LIFE OF A SUBAWARD
Revised March 24, 2022

Determine if said collaborating entity is a subaward, subcontractor, OR vendor
Tools: Subrecipient vs. Contractor/Vendor Matrix
Third Party Definitions

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If subaward, create/obtain/gather required paperwork for proposal submission

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If proposal is awarded, obtain contact information for ***administrative*** person at subaward entity

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Contact admin. person to obtain additional information (if not received at the proposal stage)

1) Subrecipient Legal Name
2) Answer: For Profit Entity? Or Non-profit Entity?
3) Central Contract & Grant Office – Where ***subaward contract paperwork*** will be sent
   a) Address
   b) Telephone
   c) Email
4) Remittance – Where ***payment*** will be sent (generally Sponsor's overall Accounts Receivables, not PI specific)
   a) Contact Name
   b) Address
5) Subrecipient Administrative Contact – Fund manager/research administrator for specific to sub PI, if different from #3
   a) Name
   b) Email
   c) Phone
6) Subrecipient PI Name:
   a) Email:
7) Human/Animal Subject Approval, if applicable – Forward approval notice
8) Facilities & Administrative Rate Policy in writing, if not public information/web accessible

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Check to see if Institution (with ***exact*** remittance address) is in BruinBuy

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If so, create "R" class PO in BruinBuy/PAC.   If not, use #'s 1-4 above to set vendor up in PaymentWorks.

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After Accounts Payable (A/P) sets up Institution's Vendor Key in PaymentWorks, create "R" class PO in BruinBuy/PAC

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Complete OCGA Subaward Checklist or MCA Checklist (if sub is another UC)

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Attach all relevant documents requested in above checklist

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Obtain PI's approval signature

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Email signed Checklist & relevant documents to ocgasubawards@research.ucla.edu

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Wait to receive the "G" (for subaward) ["S" (for subcontract)] PO number

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CONGRATULATIONS! Your subaward is finalized

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Invoicing: When subaward Institution sends invoice, review & forward to PI for approval signature/date. Also have PI sign the Subaward Invoice Certification Form & keep certification form with signed copies of invoice.

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Save copy of PI signed invoice in shared drive files

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Do receiving in BruinBuy/PAC
Hint: Take note the receiving line #(s).

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Upload and submit invoice to UCLA Accounts Payable via A/P Invoice Submission Portal
Hint: Make a note of date you uploaded invoice for payment

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Follow up to ensure payment is processed by checking General Ledgers

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In order to make any changes to the subward (i.e. increase funding, extend project period, approve a carryforward), an OCGA Subaward Checklist or MCA Checklist must be completed and signed by PI.

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Email to ocgasubawards@research.ucla.edu

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When a subaward is ready for closure, ensure the final invoice officially states "FINAL"

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Complete the Subaward Final Close-Out Certification Form

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Email to ocgasubawards@research.ucla.edu

**Cycle of paperwork after it leaves your/admin office's hands. Paperwork…
1. Goes to Purchasing to enter into their system
2. Goes to OCGA so they can create subaward agreement
3. Sent out to subaward entity
4. Negotiated (if any changes requested by subaward entity) with OCGA
5. Returned to OCGA signed
6. Signed by OCGA
7. Forwarded to Purchasing
8. Finalized/Posted in BruinBuy

HINTS & TIPS

1. It is a good idea that Fund Managers, not only Purchasers, be really hands on in all aspects of the subaward process, from set up to invoicing/payment to close out. If necessary, In Comment section of OCGA Subaward Checklist, ask Fund Manager's OASIS Login ID be associated with G/S class, when posted. That way, the fund manager will receive any QUE messages and can follow up.

2. PI is responsible for assuring work has been completed by the subawardee PRIOR to approving invoices. Make sure the Subaward Invoice Certification Form is signed by the PI and saved in the shared drive files with the invoices.