BACKGROUND
This chapter assumes a basic understanding of how to use/navigate BruinBuy (BB). It is intended to provide subaward specific instructions only. For more detailed BruinBuy training, sign up for BruinBuy Preparers class through CHR and/or go through BruinBuy Online Training.

STEPS IN BRUINBUY
1. Log into BruinBuy
2. Create a “Special Request/Non-Catalog” order
3. Search Vendor Name & select Address that matches the subawardee’s remittance address
   a. Obtain remittance address directly from Subawardee’s Administrative contact. BB Vendor address should be exactly the same as #9 on the OCGA/Purchasing Subaward Checklist.
   b. If exact address does not exist in BB, follow instructions in “How to…VCK – Submit a New Vendor Setup Request” in BB How To Documents.
4. After clicking on green check bubble for appropriate VCK, thoroughly complete the Special Request / Non-Catalog screen. See below for sample & pointers.
   a. Class of Order – subawards are always “R” for requisition
   b. PAN Subject – suggest entering: Cost Center/Fund Name of Subawardee
   c. CC Self – check to receive a copy of the requisition to file with Subaward documents
   d. FAU
      i. Project Code: Enter abbreviation for Subawardee
      ii. Sub: Always Sub 07
      iii. Object Code: Especially important if F&A is Modified Total Direct Cost (MTDC)
         1. If 1st year total cost budget for subaward is $25,000 or less, enter 7310.
         2. If 1st year total cost budget for subaward greater than $25,000, enter 7300.
         3. If subward’s 1st year total cost budget is greater than $25,000, check “Apply FAU to All Lines (except lines with FAU locked)?”
   e. Line Details:
      i. Line 1
         1. LineCD: COM
         2. Description: SUBAWARD FOR THE PROJECT TITLED: ______________ BUDGET PERIOD: ____________ FUNDING FOR STATED PERIOD: $_____________
PRINCIPAL INVESTIGATORS:
UCLA: ______________
YALE: ______________

SPONSOR: _______________
CFDA: ____________

AWARD #: __________________

TERMS AND CONDITIONS OF THE ATTACHED AWARD DOCUMENT ARE INCORPORATED HEREIN BY REFERENCE.

ii. Line 2
1. Line Amt: ________, if subaward is over $25K, enter exactly $25,000.00. If less than $25K, enter full subaward total.
2. LineCD: SVS
3. TaxCD: E
4. Exempt: N
5. Description:

THE FUNDING FOR THIS SUBAWARD IS DIVIDED INTO TWO LINE ITEMS FOR UCLA ADMINISTRATIVE PURPOSES ONLY. THE TOTAL FUNDING FOR THE BUDGET PERIOD __________ IS SPECIFIED ABOVE.

6. FAU Distribution Pie – do only if 1st year total cost budget for subaward greater than $25,000. If 1st year TC budget is $25K or less, skip this step.
   a. Click lock icon to lock
   b. Click color pie to change Object Code for this FAU only to 7310
   c. Save/Close

iii. Line 3 – only necessary if F&A is MTDC & 1st year total cost budget for subaward greater than $25,000. If not MTDC, enter entire subaward amount to Line 2.
   1. Line Amt: __________ (difference between sub total cost - $25,000)
   2. LineCD: SVS
   3. TaxCD: E
   4. Exempt: N
   5. Description:

BALANCE OF FUNDING SPECIFIED ABOVE.

iv. Line 4 – required if subaward will last more than 1 year. If unsure, add anyways.
   1. Line Amt: 1.00
   2. LineCd: SVS
   3. TaxCD: E
   4. Exempt: N
   5. Description:

FUNDING FOR ANY FUTURE BUDGET PERIOD IS CONTINGENT ON THE AVAILABILITY OF FUNDS FROM THE PRIME SPONSOR.
5. Add attachments – Subaward Checklist plus any applicable documents below:

Attach the following documents (if applicable):
- Award Synopsis
- Subrecipient institutional approval
- Subrecipient Commitment form
- IRB approval (if Human Subjects are used)
- List of any additional required deliverable
- Auditor reports
- Scope of Work
- Budget and Justification
- Fair & Reasonable Cost Analysis form
- IACUC approval (if animals subjects)
- Subrecipient F&A (indirect cost) rate agreement (if subrecipient is not a university)
6. Click “Preview Submit” & “Review Distributions” to confirm all data entered is correct

7. Submit

8. Print out a copy of the PAN notification for the Subaward files. See below for sample:
**Post Authorization Notification Detail**

**Doc ID:** 1553RPA12300  
**Preparer:** C. Y. RUJANURUKS  
**Phone:** (310) 2066287  
**Email:** CRUJANURUKS@MEDNET.UCLA.EDU

**Employee:**  
**Action/Subject:** AF/31234 YALE SUBAWARD  
**Date:** 07/11/2011 4:11 PM

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**Comments**

**General Information**

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*FUND OVERRIDE REASON: SUFFICIENT FUNDS*

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**PAC ORDER NBR:** 1553 R PA123 00  
**ORDER DATE:** 07/11/11  
**VENDOR NBR:** 007473 045  
**VENDOR NAME/ADDRESS:** YALE UNIVERSITY, GRANTS & FINANCIAL ACCOUNTING, 47 COLLEGE ST STE 203, NEW HAVEN, CT 06520-8337

**REQUESTOR NAME:** DR. FOGELMAN  
**REQUESTOR NBR:** 310-825-6058  
**DEPT CONTACT/NAME:** BICYR / RUJANURUKS, CATHERINE  
**DEPT CONTACT NBR:** 310-206-6287  
**APPROVER / NAME:** BICYR / RUJANURUKS, C. Y.  
**DOC. TO AP:** Y  
**RECEIPT AUTH:** Y  
**BRUINBUY TRANS ID:** 4109197

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**ITEM** | **QUANTITY** | **UNIT OF MEASURE** | **UNIT PRICE** | **TOTAL PRICE**
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SUBAWARD FOR THE PROJECT TITLED: UCLA CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE  
BUDGET PERIOD: 07/01/13-06/30/14  
FUNDING FOR STATED PERIOD: $100,0000

**KEY PERSONNEL:**  
UCLA: ALAN FOGELMAN  
YALE: JOHN SMITH

**SPONSOR:** NIH/NCRR  
**CFDA:** 93.389

**AWARD #:** 1 UL1 RR033168-01

**TERMS AND CONDITIONS OF THE ATTACHED SUBAWARD DOCUMENT ARE INCORPORATED HEREIN BY REFERENCE.**

2  
$25,000.00

THE FUNDING FOR THIS SUBAWARD IS DIVIDED INTO TWO LINE ITEMS FOR UCLA ADMINISTRATIVE PURPOSES ONLY. THE TOTAL FUNDING FOR THE BUDGET PERIOD 06/01/11-02/29/12 IS SPECIFIED ABOVE.

3  
$75,000.00

BALANCE OF FUNDING SPECIFIED ABOVE.

4  
$1.00

FUNDING FOR ANY FUTURE BUDGET PERIOD IS CONTINGENT ON THE AVAILABILITY OF FUNDS FROM THE PRIME SPONSOR.

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**REQ/PROMISE DATE...** 07/11/11 / 07/11/11  
**DELIVER TO...** RUJANURUKS, CATHERINE  
**SHIP TO...** UCLA MED-NANO, 650 CHARLES E YOUNG DRIVE SOUTH, MEDICAL RECEIVING, ROOM 52-175 CHS, LOS ANGELES, CA 90095

**F.O.B...** ORIGIN PREPAY & ADD  
**SHIP VIA...** BST METHOD  
**TERMS...** NET CASH, PAY IN THE NEXT
MAIL INVOICE TO:
CHECKRUN
UCLA
ACCOUNTS PAYABLE
10920 WILSHIRE BOULEVARD, 5TH FLOOR
LOS ANGELES, CA 90024-6502

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<tr>
<td>CATHERINE</td>
<td><a href="mailto:CRUJANURUKS@MEDNET.UCLA.EDU">CRUJANURUKS@MEDNET.UCLA.EDU</a></td>
<td>(310) 2066287</td>
<td>Added by Preparer</td>
<td>Sent</td>
</tr>
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<td>RUJANURUKS</td>
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</tr>
<tr>
<td>RAELLEN MAN</td>
<td><a href="mailto:RMAN@MEDNET.UCLA.EDU">RMAN@MEDNET.UCLA.EDU</a></td>
<td>(310) 8258112</td>
<td>Mandatory Reviewer</td>
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