



Subaward Forms (UArizona)

Aileen Quezada, Subaward Services

Tri-University

Research
Administration
Conference




Meet Our Team

Subaward Services – Sponsored Projects & Contracting Services

- Brandi Gaulin, Manager
- Aileen Quezada, Admin Sr. (Presenter)
- Susanne Borchaloui, Admin
- Deborah Holmstrom, Admin

- Melissa Kramer, Contract Officer

Goals

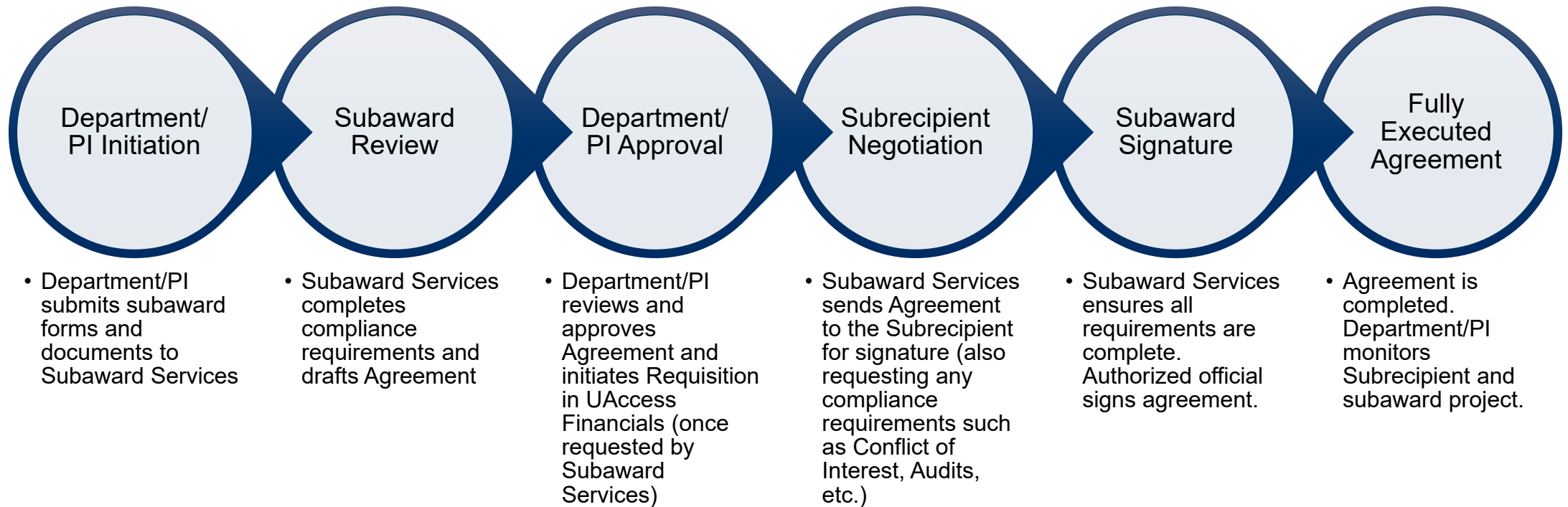
- Subaward Definition
 - Subaward Process
 - Revised Forms for Subaward Submission
 - Complete Forms Example
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What is a Subaward?



- Subaward – legal agreement by which UArizona provides **outgoing** funds to a subrecipient to perform a portion of the sponsor supported project (grant, cooperative agreement or contract).
- Subrecipient – an outside entity receiving funds to collaborate with UArizona to perform a portion of a project and is closely involved with **programmatic decision-making**

Subaward Process



New Agreement or Modification?

- Subawards are issued **one year at a time**
 - Compliance checks are completed each year for the subrecipient and project due to federal regulations
 - Subaward period of performance and funding amount must be within the sponsor specifications
 - Allows for Subrecipient Monitoring of subaward project
- Initial Year = New Subaward Agreement
- Subsequential Year(s) = Subaward Modification/Amendment

Subaward Forms

- New Subaward Initiation Form
- Subaward Modification Initiation Form
- Subrecipient Qualification Form
 - Replaces Subaward Budget Negotiation Documentation Form **AND** Subaward Sole Source vs. Competitive Bid Request Form

Documents for Subaward Submission

- Subrecipient Qualification Form
 - Replaces Subaward Budget Negotiation Documentation Form **AND** Subaward Sole Source vs. Competitive Bid Request Form
- Acceptance of Letter of Intent for Subrecipients in the FDP Expanded Clearinghouse *
 - <https://fdpclearinghouse.org/organizations>
- For Modifications: additional documents only required if funding was not a part of the original budget **

New Subaward Agreement	Subaward Modification
New Subaward Initiation Form	Subaward Modification Initiation Form
Subrecipient Qualification Form	
Subrecipient Commitment Form OR Letter of Intent*	
Scope of Work, Budget & Budget Justification	Scope of Work, Budget & Budget Justification**

<https://rgw.arizona.edu/administration/home/forms-and-templates>

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Questions?

Contact Us

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