Subawards

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Presentation Goals

1. What is a subaward?

2. What is the process for issuing a subaward?
Award Timeline

1. Proposal
2. Award
3. Account Set-up
4. Subaward(s)
   - Request
   - Draft
   - Execute
   - Set-up
5. Subaward Amendment(s)?
   - Request
   - Draft
   - Execute
   - Set-up
6. Closeout
Goals of a Subaward

1. Draft, Sign, & Set-up Subaward Agreement
2. Protect PI, Project, & University
3. Clear Expectations
4. Accomplish Work
Documents & Information

- Amount
- Dates
- Subrecipient Commitment Form
- Contact Information Form
- Budget
- Budget Justification
- Statement of Work (SOW)
- Anything Else (Documents, Information, Compliance, etc.)

*Subrecipient Monitoring with OSP/CGA
Budget, Budget Justification, & SOW

• Same Standards as MSU’s Sponsor
• Work with Proposal Team
• Remember Common International Items
• Tell Subaward’s Financial & Technical Story
• Include Deliverables
• Review, Review, Review
Getting Started

Send a request or inquiry to:

• OSP ([OSP.Awards@osp.msu.edu](mailto:OSP.Awards@osp.msu.edu)) or
• CGA ([Awards@cga.msu.edu](mailto:Awards@cga.msu.edu))

Include:

• Account or IP#
• Subrecipient(s)
• Documents & Information
KC Negotiations – https://kc.researchadmin.msu.edu
KC Negotiations – https://kc.researchadmin.msu.edu
KC Negotiations – [https://kc.researchadmin.msu.edu](https://kc.researchadmin.msu.edu)
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### Document Overview

- **Description:** Sub_RC104469, CIAT, Mod#1
- **Organization Document Number:** 00347543
- **Explanation:**

### Negotiation

#### Negotiation 7236

- **Negotiation Status:** In Progress
- **Negotiation Dates:**
  - Start: 03/15/2018
  - End: 
- **Negotiator:** Adam Stone
- **Agreement Type:** Subaward
- **Document Folder:** AID-BPS-211-00002
  - **Complexity Level:** select

#### Negotiation Attributes

- **Negotiation Association Type:** Award
- **Title:** Transforming key production systems: Maize mixed East and Southern Africa
- **Principal Investigator Employee:** Begoña Snapp
- **Admin Person:**
- **Sponsor:** Int Inst for Tropical Agriculture
- **Sponsor Award:** Prime AID-BPS-211-00002
- **Proposal Type:**
- **Requisitioner Name:**
- **GDP Target Date:**

### Activities & Attachments

#### Review Subcontract Documents - Contract Team - 03/15/2018 - Adam Stone - 03/30/2018

- **Location:** Dept/College
- **Activity Type:** Review Subcontract Documents
- **Activity Start Date:** 03/15/2018
- **Activity End Date:** 03/30/2018
- **Follow-up Date:** 04/01/2018
- **Number of Days:** 48
- **Create Date:** 03/30/2018
- **Last Update By:** Adam Stone

#### Attachments

- **File:** Choose File: No file chosen
- **Description:**

### Medusa

- **Show:** Activity/Location History (2)
- **Show:** All Attachments (0)
- **Show:** Notifications (0)
Subaward Resources

Overview & explanations
https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0ANAAwADQA#subCommitmentFormDetails

What office will issue my subaward and subaward amendments?
https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMwA5ADgA

International Projects (with Subaward Videos)
https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0ANAAyADEA

Questions & Other Resources
https://www.cga.msu.edu, OSP.Awards@osp.msu.edu, & Awards@cga.msu.edu
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