

Subaward Request Instructions

This form should be completed whenever a new subaward or an amendment to an existing subaward needs to be developed by the Subaward Team within Research Administration.

Temple Information

Who is submitting this form:

Whoever is submitting this form should add type their name and email into this section. If there are issues, we will reach out to this person. This section needs to be completed.

Financial Contact Information:

When we complete the agreement, we will include this person's name and email as the individual to contact for any financial information related to this subaward request and any subsequent agreement. This section needs to be completed.

Temple Principal Investigator:

When completing this form, use the name and email of the Principal Investigator who will be the main contact for the Subrecipient PI and their Authorized Organization Representative. This section needs to be completed.

Temple Contacts to be copied in Correspondence:

When a Subaward document is completed, anyone included within this section will be included on the correspondence. This section can be left blank.

Subrecipient Information

Subrecipient Legal Name:

Include the correct Legal Name of the Subrecipient Organization in this section. Do not use abbreviations or shortened names. For example, Stanford University should be listed as The Board of Trustees of the Leland Stanford Junior University.

Subrecipient PI:

Enter in the full name and email of the Subrecipient PI. This is whom will conduct the technical work. This person's name should be included in the budget and within form 3B which will be submitted with this form.

Compliance

Indirect Cost Rate: T

This should follow what was included within the proposal. If the sponsor has a **stated rate per their policy**, that that should be chosen. If the organization does not have a negotiated rate agreement, they are allowed to collect a **deminimis rate** (currently 10% but will move to 15%) that should be clicked. Click on **Negotiated rate**, if the organization has a negotiated rate agreement with the US Federal Government. Finally, we have rates that fall outside these other categories. Normally a **fixed rate** is formulated by us, and it is primarily used for Clinical Trials and/or Industry Research Agreements.

IDC %:

This percentage amount should have been used within the submitted proposal. If a different rate is to be used, it must be agreed upon by the subrecipient organization and Temple.

IDC Type:

The IDC Type should have been decided at the proposal stage. This normally follows the type that Temple used for their calculation. MTDC or modified total direct costs follows our negotiated rate agreement. There are costs that should be removed from the direct cost base before calculating indirect costs. TDC or Total Direct Costs is where we would use all of the Total Direct Costs to calculate the Indirect Cost amount. TC is Total Cost. There are times were a sponsor may allow you to calculate Direct Cost and your Indirect Cost and take the sum of those two figures and calculate a Total Cost. Some Department of Defense contracts allow this. We should have received this information at the submission of the proposal. Other is if the Type falls outside of MTDC, TDC and TC. For example, this could be Salary and Wages or any other type of indirect cost calculation required by the sponsor. Click on other and include the brief explanation.

Carryforward authorization:

This usually follows the notice of award terms provided to Temple from the Sponsor. But the Principal Investigator may choose any of the following: Grant Automatic Carryforward, Restrict per Temple PI or Department, Restrict per NOA or Fixed Rate, Fixed Amount Not Applicable. Our recommendation is to follow the terms provided to us by our Sponsor.

Subaward involves Costsharing:

This is usually submitted during the proposal phase. If Cost sharing is involved, select Yes and enter the Cost Share amount. This allows us to complete the SubAward document according to the award provided to Temple from the Sponsor.

International Site:

To make sure all compliance checks have occurred, we need to know if this an international site conducting the work. If you choose yes, select one of the following; Approval of the International site within the Notice of Award, an Approval from the Sponsor separate from the Notice of Award; or the site was included within the proposal. This allows Temple to move forward with developing a foreign subaward agreement with this site.

Will Subrecipient conduct Human Subject Research?

Choose one of the following; Yes, Yes but pending/IRB approval will be needed later, or No. If Yes but pending/IRB approval will be needed later, we expect to add a special term and condition to the agreement that the subrecipient may conduct no Human Subject Research until they provide an IRB protocol approval letter.

Will Subrecipient conduct Animal Subjects Research?

Choose one of the following; Yes, Yes but pending/IACUC approval will be needed later, or No. If Yes but pending/IACUC approval will be needed later, we expect to add a special term and condition to the agreement that the subrecipient may conduct no Animal Subject Research until they provide an IACUC protocol approval letter.

New Subaward Request

If this a request for a new subaward to be developed, complete this section. If not, leave all fields in this section blank. ***All NEW Subaward requests REQUIRE the following attachments to be included: Scope of Work, Budget, Budget Justification, Sub's 3B form and any Deliverables and/or reports. If not included, request will be returned without processing.***

ERA Number

The proposal developed and approved in ERA has a specific number associated with it. This number should be entered here. This allows us to connect the proposal in ERA with the award document in the Banner System.

Project Title:

Sometimes the Subrecipient title is different than the title we used on our proposal, therefore we are asking you to enter in the project title that the Subrecipient submitted to us when we asked for proposal documents.

Initial Budget Period:

This is the actual Start date to the End Date of this budget period. We normally only provide one-year subaward agreements. We do have the dates from the Notice of Award, but the PI may elect to use a different set of dates. Enter in the Start and End date of this budget.

Initial Budget \$:

This is the actual budget amount for the current year in which we are asking the subrecipient to conduct work. This should be only for the year in which the subaward is being awarded.

Total Estimated Period:

This the start and end date for the entire award period of performance. We do have the dates from the Notice of Award, but the PI may elect to use a different set of dates. These dates are only estimated, therefore can change if any changes occur within our NOA.

Total Estimated Budget \$:

This is the estimated budget for the entire period of performance. This is only an estimate from our original Notice of Award. The dollar amount can change in the future depending on our future Notice of Awards and the PI.

Type of Agreement

Normally, a subrecipient agreement will follow our prime award. But there are instances where we may choose a different type of agreement. For example, with a non-profit we may provide them a fixed price agreement, because the dollar value is less than \$150,000 and the work they are doing is more service related, then research.

Amendment Request

If this a request for an amendment to an existing subaward agreement, complete this section. If not, leave all fields in this section blank. You may choose any of the areas within this section, if applicable to what needs to happen with this amendment.

ERA Number:

This number should either be the original ERA number set up when the proposal was funded, or the child ERA number if a child account was set up to provide the path for a progress report to be approved.

Next Year/Additional Funding:

If you check this box, then please provide the budget start and end date for the new monies to be provided by this amendment. Also include any additional funding that is going to be provided. This section should not be used for a no-cost extension request.

Carryforward Approval:

Sometimes amendments require us to carryforward funds from previous years, specifically if we require the subrecipient to receive prior approval from us before they can spend those carryforward dollars in the current budget period. You should include the carryforward amount. Enter in the start and end dates of the period in which the carryforward dollars are from. Enter in the start and end dates of the budget period in which the carryforward dollars should be moved to. Finally, choose whether the carryforward funds budget would remain the same or be budgeted differently. If budgeted differently a new budget should be attached.

No Cost Extension:

Early Termination

Change in Subrecipient PI

Revised Documents

Other