



# Subrecipients? Submarines? Subawards? What's the difference?



**October 24<sup>th</sup>  
9:30-11:30am  
Hagerty Computer Lab**

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*Today we will talk about...*

- Definitions: Subrecipients v. Vendors
- Subrecipient Commitment Forms
- The Federal Demonstration Partnership (FDP) Process



# Subrecipient

A subrecipient is an organization that expends funds received from a pass-through entity to carry out a sponsored project.

Under a subaward, a subrecipient generally has a specific scope of work (SOW) to conduct in conjunction with the proposed project.



# Subrecipient Indicators

- has its performance measured against whether the objectives of the program are met;
- has responsibility for programmatic decision making;
- has responsibility for adherence to applicable program compliance requirements; and
- uses the funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.



# Vendor

A vendor is a dealer, distributor, merchant or other seller providing goods or services that are necessary for conducting a federal program.

These goods or services may be for an organization's own use or for the use of beneficiaries of the federal program.



# Vendor Indicators

- provides goods and services within normal business operations;
- provides similar goods and services to many different purchasers;
- operates in a competitive environment;
- provides goods or services that are ancillary (contribute) to the operation of the program; and
- is not subject to compliance requirements of the program.
- A consultant is considered a "work for hire" thus all intellectual property and copyrightable information is generally assigned to the prime/grantee recipient (i.e. Drexel)



## *Issuing a Subaward*

Based on the provided definitions, I have determined that I need to issue a subaward to organization X.

What do I need in order to do that?



## *Drexel Issuing a Subaward: What Is Needed*

- Subrecipient Commitment Form
  - Subrecipient's F&A rate agreement as part of the form
- Statement of Work (SOW)
- Budget and Budget Justification
- Completed COEUS record
- Sponsor-specific information (Biosketches, other support, etc.)



## *Issuing a Subaward Step 1: Subrecipient Commitment Form*

What is it and why we need it:

- The **Subrecipient Commitment Form** is designed to collect information about each Subrecipient named in a Drexel proposal at the proposal stage.
- The information on the Subrecipient Commitment Form helps OR conduct a risk assessment of the Subrecipient.
- Commits the subrecipient to working with Drexel if the proposal is awarded.
- Subrecipient certifies that the information submitted is true and correct.



## *Issuing a Subaward Step 1: Subrecipient Commitment Form*

There are 2 Types of Subrecipient Commitment Forms:

- Entity-specific
  - For organizations that we have not previously worked with Drexel before.
- Project-specific
  - For organizations that we have worked with in the last 12 months.



## *Issuing a Subaward Step 2: Statement of Work*

- This should clearly state:
  - Background Information
  - Scope
  - Objectives
  - Services to be performed



## *Issuing a Subaward Step 3: Budget & Budget Justification*

- Subrecipient's budget that is separate from the overall budget
- Subrecipient's detailed budget justification which includes their federally-negotiated F&A/ Indirect Cost rate



## *Issuing a Subaward Step 4: Subrecipient F&A Rate Agreement*

- Subrecipient should have F&A agreement included in their documentation
- We do not negotiate F&A agreements



## *Issuing a Subaward Step 5: Sponsor-specific information*

- Additional documents may be necessary based on sponsor requirements (usually stated in the solicitation/RFP)
  - Biosketches,
  - Relevant funding
  - eRA Commons credentials
  - Proof of equipment
  - Availability of facilities



## *New Federal Demonstration Partnership “FDP” Process*

- The Federal Demonstration Partnership (FDP) is a cooperative initiative among 10 federal agencies and over 154 institutions.
- Data included on each published entity profile has been certified as correct by a institutional official and includes data about the entity's most recent Single Audit, F&A, and fringe benefit rate, etc....



## *New FDP Process ...Continued*

- Participating organizations have agreed to review each other's published profiles in lieu of sending/receiving individual entity specific information containing the information posted on their profile.
- If the subrecipient org is in the FDP Clearing House, we only need a project-specific form
- Some exchanges of data that are transaction/project specific (such as an IRB approval, Statement of Work or budget) will still be shared between the pass-through entity and the subrecipient.



# *New FDP Process (Forthcoming)...Continued*

[A brief demo of FDP](#)



## *New FDP Process...Continued*

- You can also find all of their information (as stated on previous slide) in the clearing house, so there is no need to wait on the organization to complete any other information you may need



# Questions?





# Thank You

...for participating today!

We will be emailing you a copy of this PowerPoint presentation so that you may use it for reference.



# Additional questions?

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