5F - Incoming & Outgoing Subrecipient Management

Incoming Subawards versus Outgoing subawards:

Incoming subawards happen when another institution (pass through entity) receives funding from a sponsor (aka prime sponsor) and that institution subawards a portion of the work to the UCR.
We will treat this as a new award (*please reference Award Notification & Set-Up 4A*)

Outgoing subcontracts occur when UCR receives direct funding from sponsors and the subrecipient is to carry out a part of the award received from the sponsor.

Did you receive a new award, and you are ready to issue a subaward? Please follow the steps below:
1) Work with your SRP analyst to submit a request to RED through Kuali Build.
2) SRP Analyst will initiate the request and verify that all needed items are available.
3) SRP Analyst will reach out to the subawardee for any of the following criteria:
    a. New budget needed (ex: the awarded budget has been reduced)
    b. Pending forms (ex: SOW has changed, or more recent signatures are needed)
4) Once all items are received, SRP will upload- into the system and route- to PI for review, approval, and submission to RED.
5) Upon receipt, RED will work on issuing out a fully executed contract.

For the timeline in issuing a subaward please reference document, Award Notification & Set-Up 4A, located, here. *