



*University Guidance Document*

Created: March 2019

**Guidance for when a sub-awardee is added after Prime Award is received:**

In some cases, a PI may find it necessary to add a subrecipient after the proposal is submitted AND awarded by the sponsor.

Principal Investigators (PI's) seeking to add a subrecipient to an existing award will work with their Departmental/College Post-Award Grants Administrators to perform the following tasks:

- Contact the Subaward Administrator in Grants and Contracts Administration to seek assistance in determining if Sponsor approval is required and to seek completion of the Subrecipient Commitment Form from the Subrecipients Pre-Award office.
- Obtain the subrecipients **Scope of Work** specifying the tasks that will be performed under the agreement,
- Obtain a subrecipient **Budget and Budget Justification**.

Once steps above have been completed, please forward items obtained in bullets two and three to the Subaward Administrator in Grants and Contracts Administration who will prepare the agreement and forward to the Sponsored Programs Office at the subrecipient institution for execution.