

Subaward Initiation Guide

*please complete one guide per subagreement

Form prepared by:

Please ensure that you have the most recent version of this guide.

<http://www.umt.edu/research/ORSP/forms/default.php#subinit>

If amending an existing Subaward, please use the Amendment Guide.

<http://www.umt.edu/research/ORSP/forms/default.php#subinit>

A sample BuStR is attached to the end of this guide for assistance in answering questions 1 - 3c.

1 Which Banner Index will this Subagreement be paid from?

2 If there will be more than one Subagreement, how many will there be?

3 On the most recent BuStR for this index, is there a line for this subagreement?

Yes

*No - Please work with your grant accountant to have the subaward line(s) added to the budget.

3b If there is more than one subaward, which activity code matches this subaward? ACTV

3c The amount of funding shown on that line of the BuStR is

Please refer to your most recent BuStR to verify you've marked the correct option.

the same as the amount shown in the attached Excel subaward budget

more than the amount shown in the attached Excel subaward budget

less than the amount shown in the attached Excel subaward budget - Please work with your grant accountant to revise the award budget to include the full amount prior to the subaward being issued.

4 Please send all of the following required documents to the Subaward Coordinator, along with this completed guide:

Subaward Scope of Work

Subaward Budget (in Excel)

Subaward Budget Narrative

Subaward Budget templates available here:

<http://www.umt.edu/research/ORSP/propdev/review/default.php#Subs>

Please see this page for guidance regarding the scope of work, budget and budget narrative

<http://www.umt.edu/research/ORSP/propdev/review/default.php#Subs>

5 If F&A is allowed on our award, the subrecipient is also entitled to F&A. Which of these drop-down options applies to this subaward?

Please see the *Determining Subaward F&A* section of this page for guidance on UM's obligation to the Subawardee with respect to F&A

<http://www.umt.edu/research/ORSP/propdev/review/default.php#Subs>

6 Start Date of Subaward

End date of Subaward

7 Has the Subrecipient Commitment Form been provided to the subrecipient?

Yes

No - The subrecipient commitment form must be completed and returned to the subaward coordinator in order to begin the process of issuing the subaward agreement.

Please verify that the F&A section has been completed accurately.

Please ensure that you are using the latest Subrecipient Commitment Form

<http://www.umt.edu/research/ORSP/forms/default.php>

Subrecipient Contact Information

8 For each subaward please provide the name, email and phone number for both the administrative contact and the Subrecipient PI

Please note, for other universities, the Admin contact will most likely be a person in the Sponsored Projects/Research office at that university.

Agency/Company Name:

Administrative contact name:

Phone:

Email:

Subaward PI name:

Phone:

Email:

A note regarding SAM.gov registration

As a part of the University of Montana's federally mandated subrecipient monitoring, subrecipient SAM.gov records are reviewed on an annual basis.

All subrecipients are required to maintain active entity registrations at SAM.gov.

Registering an entity with SAM.gov or renewing registration can be a time consuming process with many steps.

Please verify with your subrecipient that they are currently registered in SAM and that their registration has not expired. If they are not registered, or their registration has expired, please instruct them to begin the process of registering or renewing as soon as possible.

SAM REGISTRATION IS FREE. Each entity or organization must first create a user account at SAM.gov and then register their organization or entity with SAM.gov. Both are required.

If subrecipients are having difficulty registering with SAM or have questions, please refer them to the Subaward Coordinator.

BUDGET STATUS REPORT

Date: March 04, 2019

Banner Index	M26111	Grant 36111	Sponsored Programs Specialist Jane Smith
Sponsoring Agency	Institute for the Study of Interesting Things		
Title of Program	Using the Scientific Method to Learn New Things		
Title of Fund	Scientific Method		
Sponsor Reference Number	SC-IT-044129		
Principal Investigator(s)	Mary Jones		
Department/School	Ctr for Fun in Science		
Period of Program	April 01, 2019 through February 28, 2020		
Comments	New Account, Subawards- Science Matters, LLC, Let's Do Science, Inc.		

BUDGET

Account Code	Existing Budget	Changes	Revised Budget
61199 Contract Professional-General	240,000	0.00	240,000
61499 Benefits-General	25,691	0.00	25,691
62147 Subcontract Payments (ACTV1)	22,071	0.00	22,071
62147 Subcontract Payments (ACTV2)	19,022	0.00	19,022
62199 Contracted Services-General	89,021	0.00	89,021
62299 General Supplies	8,805	0.00	8,805
62399 Communications-General	7,824	0.00	7,824
62499 Travel-General	23,479	0.00	23,479
62799 Repairs & Maintenance-General	6,321	0.00	6,321
62820 Res Tuition Waiver-Graduate	6,874	0.00	6,874
63199 Equipment-General	5,126	0.00	5,126
Total Direct Costs	454,252	0.00	454,252
F&A @ 45.00% MTDC	185,595	0.00	185,595
Total Expenditure Budget	639,847	0.00	639,847

COST MATCH

Please contact your Sponsored Programs Specialist if you have questions.