SP SP SLCC Office of Sponsored Projects User Guide

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.

	Peter Professor 👻
My Dashboard Reporti	ng More
ltem List 20-0067 🛃	>> Subcontractors/Subawards
View or Edit completed sections by clicking the name next to the check.	Enter proposed subcontractors/subawards* for this project only. 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:
Community Benefits/ Strategic Allanment Subcontractors/Subawards >> Budget	Allowable by the solicitation Proposed to external organizations Additional information about subawards can be found in the <u>Outgoing Subaward Process</u> available on the OSP website. NOTE: If subawards will not be part of this project select No Subcontractors at bottom of page.
Conflict of Interest Regulatory Compliance Intellectual Property Location of Sponsored	Instructions for subaward entry: 1. Search and select subrecipient organization by clicking the empty Subcontractor box or magnifying glass 2. Click Add Subcontractor to save the organization under the List of Subcontractors. 3. Repeat process to enter multiple subawards 4. Click Authorize Subcontractor List when all subawards have been entered
Activities Proposal Abstract Proposal Attachments	For each subcontractor listed: 1. Include brief project description in Proposal Abstract section 2. Include subaward costs in the Budget section 3. Atttach signed Letter of Commitment from subcontractor confirming participation in the project in Proposal Attachments section. See OSP website for templat
Approving Units Submission Notes	*The terms subcontractor and subaward are synonymous. ** If the organization is not listed, contact your <u>Grant Officer</u> or send request to add name of organization to <u>osp@sicc.edu</u> Questions? Please contact <u>the Grant Officer assigned to your area</u> or the <u>Office of Sponsored Projects</u> .

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.

Add Subcontractor:	
List of Subcontractors: (to edit the list, remove the entry and re-select)	
There are no subcontractors added to the proposal	
No Subcontractors Reset	

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

Loca	te Organization - Microsoft Edge	<u> </u>		×
A	https://slcc-t.cayuse424.com/sp/f	unding_sea	arch.cfn	n?pag
	Enter a keyword to locate th you are looking f	e organi for:	zatior	1
(Keyword: Utah		×	>
			_	
	Search Can	cel		

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

Organization Search - Microsoft Edge	-)
A https://slcc-t.cayuse424.com/sp	o/funding_result	s.cfm	
Organization Search (choose the clicking the name)	organization b	у	
University of Utah (UofU)	>		
Utah Commission on Service (UServe)	and Voluntee	<u>ərism</u>	
Utah Commission on Volunte	ers (UCOV)		
Utah Department of Environr (DEQ)	mental Quality	1	
Utah Department of Heritage	& Arts (DHA)	1	

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.

Add Subcontractor Subcontractor: University of Utah (UofU		¢
List of Subcontractors: (to edit the list, remo	Add Subcontractor	
Subcontractor University of Utah (UofU)		Remove
	Authorize Subcontractor List Reset	

Repeat these steps to add additional subcontractors/subawards.

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

Subcontractor: University of Utah (UofU) Add Subo	ontractor
t of Subcontractors: (to edit the list, remove the entry and re-select)	
t of Subcontractors: (to edit the list, remove the entry and re-select) Subcontractor	

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 <u>OSP website</u> for letter templates.

Removing Subcontractors

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

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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 <u>Cayuse SP User Guide</u>: <u>Budget</u>