

Components of the Subaward Package

(All text provided in English and Budgets in US Dollars)

REQUIRED All Subaward packages include items 1-5	Description	Completed By
1. UCLA Subrecipient vs. Contractor form (Attachment A)	Used to determine if the agreement between UCLA & the third party receiving funds constitutes a Subaward or Vendor Agreement	UCLA PI
2. Subrecipient Commitment Form (3 types) Provide ONE of the three types of commitment forms below: <ul style="list-style-type: none"> • Multi-campus commitment form (MCA) <i>Use if subrecipient is another UC</i> • FDP Pilot Subrecipient Letter of Intent <i>Use if subrecipient is a non-UC AND a participant in the FDP Pilot</i> <i>Search here to see if pilot participant & eligible to use this form</i> • Subrecipient Commitment Form (Attachment B) <i>Use for all other subrecipient types</i> 	Collects required administrative information about the subrecipient related to the work proposed in the application	Subrecipient
3. Statement of Work	Describes the work to be performed by the subrecipient including defined responsibilities, timelines or milestones, deliverables, reports or end products	Subrecipient
4. Detailed Budget and Budget Justification <i>Include cost share budget and justification, if applicable</i>	Provide a <u>detailed</u> budget and budget justification, even if not a sponsor requirement. Follow prime sponsor budget guidelines and use required templates.	Subrecipient
5. Other documentation required by prime sponsor	Biosketches, Facilities & Resources, Major Equipment, Letters of Support	Subrecipient

IF APPLICABLE , Additional Documents	Description	Completed By
Federally Negotiated Rate & Fringe Benefit Agreement(s)	If prime sponsor is federal and URL of rate agreement is not available online	Subrecipient
Fair & Reasonable Cost-Analysis for Subawards to For-Profits	If working with a For-Profit Subrecipient Only, this form must be provided for a cost/price analysis	UCLA PI
Supplements to Subrecipient Commitment Form <ul style="list-style-type: none"> • PHS Financial Disclosure Form for Subrecipient entities Refer to: Sect B Item 10 • Assurance of Compliance by Subaward Recipients Refer to: Sect B Item 12, upload to website • Financial Audit Management Questionnaire Refer to: Sect C Item 1 “no” • PDF of subrecipient's most recent audit report or URL link to PDF, Refer to: Sect C Item 1 “yes” • Certificate of Compliance with OMB Cir A-133/Uniform Guidance Refer to: Sect C Item 1c “yes” 	Certain Item Responses on Type 3 Subrecipient Commitment Form (Attachment B) may require additional documentation. <u>Review responses to the following items:</u> Section B Items 10 and 12 Section C Item 1 and Item 1c	Subrecipient