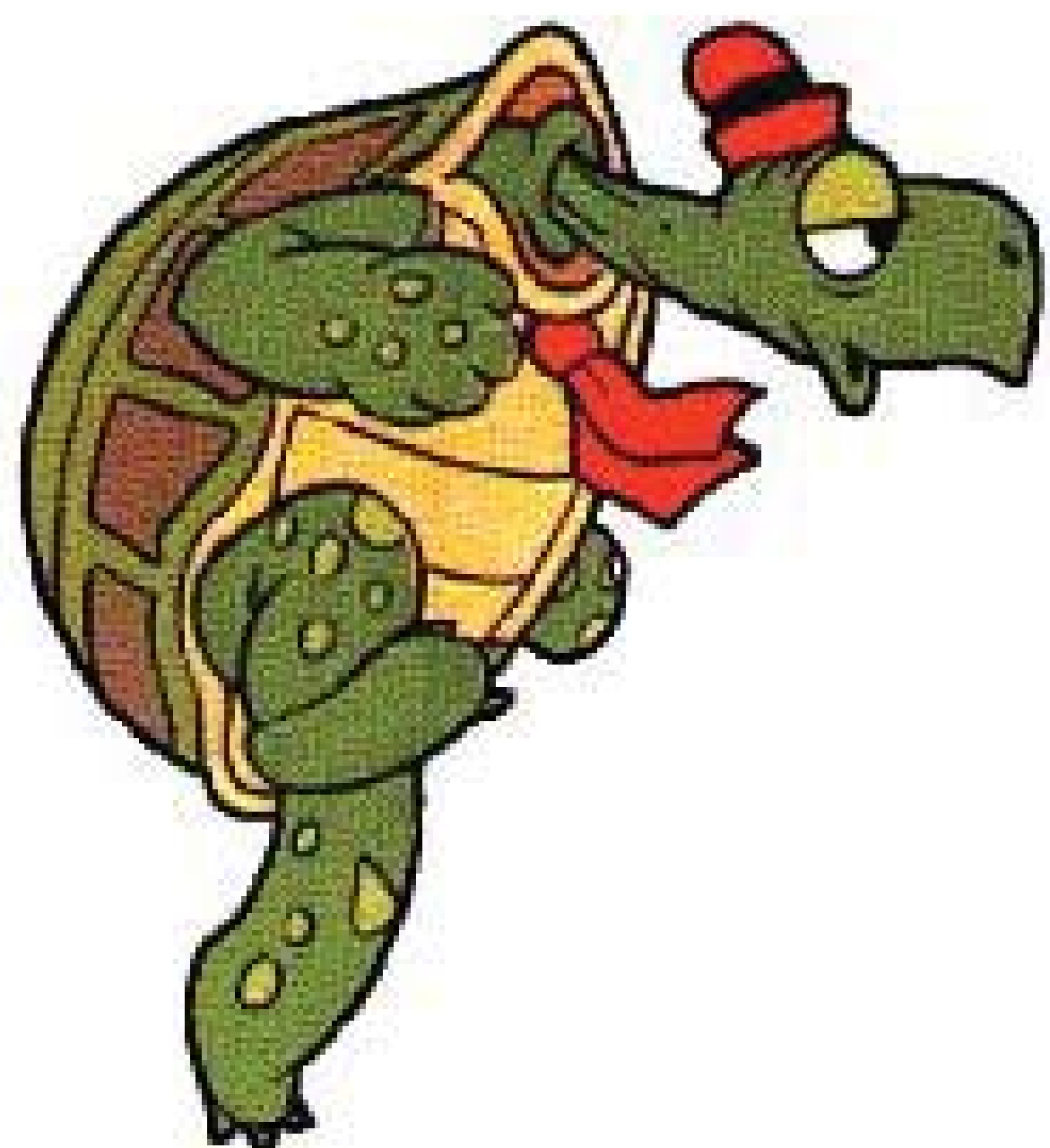


# Speeding Up Your Subaward

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## Pre-Award Stage

- ❑ **Name all the proposed Subrecipients in the proposal.**
  - Subrecipients named in the proposal will typically be approved by the Sponsor up front.
  - TBD and after-the-fact Subrecipients may require Sponsor prior approval.
- ❑ **Make sure the recipient entity is really a Subrecipient and not a Supplier.**
  - Changing from Subcontractor to Supplier will negatively impact the project's direct costs, because of differing F&A treatment.
  - When in doubt, use the Subrecipient vs. Supplier Wizard on SPO's website.
- ❑ **Make sure the Subrecipient is set up in the BFS Supplier Database.**
  - This prevents waiting for the Subrecipient's "Vendor ID" to be established after the Subaward is executed.
- ❑ **Have the Subrecipient complete a Mini-Audit Questionnaire, if needed.**
  - If the Subrecipient answers "no" to having an annual audit, on the Subrecipient Commitment Form, SPO will need a Mini-Audit Questionnaire.
- ❑ **Advise the Subrecipient to establish a Sponsor-compliant conflict-of-interest (COI) policy, if needed.**
  - If the Subrecipient answers "no" to having the appropriate COI policy, on the Subrecipient Commitment Form, advise them to start working on establishing one while you're waiting to hear about the Prime Award.



Check out SPO's website for more detailed tips.  
(<https://spo.berkeley.edu/procedures/subawards.html>)

## Post-Award Stage

- ❑ **Read the instructions before completing the Subaward Request Form.**
  - Understanding what is and is not required in your Subaward Request package will save time, by avoiding errors and extra work.
- ❑ **Make sure the Subaward Request Form is accurate and complete.**
  - Incorrect, conflicting or missing information will require SPO to contact you for clarifications, corrections or additional materials.
- ❑ **Provide an explanation about any unusual circumstances related to the subaward. For example:**
  - Are you only releasing a portion of the Subrecipient's approved budget?
  - Is the Subaward being issued as a result of an RFP process?
- ❑ **Attach a new Scope of Work and/or Budget & Justification whenever there are changes from what was originally proposed or awarded. For example:**
  - When the SOW or Budget has changed since the proposal.
  - For Amendments, when the SOW or Budget is changing from what was in the Original Subagreement.
- ❑ **Make sure the Subrecipient is aware of any SOW and Budget revisions.**
  - Nobody likes unpleasant surprises!
- ❑ **When requesting a Subaward Amendment, review the Original Agreement and all previous Amendments.**
  - This will refresh your understanding of what has happened previously with the Subaward, and help avoid errors.

