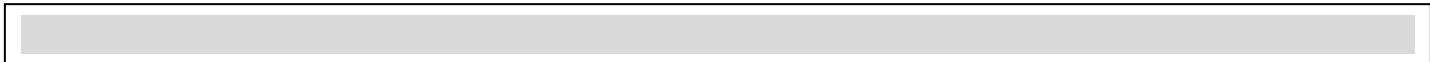




External awards made to University of South Alabama to fund sponsored projects may include one or more other institutions that are made responsible for a distinct part of the sponsored project. This relationship is formalized through a subaward agreement executed by both parties which details the scope of work, budget, and partnering language.



The Office of Sponsored Projects Administration (SPA) is responsible for ensuring subawards funded from externally-funded prime awards made to the University of South Alabama are developed and executed compliantly. SPA works with the Office of Grants and Contracts Accounting to maintain all aspects of financial and non-financial regulation associated with subawards.



could require additional monitoring actions by investigator and OGCA
SPA prepares subaward using FDP-model subagreement, incorporating requirements found in CFR 200.331 for federal funds, and when feasible for non-federal funds
SPA uses Tracking Sheet to document and detail subaward development, negotiation (if necessary), and execution

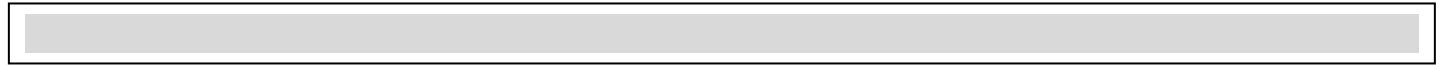
SPA emails subaward to subrecipient's administrative contact
If subrecipient requests changes to subaward, SPA coordinates review of requested change with proper USA unit
Subrecipient returns partially executed copy to SPA via email
SPA routes the subaward for signature to the USA signatory
SPA returns a fully executed copy to subrecipient via email

PI communicates regularly with subrecipient PI to monitor progress on the project
PI monitors receipt of technical reports for timeliness and content
PI communicates with SPA/OGCA if changes are needed to statement of work, reporting requirements, budgeting, etc.

PI ensures all costs are allowable, allocable, and reasonable
PI ensures all costs were incurred within the period of performance of the subaward, PI confirms expenses are associated with technical progress
If acceptable, PI approves invoice and a Direct Pay Request is prepared and sent to OGCA

PI/Dept. completes an Agreement Modification form and submits to SPA with all relevant documentation
SPA prepares amendment
SPA emails amendment to subrecipient's admin contact with instructions to sign and return via email to SPA
SPA obtains USA's authorized signature and returns fully executed copy to subrecipient via email and retains copy for subaward file

Closeout notices are sent by SPA to determine if project will close or will continue through a no-cost extension or further funding



The Office of Sponsored Projects Administration at the University of South Alabama is located at:
www.southalabama.edu/departments/research/spa/index.html