**Subaward Guidance**

A subaward is a mechanism used when a substantive portion of a research project is to be conducted by a third party, such as a collaborator at another university, hospital, non-profit, museum, business, etc.. It is a contractual agreement between the Prime (lead) Recipient and the Subrecipient (third party). The subaward details the terms and conditions under which the research will be conducted, which includes a statement of work and budget specific to the Subrecipient.

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

1. Create a subaward Letter of Commitment: The letter should include the project name, start and end dates, the scope of work or objectives/activities to be undertaken by the subrecipient, the total budget requested, and should be signed by the subrecipient organization’s authorized signatory. If the subrecipient 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 subaward budget: The budget should be created as an Excel file, with full details of formulas used in each cell.

3. Create a subaward 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: A Personal Services Contract (usually considered a consultant) is NOT the same as a subaward.** Consultant services are provided by an individual, and the individual is paid a specific rate for their efforts, and the university owns anything they produce.