

# LIFE OF A SUBAWARD

Revised August 14, 2018

Determine if said collaborating entity is a [subaward](#), [subcontractor](#), OR [vendor](#)

Tools: [Subaward vs. Vendor Matrix](#)  
[Third Party Definitions](#)



If [subaward](#), create/obtain/gather [required paperwork](#) for proposal submission



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



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

- 1) Legal Name for Subrecipient
- 2) Remittance Address – where payment will be sent
- 3) Tax Payer ID
- 4) Answer: For Profit Entity? Or Non-profit Entity?
- 5) Administrative Address – where paperwork will be sent
- 6) Subrecipient Administrative Contact Info
  - a) Name
  - b) Email
  - c) Phone
- 7) Subrecipient PI's Department
- 8) Subrecipient PI
- 9) Subrecipient's IRB Approval
- 10) Facilities & Administrative Rate Policy in writing, if not public information (web accessible)



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



If so, create "R" class PO in [BruinBuy/PAC](#). If not, use #'s 1-3 above to set vendor up in system.



After Accounts Payable (A/P) sets up Institution's VCK in OASIS, create "R" class PO in [BruinBuy/PAC](#)



Complete [OCGA Subaward Checklist](#)



Attach all relevant documents requested in above checklist



Obtain PI's approval signature



Email to [ocgasubawards@research.ucla.edu](mailto:ocgasubawards@research.ucla.edu)



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



CONGRATULATIONS! Your subaward is finalized



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.



Do receiving in BruinBuy/PAC

Hint: Write receiving line somewhere on invoice so A/P knows which line you received.



Save copy of invoice in Division files



Write date you forwarded invoice on Division's copy of invoice



Forward original to A/P for payment



Follow up to ensure payment is processed



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



Email to [ocgasubawards@research.ucla.edu](mailto:ocgasubawards@research.ucla.edu)



When a subaward is ready for closure, ensure the final invoice states “FINAL” somewhere



Complete the [Subaward Final Close-Out Certification Form](#)



Email to [ocgasubawards@research.ucla.edu](mailto: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. In Comment section of [OCGA Subaward Checklist](#) - Request only 1 invoice from Subrecipient be sent for payment requests. Default is 3 copies of the invoice. The Division only needs 1 copy to obtain PI signature. Save a copy of the SIGNED invoice before forwarding them to A/P for payment.
3. 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 Division's files with the invoices.