UTEP
RESEARCH & INNOVATION

Office of Sponsored Projects
Subcontract Division

What are Subcontracts?

A subcontract occurs when a part of UTEP's sponsored project is passed to another entity to complete a significant portion of the sponsored project's scope of work using its own facilities and resources. All the terms and conditions of the prime award must be included in the subagreement document. Acceptance of these terms by an authorized signatory of the receiving entity is required. The subrecipient takes full responsibility for adhering to the terms and conditions of the prime award. The subrecipient assumes responsibility, leadership and financial management for performing and fulfilling the Subrecipient's scope of work within the approved budget.

Proposal Stage: Documents Requested

- Subcontract information due to RA **2 weeks** before the proposal is due
- All documents must be submitted to RAs **5 business days** ahead of agency deadline
- CUI requires **4 weeks of advance notice**
- Subrecipient docs due **2 weeks** ahead of deadline

Proposal Awarded: Includes Subcontract Funds

- The timeline from when a proposal is submitted and awarded varies

Subagreement drafted, negotiated, executed

- Subagreement drafted within **1-3 days** of the NOA completion
- **10 days** needed to route for negotiation/ signature
- GMA will set up subcontract within **5 days**
- **The entire process can take up to 3 weeks**

Subcontract monitored/ amendments

- Amendments will be drafted within **1-3 days**
- **10 days** needed to route for negotiation/ signature
- GMA will process within **5 days**
- The entire process can take up to **3 weeks**

Closeout

- You will receive an email **60 days prior** to upcoming end of subcontract with a status update
- You will receive an email **45 days after** the end of subcontract for technical report statuses
- You have **60 days** from end date to submit final invoices

Get in Touch!

subcontracts@utep.edu| Kelly Hall, 6th Floor

Revision date 1/2025