SUBAWARD BRUINBUY REQUISITION SETUP
Revised November 15, 2018

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, go to BruinBuy Classes.

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: ________________
SUBAWARDEE NAME: ________________

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 the 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:

- UCLA Award Snapshot
- UCLA Subrecipient vs. Contractor Determination
- Subrecipient Commitment Form
- Subrecipient Statement of Work
- Subrecipient Budget and Justification
- NIH FCOI Form
- Subrecipient IRB approval (if human subjects are used)
- UCLA Fair & Reasonable Cost Analysis Form
- Subrecipient IACUC approval (if animal subjects)
- Subrecipient FACA (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

Preparer: C. Y. RUJANURUKS
Phone: (310) 206-6287
Email: CRUJANURUKS@MEDNET.UCLA.EDU

Doc ID: 1553RPA12300
Action/Subject: AF/31234 YALE SUBAWARD
Date: 07/11/2011 4:11 PM

Comments

General Information

*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: 1
RECEIPT AUTH: Y
BRUINBUY TRANS ID: 4109197

ITEM | QUANTITY | UNIT OF MEASURE | UNIT PRICE | TOTAL PRICE |
-----|---------|----------------|------------|-------------|
1    |         |                |            |             |
2    |         |                | $25,000.00 |             |
3    |         |                | $75,000.00 |             |
4    |         |                | $1.00      |             |

SUBAWARD FOR THE PROJECT TITLED: UCLA CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE
BUDGET PERIOD: 07/01/13-06/30/14
FUNDING FOR STATED PERIOD: $100,000

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.

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.

BALANCE OF FUNDING SPECIFIED ABOVE.

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

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
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<tr>
<td>CATHERINE RUJANURUKS</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>
<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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