

ESTABLISHING SUBAWARDS AT UMD

“Congratulations, your proposal was selected for funding.” Such news is music to the ears! AgPAS is committed to excellence in both the pre- and post-award arenas. The awards received from extramural sponsors are critical to AGNR’s success as a college. We’re reaching out to our post-award counterparts to share some best practices regarding the onboarding of these accounts, with *a special emphasis on subawards*.

How would you learn that an award was received?

1. You are included on the system-generated Award Transaction Statement (ATS) – the notice generated when the Quali Financial System (KFS) account is established for the award.
IF YOU ARE NOT RECEIVING ATS’s, PLEASE CONTACT ME AT aubrycp@umd.edu
2. PI shares advance, unofficial notification from sponsor. (Word of mouth)

Important:

- The ATS *does not* indicate if subawards are included in the award.
- Nor does the ATS provide any warning that the Department must now complete a [Subaward Request Form](#) that must be returned – with backup documentation - to ORA’s Subaward Unit.
- Submit all Subaward Request forms and Modification forms to orasubaward@umd.edu.

How would you determine that your award includes one or more subawards?

Most Post-award Specialists (PS’s) across campus would follow some version of the below sequence:

1. PI shares word of mouth, unofficial notice, OR an ATS arrives by email. (Chair, PI, Co-PI's, PS, and DAS all cc'd If you are not currently receiving ATS’s, please contact me at aubrycp@umd.edu.) ATS’s provide enough data elements that make it possible to locate the proposal and award documents in KR. (Or just click on the link embedded in the ATS.) Word of mouth discoveries require more self-directed investigations.
2. Within 24 hours, PS checks KR to study the documents that comprised the submission package provided to the sponsor. During this information gathering phase, the PS would carefully review the award terms and conditions then the budget to become reacquainted with the budgetary details and formulate a strategy for dealing with each element:
 1. Hiring
 2. PI & other personnel effort
 3. Immediate/Long-term expenses
 4. *Subawards*
3. **If subaward(s) are included in the approved award budget:**
 1. PS begins preparing [Subaward Request Form\(s\)](#)
 2. Within Quali Research, PS locates the proposal materials submitted to sponsor - then extracts copies of these required documents needed in conjunction with [Subaward Request Form](#):
 - Statement of Work
 - Budget
 - Budget Justification
 3. To the best of their ability, the PS strives to complete the [Subaward Request Form\(s\)](#) then works with PI to finalize completion and sign.
 4. PS obtains Chair’s signature on [Subaward Request Form\(s\)](#)
 5. PS provides completed and signed [Subaward Request Form\(s\)](#) with required documents to orasubaward@umd.edu.