

How to Include a Sub Award in a proposal (URI is giving the money)																									
Step	Action																								
1	Is it a sub award or a vendor agreement?																								
	<table border="1"> <thead> <tr> <th>Sub Award</th> <th>Vendor Agreement</th> </tr> </thead> <tbody> <tr> <td>Subawardee services are uniquely designed in response to each project, and not provided commercially.</td> <td>Vendor provides the goods and services commercially.</td> </tr> <tr> <td>Subawardee technical lead is usually a scientific collaborator, or even a co-PI on the URI project.</td> <td>Vendor operates in a competitive environment.</td> </tr> <tr> <td>Subawardee retains rights to intellectual property.</td> <td>Vendor retains no rights to intellectual property.</td> </tr> <tr> <td>Subawardee participates in development and execution of statement of work.</td> <td>Vendor provides the goods or services ancillary to the operation of the federal program.</td> </tr> <tr> <td>Subawardee results are likely to be published in the scientific literature and/or subawardee is likely to be a co-author on a URI publication.</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Subaward versus Vendor Agreement – what rules and restrictions apply?</td> </tr> <tr> <th>Sub Award</th> <th>Vendor Agreement</th> </tr> <tr> <td>Requires prior approval of the sponsor if not originally included in proposal</td> <td>Generally does not require prior approval of the sponsor, subject to rebudgeting restrictions imposed on the particular category of cost.</td> </tr> <tr> <td>Indirect costs are assessed only on the first \$25,000 of each approved funding cycle</td> <td>Indirect costs are assessed on the entire amount</td> </tr> <tr> <td>Is exempt from sole-source justification or open-bid requirements (unless issued under a federal contract).</td> <td>Is subject to sole-source documentation or open-bid requirements.</td> </tr> <tr> <td>Is subject to federal subrecipient monitoring requirements</td> <td>Is not subject to federal subrecipient monitoring requirements.</td> </tr> </tbody> </table>	Sub Award	Vendor Agreement	Subawardee services are uniquely designed in response to each project, and not provided commercially.	Vendor provides the goods and services commercially.	Subawardee technical lead is usually a scientific collaborator, or even a co-PI on the URI project.	Vendor operates in a competitive environment.	Subawardee retains rights to intellectual property.	Vendor retains no rights to intellectual property.	Subawardee participates in development and execution of statement of work.	Vendor provides the goods or services ancillary to the operation of the federal program.	Subawardee results are likely to be published in the scientific literature and/or subawardee is likely to be a co-author on a URI publication.		Subaward versus Vendor Agreement – what rules and restrictions apply?		Sub Award	Vendor Agreement	Requires prior approval of the sponsor if not originally included in proposal	Generally does not require prior approval of the sponsor, subject to rebudgeting restrictions imposed on the particular category of cost.	Indirect costs are assessed only on the first \$25,000 of each approved funding cycle	Indirect costs are assessed on the entire amount	Is exempt from sole-source justification or open-bid requirements (unless issued under a federal contract).	Is subject to sole-source documentation or open-bid requirements.	Is subject to federal subrecipient monitoring requirements	Is not subject to federal subrecipient monitoring requirements.
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2	If it is a subcontract, we will need the following documents from the subrecipient to approve the proposal. <ul style="list-style-type: none"> Detailed Budget Letter of Intent signed by subcontractor's authorizing official Scope of work – see template Subrecipient Monitoring Checklist completed by subcontractor's authorizing official 																								
3	If it is not a subcontract, the paperwork needs to go through Purchasing.																								