Subaward Proposal Preparation
UTHSCSA is the Subawardee Institution

Always check with the prime institution for specifics on the documentation they will require, and any preferred/required formats. This will save you from filling out the same budgetary information into multiple forms. Their requirements will likely be similar to HSC requirements when we are the prime institution.

NOTE: if the prime institution is a FDP Expanded Clearinghouse Pilot institution, the signature page required should be minimal and contain only project-specific details (i.e. this should not be a lengthy document requiring a great deal of general institutional information). Please contact your OSP Reviewer if you have questions/concerns about required documentation.

All subaward proposals must be reviewed and approved by OSP prior to submission to the prime institution. OSP requires the following documentation when processing a subaward proposal:

- **Certificate of Proposal (COP)-** Fully signed

- **Statement of Work** to briefly describe HSC's role on the overall project

- **Documentation requested by prime**, i.e. Signature Page, budget, budget justification

Be sure to find out the prime institution's deadline for receipt of HSC's documentation. Internal deadlines vary by institution, but the majority will probably need to receive subawardee documentation at least 3-5 business days prior to their main proposal submission deadline. Keep in mind that OSP also needs time to review it before it can be submitted; we request three (3) business days to review all proposals.

I. When Prime Submitting Institution Also Uses Cayuse

If the prime institution will submit the proposal through Cayuse, the HSC collaborator should most likely prepare a subaward proposal in Cayuse. This will include a budget form, key personnel form, and performance sites form, as well as a "Documents" section to upload any internal files, such as a scanned copy of a signature page, F&A rate agreement, etc. HSC will then export the file to be emailed to the collaborator at the prime institution for integration into the prime proposal.

If the prime institution will NOT submit the proposal through Cayuse, refer to the instructions below.

II. When Prime Submitting Institution Does NOT Use Cayuse

If Cayuse will not be used for the prime proposal submission, the HSC collaborator will need to communicate with the prime institution to find out the acceptable format for our subaward submission, particularly for the budget/budget justification. OSP highly recommends confirming this BEFORE filling out lengthy budget forms, to expedite the process on all sides and eliminate duplication of work.

If the prime institution is preparing an Adobe application package for submission through grants.gov, they might extract and send a PDF budget document to be completed and returned for inclusion in their prime proposal. In that case, the form itself will be familiar as it is identical to the forms we use in Cayuse; however, the functionality will be different than Cayuse (no auto-filling, no auto-calculation, and all information must be manually entered into each year of the budget form). Be sure to complete the information for all years of the budget and fill in all general institutional information as needed prior to sending the file to OSP for review. General institutional information can be found on OSP's Useful Institutional Information page as needed (http://research.uthscsa.edu/osp/propinfo.shtml).

Otherwise, to satisfy budgetary requirements, the prime institution might accept the PHS 398 Form Page 4, Form Page 5, and Checklist Form available through the DHHS website (http://grants.nih.gov/grants/funding/phs398/phs398.html) or may require completion of the budget in another format, such as their template or the prime sponsor's budget forms for non-federal.

For review/approval purposes, OSP will accept the budget in whatever forms/format the prime institution has requested. There is no need to fill out multiple versions of budget forms with the same budgetary information.