**Subrecipient Guidance**

If a UWGB faculty or staff member is a Principal Investigator on a proposal in which another institution or organziation is the Prime Recipient, provide the following information to the Principal Investigator and the UWGB Office of Grants and Research prior to proposal submission:

**Steps to follow when UWGB is the institution receiving the subaward:**

1. Create a subrecipient Letter of Commitment: The letter should include the project name, start and end dates, the scope of work or objectives/activities to be undertaken, the total budget requested, and should be signed by a UWGB authorized signatory. If UWGB is including any matching funds, the amount and description of those funds should also be included in the letter. Additional information may be necessary based on funding agency requirements.

2. Create a subrecipient budget: The budget should be created as an Excel file, with full details of formulas used in each cell.

3. Create a subrecipient budget narrative (budget justification): The budget narrative should be a detailed description of each of the budget line items, written in the order specified by the funder.

4. Additional documentation may be required based on agency specifications.

5. All of the above documents are included in the Extramural Support Transmittal Form Packet that is routed to relevant signatories across campus for review and approval.

**NOTE:** The Prime Recipient may require additional documents depending on their policies and the requirements of the grant program or sponsor. Subaward requirements vary among sponsors and programs; carefully review the sponsor’s guidelines and contact the Office of Grants and Research for assistance.