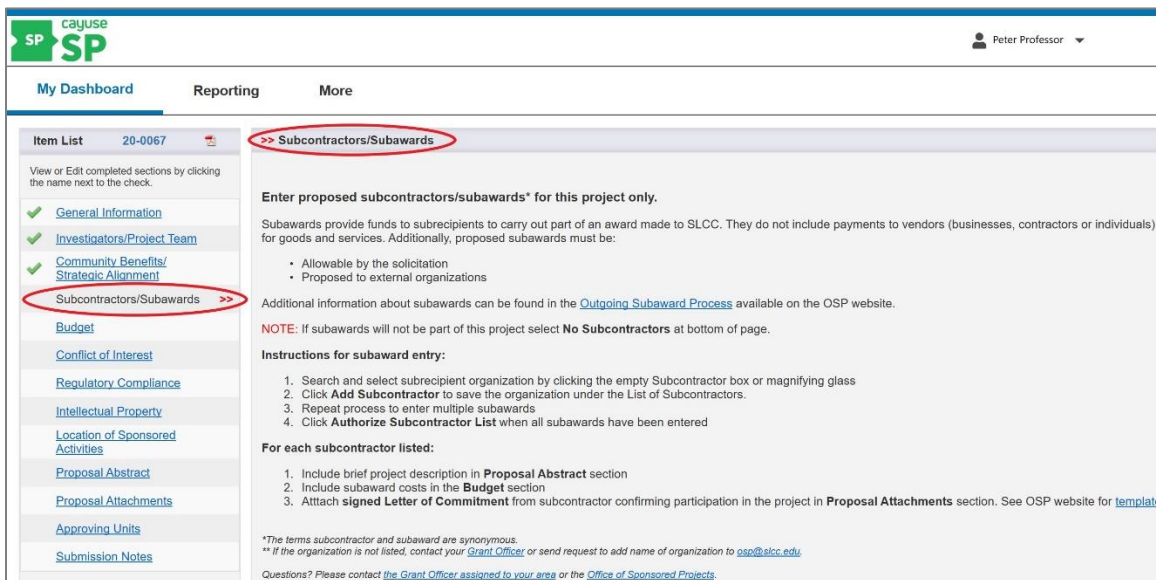


Subcontractors/Subawards

Subawards provide funds to subrecipients to carry out part of an award made to SLCC. They do not include payments to vendors (businesses, contractors or individuals) for goods and services. Additionally, proposed subawards must be (1) allowable by the solicitation and (2) proposed to external organizations.

Steps for Completing the Section

After completing the Community Benefits/Strategic Alignment section of your proposal, you will be prompted to complete the **Subcontractors/Subawards** section.



Begin by reading the instructions at the top of this section about subcontractors and subawards. Click on the blue Outgoing Subaward Process hyperlink to access additional materials and ensure you understand SLCC’s process

No Subcontractors

If subcontractors or subawards are not part of this proposal, scroll to the bottom of this section and click the **No Subcontractors** button and move on to the next step.

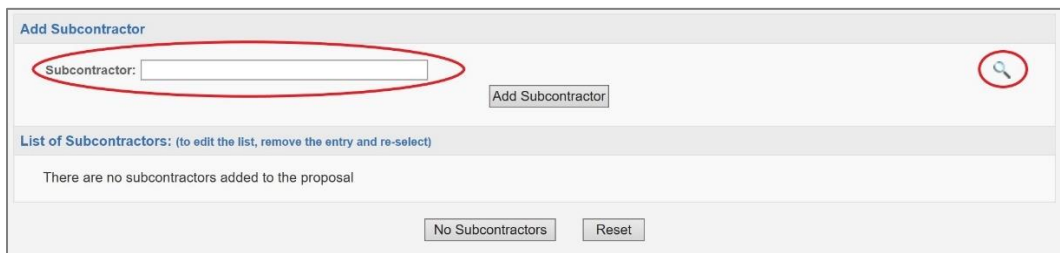


Add Subcontractors

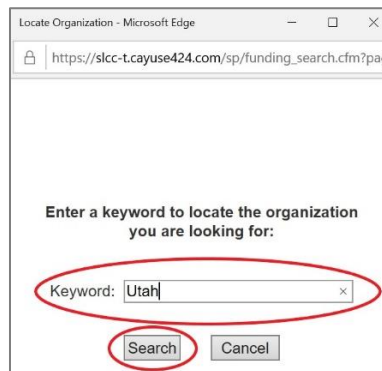
When a subcontractor/subaward is included in the proposal, you must (1) complete this section by adding the subcontractor(s)/subaward(s), (2) include a description in the Proposal Abstract section, (3) include the subaward costs in the detailed Budget section of this proposal, and (4) attach a signed Letter of Commitment from the subaward institution in the Proposal Attachment section.

Add Subcontractor

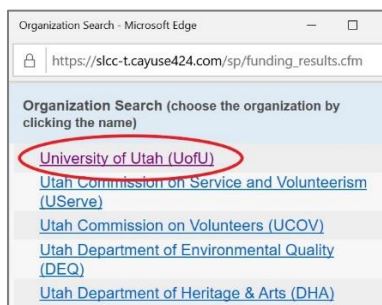
Click in the Subcontractor field or on the magnifying glass and search for the subrecipient organization.



Type the first few letters of the organization name in the Keyword search box and click Search.



Click on the organization name to add them as a subcontractor.



This will populate the Subcontractor field.

If the organization is not listed, contact your Grant Officer to have the organization added to Cayuse SP.

Click Add Subcontractor to add the organization to the List of Subcontractors.

The screenshot shows a web interface for adding subcontractors. At the top, there is a section titled "Add Subcontractor" with a text input field containing "University of Utah (UofU)" and a magnifying glass icon. To the right of the input field is a button labeled "Add Subcontractor", which is circled in red. Below this is a section titled "List of Subcontractors: (to edit the list, remove the entry and re-select)". It contains a table with one row: "University of Utah (UofU)" and a "Remove" link. At the bottom of the interface are two buttons: "Authorize Subcontractor List" and "Reset".

Repeat these steps to add additional subcontractors/subawards.

When you have added all the subcontractors/subawards for this project, click **Authorize Subcontractor List**.

This screenshot is similar to the previous one, but the "Add Subcontractor" button is no longer circled. Instead, the "Authorize Subcontractor List" button at the bottom of the interface is circled in red.

Additional Steps

For each subcontractor/subaward listed:

1. Include a brief description of their role in **Proposal Abstract** section
2. Include subaward costs in the detailed **Budget** section
3. Attach a signed **Letter of Commitment** from the subcontractor confirming their participation in the project in the **Proposal Attachments** section. See the [OSP website for letter templates](#).

Removing Subcontractors

After subcontractors have been added, they may be removed individually by clicking Remove next to their name.

List of Subcontractors: (to edit the list, remove the entry and re-select)

Subcontractor
University of Utah (UofU) Remove

Adding Subcontractors Later

This section is editable until the proposal is submitted for routing. If you previously selected No Subcontractors and need to add them, click in the Subcontractor field, add the subcontractor and Authorize the Subcontractor list.

Clicking **Reset** will erase all the information entered in this section.

Next Step

Completing the **Budget** section of the proposal.

For more information, see [Cayuse SP User Guide: Budget](#)