



Subcontract Division

subcontracts@utep.edu

Kelly Hall, 6th Floor



WHAT ARE SUBCONTRACTS?

A Subcontract occurs when a portion of UTEP's sponsored project is assigned to another entity to carry out a substantial part of the project's scope of work, utilizing its own resources and facilities. All terms and conditions of the prime award are flowed down in the Subagreement and must be accepted by the subrecipient's authorized signatory. The subrecipient is fully responsible for complying with all requirements of the prime award and assumes leadership, programmatic responsibility, and financial oversight for completing its assigned scope of work within the approved budget.

TWO TYPES OF SUBCONTRACTS

OSP oversees proposals for two distinct types of Subcontracts: Outgoing and Incoming Subcontracts.

The Subcontracts Division oversees processing of Outgoing subcontracts when UTEP serves as the Pass-Through Entity (PTE).

Scan the QR code to learn more about services provided.

PROCESSING DEADLINES



PLEASE NOTE: References to days are business days.

MEET THE TEAM

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Assistant Director

Morayma Marquez
Contracts and Grants Specialist III

Belinda Gonzalez
Subcontract Manager

Isabel Millward-Pena
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For full subcontract details, refer to the [Subcontract Division Webpage](#). Questions can be sent to subcontracts@utep.edu.