

## **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/>
2. Subaward Set Up:  
[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Manual\\_Post-Award\\_Subaward-Set-Up.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Post-Award_Subaward-Set-Up.pdf)

### **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](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_domora_manual_pre-award_subrecipient-forms-checklist.pdf)
3. Create the requisition:  
[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_domora\\_manual\\_post-award\\_subaward-bruinbuy-plus-requisition.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_domora_manual_post-award_subaward-bruinbuy-plus-requisition.pdf)
4. BruinBuy Plus (BB+): <https://bruinbuyplus.ucla.edu/>
5. Subaward Checklist: <https://ocga.research.ucla.edu/wp-content/uploads/UCLA-OCGA-subaward-checklist.pdf>
6. Instructions: <https://ocga.research.ucla.edu/wp-content/uploads/how-to-complete-OCGA-subaward-checklist.pdf>
7. OCGA email: [OCGAsubawards@research.ucla.edu](mailto: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. Subaward: <https://ocga.research.ucla.edu/wp-content/uploads/UCLA-OCGA-subaward-checklist.pdf>
2. MCA: <https://ocga.research.ucla.edu/wp-content/uploads/MCA-checklist.pdf>
3. Award Snapshot: <https://portal.research.ucla.edu/AwardStatusSnapshotSearch>
4. Subrecipient Letter of Intent (LOI): <https://ocga.research.ucla.edu/wp-content/uploads/letter-of-intent.pdf>
5. MCA Commitment: <https://ocga.research.ucla.edu/wp-content/uploads/UCLA-MCA-commitment-form.pdf>
6. Sub vs. Contractor Determination Checklist: <https://ocga.research.ucla.edu/wp-content/uploads/subrecipient-vs-contractor-checklist.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 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](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://purchasing.ucla.edu/bruinbuy-plus-hub>
2. Invoice approver list: <https://ucla.box.com/s/x9mnlzinp2zh6obobce5ue7pwvn0mzn6>
3. Discrepancy form: [https://uclaapoanonsurvey.qualtrics.com/jfe/form/SV\\_cBV3BI0VCGwEjDE](https://uclaapoanonsurvey.qualtrics.com/jfe/form/SV_cBV3BI0VCGwEjDE)
4. “Does receiving” in BB+: <https://ucla.box.com/s/2botzctovksjs1a80f3i1bvku34tcjd>

**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**

Subaward Final Close Out Certification: <https://ocga.research.ucla.edu/wp-content/uploads/subaward-final-closeout-certification.pdf>

**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>