Quick Guide to Subawards

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

Budget and Budget Justification

The subaward budget should include everything that institution receiving the subaward will need to complete their subaward. 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 institution.

Subrecipient Monitoring Form

This form collects data required for institutional and federal reporting. You should provide the receiving institution with the UC Davis form at the time of proposal.

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 visit our Partnering with Other Institutions page or contact your Awards Team Leader.