Subawards

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Presentation Goals

1. What is a subaward?

2. What is the process for issuing a subaward?
Award Timeline

1. Proposal
2. Award
3. Account Set-up
4. Subaward(s)
   - Request
   - Draft
   - Execute
   - Set-up
5. Subaward Amendment(s)?
   - Request
   - Draft
   - Execute
   - Set-up
6. Closeout
Goals of a Subaward

1. Draft, Sign, & Set-up Subaward Agreement
2. Protect PI, Project, & University
3. Clear Expectations
4. Accomplish Work
Documents & Information

- **Amount**
- **Dates**
- **Subrecipient Commitment Form**
- **Contact Information Form**
- **Budget**
- **Budget Justification**
- **Statement of Work (SOW)**
- **Anything Else (Documents, Information, Compliance, etc.)**

*Subrecipient Monitoring with OSP/CGA*
Budget, Budget Justification, & SOW

• Same Standards as MSU’s Sponsor
• Work with Proposal Team
• Remember Common International Items
• Tell Subaward’s Financial & Technical Story
• Include Deliverables
• Review, Review, Review
Getting Started

Send a request or inquiry to:

- OSP ([OSP.Awards@osp.msu.edu](OSP.Awards@osp.msu.edu)) or
- CGA ([Awards@cga.msu.edu](Awards@cga.msu.edu))

Include:

- Account or IP#
- Subrecipient(s)
- Documents & Information
KC Negotiations – [https://kc.researchadmin.msu.edu](https://kc.researchadmin.msu.edu)
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[Image of KC Negotiations interface]
**KC Negotiations** – [https://kc.researchadmin.msu.edu](https://kc.researchadmin.msu.edu)
Subaward Resources

Overview & explanations
https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0ANAAwADQA#subCommitmentFormDetails

What office will issue my subaward and subaward amendments?
https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMwA5ADgA

International Projects (with Subaward Videos)
https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0ANAAyADEA

Questions & Other Resources
https://www.cga.msu.edu, OSP.Awards@osp.msu.edu, & Awards@cga.msu.edu
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