

Protocols for UVU Proposals with Subcontracts

The primary organization to submit a proposal for a sponsored project may choose to allocate a portion of the scope of work to another organization (subcontract) to complete. A subcontract will be generated to obligate funding support and the portion of the scope of work to the subcontract by either a subrecipient or subawardee. In a *subrecipient* arrangement, UVU is the project lead; in a *subaward* arrangement, UVU is a collaborator to another institution (project lead).

Documents required for submission for subrecipients (when UVU is the lead).

The project PI/PD should submit to the UVU OSP:

1. A completed NOI, well in advance of the proposal submission, indicating that there will be one or more subcontracts.
2. The contact information for the project lead at the other institution and for that institution's Office of Sponsored Programs (or similar office).
3. A copy of the sponsor guidelines, either as a weblink or in .pdf version.
4. For NSF proposals, the name and NSF registration number of the project lead for the institution and for any other faculty of the institution who may serve in a Co-PI position.
5. The complete grant application/proposal, including the final budget and budget justification, one week prior to submission.
6. Complete the UVU Grant Proposal Submission Approval Routing Form and obtain signatures of the cognizant and authorizing administrator(s) (dean and/or vice president).

The subrecipient's OSP should submit to UVU OSP:

1. Contact information for the project lead (PI/PD) at that institution, and for the OSP administrator on the project, the financial official (accountant) for sponsored programs, and the Authorized Signing Authority for the institution.
2. A Scope of Work document describing the work to be done by the other institution, one week prior to submission.
3. The Budget and Budget Justification documents, one week prior to submission.
4. A Subrecipient Commitment Form.

Documents required for submission for subawards (when UVU is the subcontractor):

The project PI/PD should submit to the UVU OSP:

1. A completed NOI, well in advance of the proposal submission, indicating that UVU intends to be a subawardee to another institution.
2. The contact information for PI/PD at the other institution and for that institution's Office of Sponsored Programs (or similar office).
3. A copy of the sponsor guidelines, either as a weblink or in .pdf version.
4. A Scope of Work document describing the work to be performed by UVU.
5. The Budget and Budget Justification documents for UVU's scope of work, in time to meet the lead's project deadlines.
6. Complete the UVU Grant Proposal Submission Approval Routing Form for UVU involved personnel and obtain signatures of the cognizant and authorizing administrator(s) (dean and/or vice president).

The subrecipient's OSP should submit to UVU OSP:

1. Contact information for the project lead (PI/PD) at that institution, and for the OSP administrator on the project, the financial official (accountant) for sponsored programs, and the Authorized Signing Authority for the institution.
2. Any subrecipient forms required by that institution's OSP.
3. The complete grant application/proposal.