

POWERPOINT LINKS – CLASS 25: SUBAWARDS - POST-AWARD

Slide 5: Outgoing Subaward: UCLA as the Subawarder

1. Execution times: <https://ocga.research.ucla.edu/outgoing-subawards-overview/>

Slide 6: Outgoing Subaward: Steps

1. Snapshot: <https://portal.research.ucla.edu/AwardStatusSnapshotSearch>
2. Subaward Forms Checklist:
https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_domora_manual_pre-award_subrecipient-forms-checklist.pdf
3. Create the requisition: <https://scribehov.com/viewer/How to Create a New Research Subaward PYP-qlVqTm-5SCbRRNCFJw>
4. BruinBuy Plus (BB+): <https://bruinbuyplus.ucla.edu/>
5. Outgoing Subaward & MCA Request Form: <https://ocga.research.ucla.edu/wp-content/uploads/UCLA-OCGA-Subaward-MCA-Request-Form.pdf>
6. Instructions: <https://ocga.research.ucla.edu/wp-content/uploads/How-to-Complete-the-OCGA-Outgoing-Subaward-and-MCA-Request-Form.pdf>
7. OCGA email: OCGAsubawards@research.ucla.edu
8. Timeline: <https://ocga.research.ucla.edu/outgoing-subawards-overview/>

Slide 7: Outgoing Subaward: Required Information

Award Snapshot: <https://portal.research.ucla.edu/AwardStatusSnapshotSearch>

Slide 8: Outgoing Subaward: Required Forms

1. Outgoing Subaward & MCA Request Form: <https://ocga.research.ucla.edu/wp-content/uploads/UCLA-OCGA-Subaward-MCA-Request-Form.pdf>
2. Award Snapshot: <https://portal.research.ucla.edu/AwardStatusSnapshotSearch>
3. Subrecipient Letter of Intent (LOI): <https://ocga.research.ucla.edu/wp-content/uploads/letter-of-intent.pdf>
4. MCA Commitment: <https://ocga.research.ucla.edu/wp-content/uploads/UCLA-MCA-commitment-form.pdf>

Slide 9: Outgoing Subaward: As Needed Forms

1. Fair & Reasonable Cost Analysis: <https://ocga.research.ucla.edu/wp-content/uploads/fair-and-reasonable-cost-analysis.pdf>
2. Subrecipient Institutional Information Form (SIIF) Award Snapshot:
3. FPD members: <https://fdpclearinghouse.org/organizations>
4. Financial Audit Management Questionnaire (FAMQ): <https://ocga.research.ucla.edu/wp-content/uploads/financial-audit-management-questionnaire.pdf>

Slide 11: Subaward Amendments

BB+ subaward amendment steps:

<https://scribehov.com/viewer/How to Amend a Research Subaward or Subcontract ctzdiRwSRGq32oBFzTH7BA>

Slide 13: Outgoing Subaward Set-up Hints & Tips

Sub Forms Checklist:

https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_domora_manual_pre-award_subrecipient-forms-checklist.pdf

Slide 15: Outgoing Subaward: Sub Maintenance

1. Role specific BB+ training: <https://bruinlearn.ucla.edu/courses/174546>
2. Invoice approver list: <https://ucla.box.com/s/x9mnlzinp2zh6obobce5ue7pwvn0mzn6>
3. FM/PI assignment update form: https://uclaapoanonsurvey.qualtrics.com/jfe/form/SV_cBV3BIOVCGwEjDE
4. “Does receiving” in BB+: <https://ucla.box.com/s/2botzctovksjs1a80f3i1bvkuv34tcjd>
5. PI receiving instructions: <https://ucla.box.com/s/q4vv45p8agnrny0ivi0ppop6234fla2k>

Slide 19: Outgoing Subaward: Multi-Campus Awards (MCA)

MCA Checklist: <https://ocga.research.ucla.edu/wp-content/uploads/MCA-checklist.pdf>

Slide 21: Outgoing Subaward – Sub Closeout

1. Subaward Final Close Out Certification: <https://ocga.research.ucla.edu/wp-content/uploads/subaward-final-closeout-certification.pdf>
2. OCGA email: ocgasubawards@research.ucla.edu
3. Subaward Close-Out:
[https://scribehow.com/viewer/How to Amend a Research Subaward or Subcontract_ctzdiRwSRGq32oBFzTH7BA?s_crollToActionId=e35aa35b](https://scribehow.com/viewer/How+to+Amend+a+Research+Subaward+or+Subcontract_ctzdiRwSRGq32oBFzTH7BA?s_crollToActionId=e35aa35b)

Slide 23: Outgoing Subcontract Resources

1. UCLA Subcontracts: <https://purchasing.ucla.edu/purchasing/Purchasing-forms>
2. Campus Purchasing Subcontract Checklist:
<https://ucla.box.com/shared/static/s1hrfyygeu6mbq56sso5tutecropy4w0.pdf>
3. Subcontract Close-Out Procedure: <https://ucla.box.com/pur-doc-subc-closeout-cert>

Slide 26: Incoming Subaward: UCLA as the Subawardee

Accounts Receivables report: <https://ofsr.it.ucla.edu/CGReports/AcctRcvPM.asp?Type=Department>

Slide 28: Google Survey Link

Anonymous Google Survey Link: <http://goo.gl/forms/C3gdjsL5y1>