New Subaward Request Form (SRF) Implementation

Questions and Answers (Q&A)

Contents

General

1. Do we pass through the expanded authority to subrecipients, including carryover?
    a. Passing through expanded authority to subrecipients is not required. However, it is highly recommended that we pass through expanded authority when the subrecipient is an FDP partner institution.
2. Would the sub-out team prefer the OSR staff recompile the PDF when Docusign drops attachment?
    a. We recommend attaching documents to the PDF using the "tool" function in Adobe instead of the paperclip in the Form.
3. Is the Principal Investigator's (PIs) signature required via Adobe signature, DocuSign, other electronic signature, or scanned ink? Will email approvals from PI's be accepted?
    a. The subaward request must include the signature and date on the SRF. The PI may sign in any method, no preference. Email approvals may not be attached to the SRF. If there are extenuating circumstances, please contact the Subcontracts Team.

Amendments and Extensions

1. Should we use the F&A rate in the originally awarded budget for one-year extensions?
    a. No, confirm the budget, including F&A rate (indirect costs) with the subrecipient each year.
2. Do we need a revised the budget each year the indirects change on a continuation year?
    a. Yes. Confirm the budget with the subsite each year and request/include a revised budget if necessary. Provide a copy of the F&A rate agreement applicable for the rate used on the budget.
3. If the subsite project dates for a supplement or NCE project do not match the Prime project dates, should we notate this on the SRF?
    a. For supplements, reference that those funds are coming from the supplemental NOA and attach the NOA or include the NOA title in the Comment section.
    b. The end date of NCEs for subrecipient must be within end date of the Prime award.
4. When submitting a request for subaward amendment, do you need to provide the sponsor approval, NOA or proposal under (Compliance - International Site)?
    a. No. Once the subsite is approved, you do not need to provide the sponsor approval, NOA or proposal for amendments.

Budget

1. Does the sub-out team prefer to see total estimated period and total estimated budget for nonprofits (e.g., PCORI) or other federal (e.g., DARPA)?
    a. The total estimated period and budget are **required for federal awards** and may be added for non-profits.
2. Should we collect a revised budget if F&A rate changes, but total costs stay the same?
    a. Yes, if the subrecipient's F&A rates changes (and they are applying the new rate), provide back-up documentation regarding their new F&A rate.
3. Can we use the SF424 detailed budget as the budget for the SRF?
    a. Yes, the Subcontracts Team has not specified a format for the budget. The SF424 and PHS398 budget pages are templates that may be used. For cost-reimbursable budgets, the detailed budget should include the major cost categories and a calculation of the F&A including the applicable base and rate. The OSR requirements are listed in the SRF Instructions.
4. Is there a subrecipient/subaward budget template?
    a. The Subcontracts Team does not have a required template. The SF424 and PHS398 budget pages are templates that may be used. For cost-reimbursable budgets, the detailed budget should include the major cost categories and a calculation of the F&A including the applicable base and rate. The OSR requirements are listed in the SRF Instructions.

Indirect/F&A Costs

1. Should we collect the subrecipients F&A agreement information for every action, including amendments?
    a. Yes, collect a copy of the subrecipient's F&A agreement information for every monetary action and include with the SRF. Anytime we state an F&A rate in the subaward, the Subcontracts Team needs the back-up documentation of that rate.
2. Do we need to provide backup for the de minimis rate or foreign partner rate when it is NIH? What is the correct box to check off for NIH foreign partner rate?
    a. See the sponsor policy and SRF instructions.

Cost Sharing

1. Is in-kind effort considered cost sharing, including for HHMI Investigators?
    a. In-kind effort and effort as needed are considered cost sharing. HHMI is a special scenario in which they pay the full salary of the investigator and don't allow the investigators to collect salary from sponsored research. This should be fully explained in the budget justification.

Compliance

1. If we do not have the IRB approval yet for a foreign site, is there a specific way you want us to notate that on the form.
    a. Indicate that the IRB approval is pending.