<u>Subaward Proposal Preparation</u>
UTHSCSA is the Prime Submitting Institution

All subaward documentation is due to OSP at the time the proposal is submitted for review, at least three (3) business days prior to the sponsor's deadline.

STEP 1: Determine if the subawardee institution is a participant in the FDP Expanded Clearinghouse Pilot. Check https://fdpclearinghouse.org for the institution.

If the institution **IS listed as a Pilot Participant**, OSP requires the following items from the subaward institution:

- **Project-Specific Signature Page.** This can be found on OSP's website at http://research.uthscsa.edu/osp/forms/fdpsubform.pdf.

- **Budget and budget justification for all years of the project.** Please see sections I and II below for more detailed information on the type of budget that will be needed for review. This will usually depend on whether the proposal is submitted through Cayuse or not.

- **Statement of Work.** There is no specific format required for this, nor a minimum or maximum length. This should simply be a brief description of the subawardee's role/responsibilities on the project.

If the institution **IS NOT listed as a Pilot Participant**, OSP requires the following items from the subaward institution:

- **Statement of Intent to Establish a Subaward Agreement.** This can be found on OSP's website at http://research.uthscsa.edu/osp/forms/subform.pdf.

- **Budget and budget justification for all years of the project.** Please see sections I and II below for more detailed information on the type of budget that will be needed for review. This will usually depend on whether the proposal is submitted through Cayuse or not.

- **Statement of Work.** There is no specific format required for this, nor a minimum or maximum length. This should simply be a brief description of the subawardee's role/responsibilities on the project.

- **Copy of current F&A Rate Agreement.** This is required if the subawardee is requesting F&A. If the sponsor prohibits F&A recovery or otherwise limits F&A to a set amount, this agreement is not necessary.

I. When the Proposal is Submitted Through Cayuse:

When creating a proposal in Cayuse that will include a subaward to another institution, there are three alternatives for importable subawards:

- Stand-alone subawards created within Cayuse 424 by a user at another institution
- Subaward proposals created on Subawards.com
- Adobe subawards (extracted from the Adobe application packages)

A. If the subawardee does NOT use Cayuse-

The subaward institution can visit http://www.subawards.com to create their subaward proposal. Subawards.com is a free, publicly available website that Cayuse has established to simplify collaboration with non-Cayuse institutions, thus saving time and energy for both parties and reducing the potential for data entry errors within the prime proposal. Subawardees can create a scaled-down

SF424 proposal consisting of just a few of the usual forms where information regarding budget, personnel, and performance sites can be entered.

Subawardees will enjoy all the same benefits of using Cayuse, such as auto-fill capabilities, auto-calculation within the budget, the ability to escalate/replicate future budget periods, and more. They can also upload any other documentation requirements, as mentioned above, in the Documents section. Once the subaward proposal is complete, it can be exported as a Cayuse-friendly file to be emailed to the HSC collaborator, who in turn can import into the prime proposal in Cayuse for seamless data integration. Subawardees can also save their subaward proposal as a PDF file for their own internal proofing, routing and approval purposes.

For more detailed information about using subawards.com including a list of OSP's requirements and a sample message to send to a subawardee encouraging the use of subawards.com, visit the OSP Subawards page, http://research.uthscsa.edu/osp/subawards.shtml.

If the subawardee does not want to use subawards.com, an alternative would be to request the SF424RR Subaward Budget Attachment form. This form can be extracted from an Adobe application package downloaded from grants. On completion of this form, the subawardee can email the PDF to the HSC collaborator to be imported into the Cayuse application. Please note that only the budget information will autofill into the proposal. Some information in the budget also may not transfer correctly (e.g. indirect cost type and budget justification) so please be sure to review the SF424RR Subaward Budget PDF against the imported Cayuse budget very carefully to make sure it matches, and correct as necessary.

B. If the subwardee DOES use Cayuse-

The other institution can create a subaward proposal within their Cayuse system, which can be exported, emailed to the HSC collaborator, and then imported into the prime proposal in the HSC Cayuse system. The process works just the same as with subawards.com; however, other Cayuse customers can simply use their own Cayuse system rather than going through subawards.com. They can also upload their other documentation requirements, as mentioned above, in the Documents section. The subawardee should contact their sponsored programs office for additional information or assistance with this as needed.

If the subawardee's budget/personnel information is sent to UTHSCSA in any other format besides Cayuse or subawards.com, it will be the responsibility of the HSC PI/proposal preparer to create institutional/professional profiles as needed and manually enter all the subaward information into the main Cayuse proposal. OSP strongly encourages the use of subawards.com (or Cayuse itself, for those institutions that also use this system) to cut down on duplication of work between both institutions, as well as reduce/eliminate the possibility of data entry errors appearing in the prime proposal.

II. When the Proposal is NOT Submitted Through Cayuse

Cayuse is used only for proposal submissions to federal agency sponsors that are submitted electronically through grants.gov. When submitting proposals by another means, such as to non-federal sponsors, to federal sponsors that do not use grants.gov, or to sponsors that require hard-copy applications sent by mail, it is not necessary for subawardees to use subawards.com or Cayuse to prepare their subaward documentation. If the sponsor has its own budget form, the subaward should use that form to complete their budget information. Otherwise they can prepare either the PHS 398 Form Page 4, Form Page 5, and Checklist Form (available at http://grants1.nih.gov/grants/funding/phs398/phs398.html) or the SF424RR Subaward Budget Attachment form (this form can be extracted from an Adobe application package downloaded from grants.gov, or completed using subawards.com and sent as a PDF file (see section I.A.)).

In addition to the budget/justification, OSP still requires the other documentation from the subaward as mentioned above: signature page, statement of work, etc.