



**The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion**

Step 1.4 Subcontract Pre-Award Set Up

Purpose: To ensure subcontractors included in the proposal and budget are able to comply with all terms and conditions and to facilitate set up of subcontract agreements after award.

Parties Involved: Research Administrator, C&G Specialist, Principal Investigator/Researcher, Subcontractors.

Steps in the Process:

- If a subcontract will be included in the budget and proposal, the RA will use criteria to determine if the agency is a subcontractor or vendor using the [Subrecipient vs Contractor Checklist](#)
- RA needs to send an email to subcontracts@utep.edu that includes the following: contact info for subrecipients, their PI name, internal deadline, title, project period, agency info, UTEP PI name/dept contact, and budget amounts (if already determined). Specialist will contact subcontractors and request completion of [Subrecipient Commitment Form](#) and submission of all related documents.
- Mandatory Subrecipient Commitment form may include:
 - Scope of work
 - Detailed Budget
 - Budget Justification
 - Institutional Letter of Commitment (if required by guidelines)
 - Letter of Support (PI to PI)
 - Key Personnel Bio-sketches
 - Other documents as required by granting agency
 - Copy of F&A Rate Agreement
 - Contact sheet (Technical, Contractual, Financial, Authorized Official)

Summary Description: To have all information available for subcontract set up.