

Subawards



Adam Stone

Office of Sponsored Programs

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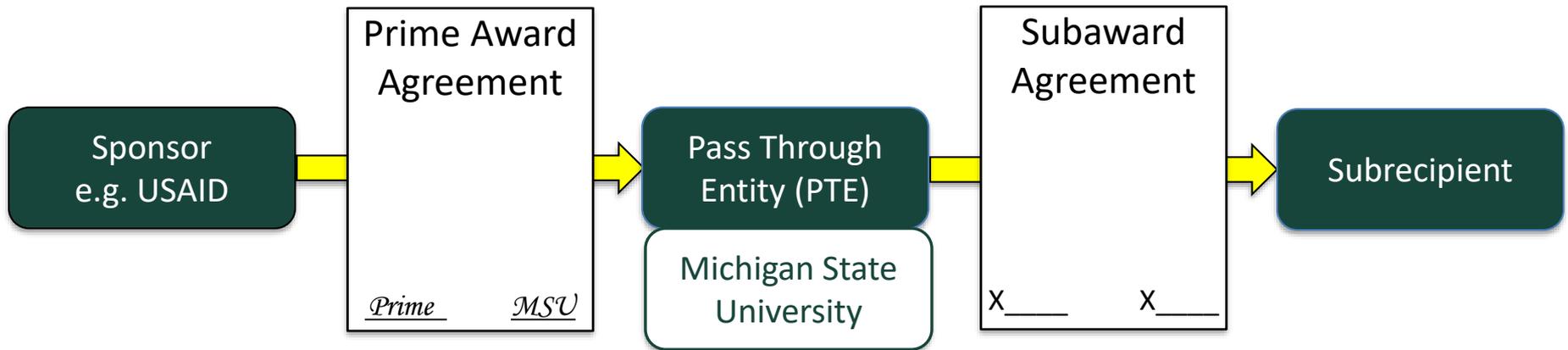
(517) 884-9486



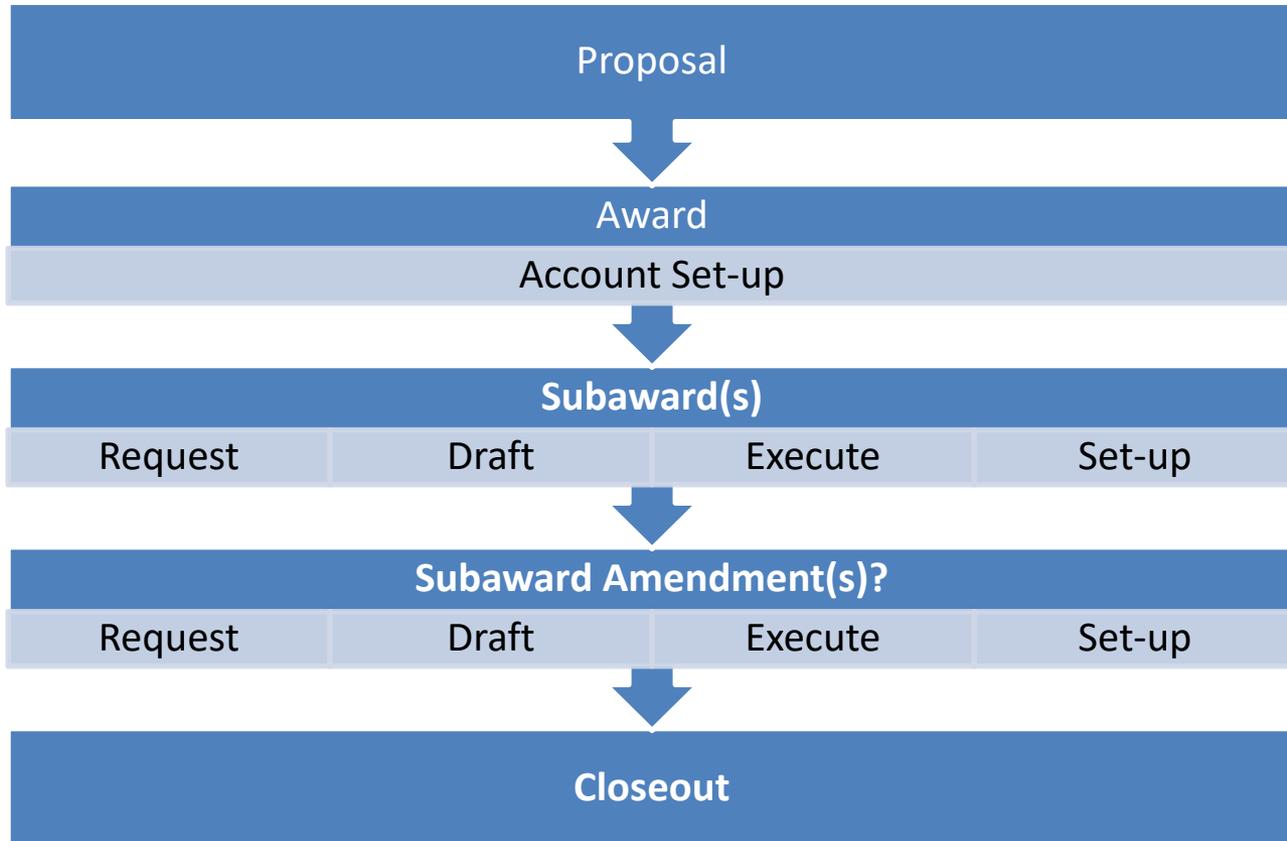
Presentation Goals

1. What is a subaward?
2. What is the process for issuing a subaward?





Award Timeline



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

 1 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



Office of Sponsored Programs
SIMPLIFIED SUBRECIPIENT COMMITMENT FORM

All subrecipient institutions should complete this form when submitting a subaward proposal to Michigan State University. Please complete this form and send all required documents and certifications to the following email address: _____

SUBRECIPIENT'S LEGAL NAME: _____

DUNS NUMBER: _____

PERFORMANCE SITE ADDRESS (Street Address, City, State and/or Country and 9 digit zip code, if applicable): _____

CONGRESSIONAL DISTRICT(S) FOR PERFORMANCE SITE LOCATIONS: _____

SUBRECIPIENT'S PI NAME: _____

SUBRECIPIENT PROPOSAL TITLE: _____

TOTAL FUNDS REQUESTED FOR SUBRECIPIENT: _____

SUBRECIPIENT PROJECT PERIOD: _____

SUBRECIPIENT'S SPONSORED PROGRAMS CONTACT NAME, PHONE NO., AND EMAIL: _____

MSU'S PI NAME: _____

MSU REFERENCE NUMBER (PD#) AND/OR SOLICITATION NUMBER (IF KNOWN): _____

SECTION A: PROJECT DOCUMENTS AND DISCLOSURES

The following documents are included in our subaward proposal submission and prepared in compliance with the prime sponsor's solicitation guidelines:

- Statement of Work Budget Justification
 Budget Other proposal documents as required by the solicitation

1. Human Subjects Yes No

If yes and NON-FDP institution, please provide your Federal Wide Assurance #: _____

2. Animal Use Yes No

If yes and NON-FDP institution, please provide your PHS Animal Welfare Assurance #: _____

3. Cost Sharing/Matching/In-Kind included in the proposal (if applicable)

Cost sharing, matching, and/or in-kind commitments should be included in the subrecipient's budget and budget justification. Third-Party in-kind cost share should be supported by a letter of support signed by an authorized representative of the third-party.

- Yes Amount: _____
 N/A



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) or
- CGA (Awards@cga.msu.edu)

Include:

- Account or IP#
- Subrecipient(s)
- Documents & Information



KC Negotiations – <https://kc.researchadmin.msu.edu>

The screenshot shows the Quali KC Negotiations web application interface. The browser address bar displays the URL <https://kc.researchadmin.msu.edu/kcprd/portal.do?selectedTab=portalUnitBody>. The Quali logo and COEUS® branding are visible in the top left. The navigation menu includes 'Researcher', 'Unit', 'Central Admin', 'Maintenance', and 'System Admin'. The user is logged in as 'stonead5'. The main content area is divided into several sections: 'Pre-Award' (with links for Proposal Development, Proposal Log, Institutional Proposal, Negotiations, SZS Application Submission, and All My Negotiations), 'Post-Award' (with links for Awards, Award Report Tracking, and Subawards), 'Pre-Submission Compliance', and 'Conflict of Interest' (with links for Disclosures, Project Disclosures, Travel Disclosures, Annual Disclosures, Disclosures Under Review, Person Search, and COI Disclosure Report). A 'Quioklinks' section contains links for Address Book, Sponsor Lookup, and Keyword Lookup. A 'Workflow' section contains a link for Preferences. A large orange arrow points to the 'Negotiations' link in the Pre-Award section. The footer contains copyright information for 2005-2014 The Quali Foundation and a logo.



KC Negotiations – <https://kc.researchadmin.msu.edu>

Quali
COEUS® Researcher Unit Central Admin Maintenance System Admin

101-2018-01-25T16:16:51.187-05:00 node-3 Oracle
Logged in User: stonead5

Negotiation Lookup

* required field

Negotiation ID: 4274

Negotiation Association Type: select

Negotiation Association ID:

Negotiation Age:

Principal Investigator Full Name:

Requisitioner ID:

Sponsor Code:

Sponsor Name:

Sponsor Deadline Date From:

Sponsor Deadline Date To:

Title:

Prime Sponsor:

Negotiator Full Name:

Start Date From:

Start Date To:

Negotiation Status: In Progress

Proposal Type: select

Unit Number:

Unit Name:

Follow-up Date From:

Follow-up Date To:

Team: select

search clear cancel

One item retrieved.

Actions	Negotiation ID	Negotiation Association Type	Negotiation Association ID	Negotiation Age	Principal Investigator Full Name	Requisitioner Name	Sponsor Name	Sponsor Deadline Date	Title	Prime Sponsor	Negotiator Full Name	Start Date	Negotiation Status	Proposal Type Code	Unit Number	Unit Name	Team
open medusa	4274	Institutional Proposal	00059734	121	Cris Sullivan		US Dept of Justice	03/01/2017	Longitudinal Examination of Transitional Housing's Effect on DV Survivors' Safety, Housing Stability, and Well-being		Adam Stone	10/02/2017	In Progress	New	10038698	PSYCHOLOGY SSC	Contract Team 4

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

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KC Negotiations – <https://kc.researchadmin.msu.edu>

Activities & Attachments ▼ hide

- Show Add Activity
- Show Activities (7)
- Show Activity/Location History (7)
- Show All Attachments (0)
- Show Notifications (0)

Medusa ▼ hide

Medusa [- Collapse All + Expand All ?]

View: Proposal > Award Award > Proposal refresh

- Institutional Proposal 00059734
- Development Proposal 23504
- Award 010298-00001
- Negotiation 4274

Negotiation 4274

Summary

Negotiation ID:	4274	Negotiation Status:	In Progress
Negotiator:	stonead5	Negotiation Start Date:	10/02/2017
Agreement Type:	Contract	Negotiation End Date:	
		Negotiation Age:	122 days

save reload close



KC Negotiations – <https://kc.researchadmin.msu.edu>

Document Overview hide

Document Overview

* Description:	Sub_RC104469_CIAT_Mod#5	Explanation:	
Organization Document Number:	00347543		

Negotiation hide

Negotiation 7256

* Negotiation Status:	In Progress	Negotiation Dates:	Start: 03/15/2018 End:
* Negotiator:	stonead5 Adam Stone	Negotiation Age in Days:	47
* Agreement Type:	Subaward	Draft Award:	
Document Folder:	M:\AccountInfo\RC104469\Subawards\CIAT\Amendment 5		
* Team:	Contract Team 2	Complexity Level:	select

Negotiation Attributes:

* Negotiation Association Type:	Award	Award:	000937-00001	
Title:	Transforming key production systems: Maize mixed East and Southern Africa		Lead Unit:	PLANT SOIL MICROBIAL
Principal Investigator Employee:	Sieglinde Snapp	Principal Investigator Non-Employee:		
Admin Person:		Prime Sponsor:		
Sponsor:	Int'l Inst for Tropical Agriculture	Subaward Organization:		
Sponsor Award:	Prime AID-BFS-G11-00002	Requisitioner Unit:		
Proposal Type:				
Requisitioner Name:				
OSP Target Date:				

Activities & Attachments hide

show Add Activity

hide Activities (2)

Sort By: select

Display: All Pending print

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

hide Review Subcontract Documents - Dept/College - 03/15/2018 - Adam Stone - 04/01/2018

* Location:	Dept/College	Activity Type:	Review Subcontract Documents	Number of Days:	48
Activity Start Date:	03/15/2018	Activity End Date:		Create Date:	03/30/2018
Follow-up Date:		Last Update:	04/01/2018	Last Update By:	Adam Stone
* Activity Description:	4/1 - Sent request for Budget Justification & Contact Information 3/30 - Received SOW, Budget, & commitment form for amendment to extend the end date. 3/15 - Received request for subaward amendment to extend the end date.				
Attachments:	* File: Choose File No file chosen	* Description:			

print delete

show Activity/Location History (2)

show All Attachments (0)

show Notifications (0)

Medusa show



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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