



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

**Step 2.6: Issue Subawards**

**Purpose:** To issue subawards that are compliant with Federal, State and local terms and conditions in a timely manner to assist with the progress of sponsored projects

**Parties Involved:** Research Administrators (RA), Contract and Grants Specialist , Assistant Vice President for Research (AVP), Vice President for Research (VPR), Subcontractor, Principal Investigator (PI), Contract and Grants Accounting

Steps in the Process:

*Subawards on NOAs or AAs:*

- RA will provide all information as per NOA or Additional Allocation, Step 2.5, prioritizing setup of NOAs with subcontracts
  - RA must confirm with PI that subaward/amendment can be issued as budgeted and/or submitted at the proposal stage.
  - RA must verify subrecipient name and enter in subcontracts section of the NOA
  - RA will notify G&C Specialists via same GART entry to be sent to C&G accountant for NOA setup that a new subaward/amendment is to be issued
  - Prior to issuing new subawards, G&C Specialist should determine if subrecipient has been flagged as high risk
    - Specialist should work with AVPR on monitoring plan for any subawards issued to high risk subrecipients
  - Specialist will create subaward budget transfer form and upload to GART
    - If the project ID is not available, specialist will wait until the main NOA is set up and then complete the transfer forms
    - Specialist will assign the subaward numbers based on the numeric portion of the main project ID and change the letter at the end. The letters "A" and "I" are to never be used for the Subaward Numbers (e.g. 226XXXXXXB, 226XXXXXXC, etc.)
  - Prior to issuing an Additional Allocation amendment to the subrecipient the Specialist must complete a Subaward Analysis form.
    - Specialist will review the current subaward for the following:
      - Anticipated Total Subaward amount
      - Prior Allocations
      - Current Allocations
      - Total Invoiced Amount
      - Carryover (when applicable)



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- Specialists will review the subaward for expenditures to determine if the spending rate is reasonable based on the needs of the project
- Using this analysis, the Specialist will either proceed with having the amendment fully executed or if spending rate is low then Specialist will work with RA to help determine best way to proceed and alternate action should be taken.
- Specialist must provide VPR Subaward Analysis form when requesting signature on amendments
- C&G accountant will begin setup of subaward when NOA is being setup, but will not complete setup of subaward until a fully executed subagreement or amendment is received
- G&C Specialist will send fully executed subagreement/amendment to C&G general inboxAccountant will setup project ID in PS for subaward and then combine budget transfer form with subagreement/amendment and add to the open GART. This will serve as confirmation that the project ID has been setup in PS.

Subaward Processing:

- G&C Specialist will prepare the applicable subaward/amendment within five business days. Specialist should use templates found in the Subcontracts folder on the server and use appropriately.
- Specialist will provide copy of unsigned subaward/amendment to support staff for filing, file will be replaced once document is fully executed.
- Any foreign subcontracts will be on a case by case basis in consultation with AVP.
- All questions related to subawards shall be addressed with the RA first and then followed up with AVP if necessary. Specialist will issue the subaward/amendment to the appropriate party for review and execution
- Specialist will follow-up on a weekly basis until signed subaward/amendment has been returned to UTEP.
- Upon return, Specialist will process the subaward document for VPR's signature.
- Specialist will distribute the fully executed document to the following:
  - Sub-awardee
  - Principal Investigator
  - Research Administrator
  - Questys (to be filed)
- Specialist will update "shell" record in the subcontractor to include all required information in the database and link appropriate documents



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- FFATA report will be completed and filed for all subawards under a federal prime award.

**Summary Description:** To organize the subaward and amendment enterprise to provide transparency, clarity and efficiency amongst all vested parties.