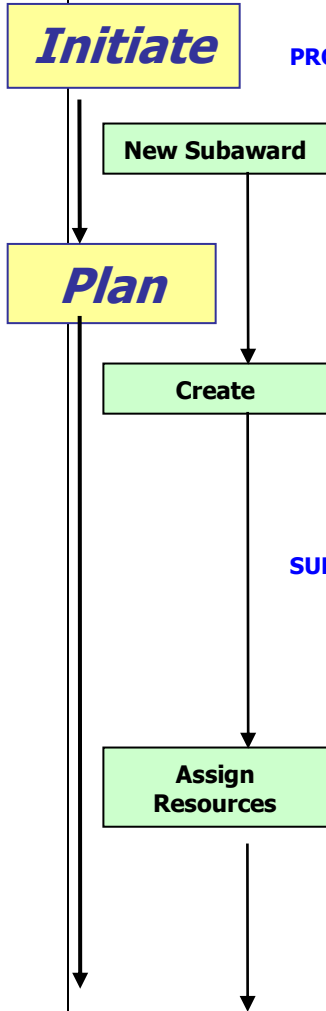


Subaward Processing Quick Reference Guide

- **Subaward** is a written agreement for collaboration with a third party for a portion of the research that will take place as a passthrough from MIT's sponsored award.
- **Subaward Agreement** is a document written under the authority of, and consistent with the terms and conditions of an award (a grant, contract or cooperative agreement), that transfers a portion of the research or substantive effort of the prime award to another institution or organization.
- The subrecipient has responsibility for programmatic decision making and measurable performance requirements related directly to the (prime) award. Subrecipients must adhere to both MIT's and the Prime Sponsor's requirements. MIT's internal policies frequently follow federal requirements.



PROPOSAL PROCESSING

- 1. PRINCIPAL INVESTIGATOR (PI) REQUESTS PROPOSAL PACKAGE FROM PROPOSED SUBRECIPIENT, TO INCLUDE**
 - Statement of Work (SOW) Note: For the Subaward Agreement, the Subaward SOW should be completely separate from the overall project SOW and should be sufficiently detailed to ensure accountability.
 - Budget and Justification
 - Any other documents required by MIT or sponsor Signed Letter of Intent
 - F&A Rate Agreement, if applicable Note: If there is no federally approved indirect rate, the subrecipient will only be able to charge up to 10% indirect.
- 2. PI EVALUATES SUBRECIPIENT**
 - Assess technical expertise and reasonableness of costs for subrecipient organization and key personnel
- 3. PI WITH THE ASSIGNED FISCAL TEAM MEMBER'S ASSISTANCE PREPARES PROPOSAL INCLUDING SUBAWARD**
 - Include subrecipient proposal into MIT full proposal
 - Include the subrecipient's budget total as a single direct cost line item in MIT budget
 - Include other forms (e.g., budget, biosketches, other support) as required by sponsor
 - RAS reviews, including subrecipient proposal package
- 4. RAS REVIEWS AND APPROVES A PROPOSAL, INCLUDING SUBAWARD BUDGET AND VERIFYING THE RATES, IF APPLICABLE, FOR SUBMISSION TO SPONSOR** Note: RAS contract Administrator will not conduct a full review of subrecipient qualifications. If there is any question about rates or risk assessment, contact the Subawards Team at Subawards@mit.edu.

SUBAWARD ISSUANCE

- 5. RAS NEGOTIATES WITH SPONSOR AND ACCEPTS AWARD**
- 6. DLC SUBMITS REQUISITION FOR A NEW SUBAWARD THAT INCLUDES ATTACHMENTS AND ALL INFORMATION NECESSARY TO ISSUE THE SUBAWARD AGREEMENT, INCLUDING, SOW, BUDGET, LETTER OF INTENT, NAME OF SUB, PI, PERIOD OF PERFORMANCE DATES AND ADMINISTRATIVE CONTACT NAMES AND E-MAIL ADDRESSES.**
- 7. NEW SUBRECIPIENT ORGANIZATIONS WILL NEED TO COMPLETE A SUBRECIPIENT PROFILE QUESTIONNAIRE AND HAVE AN INITIAL RISK ASSESSMENT COMPLETED BEFORE A SUBAWARD CAN BE EXECUTED. A UNIQUE ENTITY IDENTIFICATION # AND SAM.GOV REGISTRATION ARE REQUIRED.**
- 8. RAS SUBAWARDS TEAM FOLLOWS UP WITH PI & SUBRECIPIENT TO OBTAIN ANY ADDITIONAL DOCUMENTATION FROM SUBRECIPIENT**
 - F&A Rate Agreement, if not previously obtained or updated
 - Revised budget or statement of work, if applicable
 - Adjust or confirm subaward funding, based on any budget reductions or other constraints in the prime agreement
 - Confer with subrecipient's PI and obtain, if necessary, revised SOW if changes are significant (e.g., as MIT PI directs, or a financial adjustment of 10-15% or more)
 - Confirm proposed subaward performance period is reasonable to complete project and within the overall project period
 - Human and/or animal subjects approvals, if applicable
 - Sole Source justification, if applicable
 - Subrecipient Profile Questionnaire (SPQ), if applicable and not already on file at RAS

