

Subcontracting & Subawarding – Prior Approval Requests (PARs)

What?

Subcontracting & Subawarding refer to subcontracts and subawards not previously identified in the original proposal.

- Subaward - The legal instrument issued to a lower-tier collaborator under a Federal Financial Assistance Award. The recipient of a subaward is called a Subrecipient.
- Subcontract - The legal instrument issued to a third party under a Federal Contract to perform a portion of the programmatic effort. The recipient of a subcontract is also called a Subrecipient.

When?

You will need to engage with the ORA for **Subcontracting or Subawarding needs** before securing a subcontract or subaward. This activity always requires notification and/or approval from ORA. **Contact the ORA as soon as you have an indication that you will need to add a subrecipient to your award.** A determination will be made on the steps to attain an approval for this type of request.

How?

Appropriate documentation from the subcontractor or subrecipient must be provided for ORA to submit the request for agency approval. Subcontracting & Subawarding are typically managed by the Pre-Award Team to generate a *subrecipient package*:

****This documentation includes:**

Subcontracting

- Letter of support from an authorized official of the subcontractor, statement of work, budget, and budget justification for the subcontractor's portion of the work
- Revised budget for the portion of the work
 - Detailed Budget and Budget Justification from the subrecipient
- Letter of Intent from the PI explaining the need for the subcontract, and how the scope of work is changing to accommodate the subcontract

Subawarding

- A contractual amendment, statement of work, budget, and budget justification
- Revised budget for the portion of the work
 - Detailed Budget and Budget Justification from the subrecipient
- Letter of Intent from the PI explaining the need for the subaward, and how the scope of work is changing to accommodate the subaward

After working to develop the subrecipient package, the ORA will coordinate submission to the sponsor directly. Principal Investigators (PIs) are generally not authorized to communicate subcontracting & subawarding requests directly to the sponsor unless otherwise established in the terms and conditions of the award.

- External approvals will be monitored by ORA pending the sponsor's decision. The final approval or denial from the sponsor will then be communicated to the PI once it is received. This response will be documented in InfoEd.
- **A PI is not authorized to charge subcontracting & subawarding expenses to an award until formal approval has been received and processed by the sponsor and the ORA.**

Contact Information

For questions regarding this procedure, please contact researchadministration@wcu.edu.