Quick Guide to Subawards

I'm submitting a proposal with a subaward. What do I need to get from the receiving institution?

**Budget and Budget Justification**

The subaward budget should include details of expenditures for everything the entity needs to complete their work. The budget justification should explain the budget items’ relationship to the project.

UC Davis only issues subawards 1 year at a time, so the budget should be broken down by year.

**Scope of Work**

The scope of work should describe the specific tasks and deliverables that will be completed or provided by the receiving entity.

**Subrecipient Commitment Form**

This form collects data required for compliance reviews and federal reporting requirements. This form is collected at proposal time and will be reviewed prior to issuing the subaward.

**Institutional Approval**

Approval from the receiving institution generally consists of a short letter agreeing to the terms and conditions and any required cost share. It should come from an institution contact with signature authority. For example, at UC Davis, this would be the Sponsored Programs office.

If you still have questions or are unsure what information the Sponsored Programs Office needs to ensure timely processing of an outgoing subaward, please contact us at subawards@ucdavis.edu.