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.

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Date: 06/26/2017