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*University Guidance*

Revised: August 2021

**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 Grants Administrator in Grants and Contracts Administration to seek assistance in determining if Sponsor approval is required and include the Subaward Administrator in Grants and Contracts Administration to determine which is needed, a **Letter of Intent** or completed **Subrecipient Commitment Form** from the Subrecipients Pre-Award office.
- Request the subrecipients **Scope of Work** specifying the tasks that will be performed under the agreement,
- Request a subrecipient **Budget and Budget Justification**.
- Request **Curriculum vita** and **Current and Pending Support** for the Subrecipient Principal Investigator.

The Subrecipient Commitment Form or Letter of Intent, Scope of Work, Budget, Budget Justification, Curriculum via and Current and Pending Support should be routed through the Subrecipients Sponsored Programs Office. Once approved, the submission package should be sent 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.

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