Subaward Forms and Monitoring

In an effort to streamline the forms used to support a subaward relationship between Morehouse School of Medicine and an outside entity, we are moving to the use of Research Subaward Agreement established by the Federal Demonstration Project (FDP) and is currently used by most institutions.

The Subaward Agreement comes pre-populated with the latest Department of Health and Human Services and the National Institutes of Health regulations. These forms are to be used only for subawards that are supported by federal awards.

The agreement consists of the following forms:

* Subaward Agreement
* Attachment 1 – Certifications and Assurances
* Attachment 2 – Terms and Conditions
* Attachment 3A – Prime Recipient Contacts
* Attachment 3B – Subrecipient Contacts
* Attachment 3B Page 2 – Place of Performance/Highest Compensated Officers
* Attachment 4 – Reporting Requirements

The use of these forms will become effective January 15, 2015. All forms will be available on the Grants Management and Administration SharePoint site under

**All subawardees who are recipient of federal funding must have a DUNS number.**

**Definitions:**

Consultant:

Consultant agreements are issued to either a company or to an individual who is clearly a bona fide consultant (expert advisor) who pursues this line of business for him/herself. Consultants are paid for their time at the fixed daily (or hourly) rate of compensation specified in an agreement. Consulting effort is usually limited to the term, and the pay line is usually determined by a rate per day that includes travel, expenses, and any other overhead. Consultants set their own hours, use their own equipment and materials, choose their work methods, and are responsible for paying taxes on their earnings as consultants. They will receive Tax Form 1099 from MSM. Furthermore, a consultant is considered "work for hire," and therefore all intellectual property and copyrightable information is assigned to MSM.

The primary difference is that a subaward is almost invariably with another institution or with a company, and a consulting agreement is almost invariably with an individual (non–MSM employee) and can be with another business entity.

You may continue to use the consultant template when engaging the services of a consultant.

Contract: Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a Federal award. The term as used in this FOA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see definition of Subaward below).

Contractor: Contractor means an entity that receives a contract as defined above in Contract.

You may continue to use the independent contract template when engaging the services of a contractor.

Subaward: According to the OMB Circular A-110, a subaward is defined as "an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient."

A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient: A subrecipient means the legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided. It does not include an individual that is a beneficiary of such program.

**Pre-Award Stage**

By making a proper determination in the proposal stage, the appropriate relationship can be established from the start. Some sponsors want any subawardees listed in the budget and justification, or may want additional information if subaward was not part of the submitted proposal. If it is a vendor relationship, no sponsor approval is required unless specified in the award terms and conditions.

**Subrecipients vs. Vendors**

It is not always clear when the pass-through entity should award federal funds to a subrecipient or a procurement contract to a vendor. A subrecipient is a state or local government, college, university, or nonprofit organization that expends federal awards received from a pass-through entity to carry out a federal program.

Under ***a subaward****,* a subrecipient generally has a specific scope of work to conduct in conjunction with the proposed research. The PI with the subaward is accountable for the subrecipient's course of study as well as for following federal guidelines.

In contrast, ***a vendor*** is a dealer, distributor, merchant, or other seller providing goods or services that are necessary for conducting a federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the federal program. Under a procurement contract, a vendor provides goods or services that are auxilliary to the proposed research.

##### The Subaward Process

A subaward may be required if part of the research effort under a grant or contract is to be performed by an outside organization or institution. Subawards should be set up as soon as possible after the receipt of an award.

To initiate one, you will need to complete all of the following research subaward agreement documents.

**Subaward Required Documents:**

Subaward agreement plus all 6 attachments

Detailed Budget

Budget Justification

Checklist

Statement of Work (SOW including any deliverables/reports)

The SOW is a document (WORD file) that lists and describes all essential and technical requirements for the effort to be performed, including standards to be used to determine whether the requirements have been met. This document may include the following items where appropriate:

* Objective or purpose
* Period of performance
* A list of detailed work requirements
* Workload requirements
* Personnel requirements
* Resources (if any) to be furnished to the subrecipient
* Reporting requirement and/or other deliverables

IDC Rate Agreement, if requesting IDC. The rate agreement is not needed for those awards with an 8% idc rate as per the program announcement.

Review and Approval Process

Subaward agreement plus all 6 attachments and the other required documentation should be routed to the Office of General Counsel (OGC). Please remember to attach a copy of the routing form. Upon approval from OGC, the package is forwarded to Sponsored Programs for final review. After review, the package will be sent to the subrecipient’s appropriate person for final execution. Upon receipt of the fully executed package, Sponsored Programs will notify the departmental personnel. A copy of the fully executed subaward will be forwarded to the department so that the process of allocating funds can begin.

The principal investigator will be responsible for monitoring the technical performance of the subcontractor. The principal investigator and the department administrator will verify that all required costs are properly documented, and approve the invoices for payment.

Instructions for completing the Research Subaward Agreement

Research Subaward Agreement – MSM will always be the Prime Recipient

The Institution/Organization “Prime Recipient” refers to MSM.

Name – Morehouse School of Medicine

Prime Award Number – Take directly from the Notice of Award

The Awarding Agency - Take directly from the Notice of Award (NoA).

Institution/Organization ("Subrecipient") refers to the subawardee.

Name

Subaward No. – you should always try and number your subaward; it will be helpful for tracking purposes.

CFDA# - take directly from the NoA

Amount funded this action – enter the amount funded for the current budget period

Est. Total (if incrementally funded) – enter the amount for all proposed years of support, if applicable

Subaward Period of Performance:

Budget Period: From: To: Enter the beginning and ending dates for the current budget period

Estimated Project Period (if incrementally funded):To: From: - Enter the beginning and ending dates for the project period, if applicable.

Project Title: Enter the title of the project. If there is not a separate title, then use the name of the award.

Reporting Requirements (Check here if applicable: Check all of the reporting requirements – refer to the NoA.

Terms & Conditions

Please read all of the terms and conditions. You must fill in the blanks for #1,2,3,6,8 and 9.

By an Authorized Official of Prime Recipient: Please type in the following:

Sandra Harris-Hooker, PhD

Vice President, Executive Vice Dean

By an Authorized Official of Subrecipient: If you can find out who this person is at the subrecipient level, then go ahead and type in the information.

Attachment 1: Subaward Agreement Certifications and Assurances

This attachment contains standard language relative to Certifications and Assurances.

Attachment 2 – Terms and Conditions

This attachment contains all of the terms and conditions for the prime award as set forth by NIH and DHHS.

**General terms and conditions** as of the effective date of this Research Subaward Agreement**:**

For #6, please refer to the NoA.

**DHHS-Specific Requirements Promoting Objectivity in Research Applicable to Subrecipients (42 CFR Part 50 Subpart F)**

Subrecipient must answer a.

Special terms and conditions:

[WHILE SPECIAL TERMS AND CONDITIONS MAY NOT BE REQUIRED BY THE FUNDING AGENCY, Institutions may include these 3 clauses. These clauses are optional and may deleted if not applicable.] Please check your NoA and with the Principal Investigator before deleting.

Attachment 3A - Subaward Agreement – Prime Recipient Contacts

Subaward Number: Please complete

Institution/Organization ("Prime Recipient")

Morehouse School of Medicine

720 Westview Dr., SW

Atlanta, GA. 30310-1495

Please complete this with the names of the appropriate personnel here at MSM that will be responsible for the

Administrative Contact – Department level

Principal Investigator – MSM’s Principal Investigator

Financial Contact – Ms. Sherry Ballenger

Authorized Official:

Sandra Harris-Hooker, PhD.

Vice President, Executive Vice Dean

720 Westview Dr., SW

Atlanta, GA 30310-1495

404-752-1725 (o)

404-752-1103 (fax)

[osra@msm.edu](mailto:osra@msm.edu) (email address)

Attachment 3B - Subaward Agreement Subrecipient Contacts

Please complete the Subaward Number field. The remainder of the information should be populated by the subrecipient.

Attachment 3B - Page 2 - Place of Performance & Highest Compensated Officers

Please complete the Subaward Number field.

The remainder of the information should be populated by the subrecipient.

Attachment 4 – Reporting Requirement

Use this attachment to indicate any specific reporting needs; the need may be the due date for the receipt and payment of invoices, progress reporting, etc.