



*Tuesday Tips* is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit [OGCA website](#).

## Developing & Monitoring Sub-Recipient Relationships

As the prime recipient of a grant, UAF may collaborate with other institutions, known as sub-recipients that carry out a portion of the project. Sub-recipients can receive funding in the form of a subaward from the prime award.

Determining whether the relationship with an outside provider will be considered a sub-award or a vendor procurement transaction is important. Therefore, before developing a proposal, the PI should discuss any necessary outside providers with his or her department administrator or OGCA staff.

If the relationship is appropriately characterized as a sub-recipient relationship, the sub-awards are processed by [Procurement and Contract Services](#). Only the first \$25,000 of a sub-award expense is subject to the UAF F&A charge when the indirect cost base is modified total direct costs. F&A charges are not applied to sub-award expenses incurred by other UA campuses.

Sub-recipients must comply with all terms and conditions of the prime award. The PI is responsible for monitoring the sub-recipient for compliance with award terms and conditions and for satisfactory performance of their portion of the project, including the completeness and acceptability of work performed, reasonableness of expenditures, and fulfillment of cost sharing commitments.

PIs should understand that federal awards can be at risk if they sign an invoice authorizing payment of funds to a sub-recipient without first thoughtfully evaluating the sub-recipient's progress.

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Sub-awards are monitored using one, or a combination of, the following mechanisms:

- *Reporting*: Review of financial and performance reports submitted by the sub-recipient.
- *Contact*: Regular contact with sub-recipients about program activities and progress.
- *Invoice review*: Invoices are approved by the PI and processed for payment by departmental administrators.

Additional information can be found on the OGCA Website. [Managing Your Award](#)