Incoming Subaward Lifecycle

HEALTH SCIENCES

1 Proposal Development

- Prime Awardee identifies potential subrecipients during the proposal development phase
- The subrecipient (UNM) provides a letter of commitment, budget, and scope of work to be included in the the prime proposal

2 Proposal Submission

- Prime Awardee includes the subrecipient's documents in the proposal submitted to the sponsor
- The sponsor reviews the proposal, including the subrecipient's portion

3 Award Acceptance

- The Prime Awardee receives the award notification from the sponsor
- The Prime Awardee initiates the subaward process by notifying the subrecipient and beginning internal processes

4 Subaward Setup

- The Prime Awardee drafts the subaward agreement, outlining terms and conditions, budget, scope of work, and compliance requirements
- Both the prime awardee and subrecipient review the draft agreement
- Any necessary changes are negotiated between the prime awardee and subrecipient

5 Approval/Signing

- The final subaward agreement is reviewed and approved by authorized representatives from both institutions
- The agreement is signed by both parties, making it legally binding

6 Subaward Management

- The prime awardee disburses funds to the subrecipient according to the agreed schedule
- The subrecipient conducts the research and submits periodic progress and financial reports to the prime awardee
- Both parties ensure compliance with the terms of the subaward and any applicable regulations

7 Amendments (if needed)

- Any changes to the scope of work, budget, or duration are negotiated and documented through formal amendments to the subaward agreement

8 Closeout

- The subrecipient submits final technical and financial reports to the prime awardee
- The prime awardee reviews the final reports and ensures all deliverables have been met
- Both parties complete any required closeout documentation and confirm that all obligations have been fulfilled

Contact HSC-Preaward@salud.unm.edu or 272-9383 w/questions