



Subawards

Office of Sponsored Programs
Workflow Chart

SPONSOR SENDS AWARD AGREEMENT TO FAU

Although a subaward agreement cannot be issued prior to prime award agreement execution, the workflow process in blue may be completed in congruence with prime award negotiations. The workflow process in green may begin once the prime award is fully executed.

If the sponsored research award includes a subrecipient that will be performing a portion of work, the PCA will send a Subaward Initiation form to the Subaward Administrator.

The Subaward Administrator will send a subaward application form to the subrecipient to complete.

Once the subaward application is received along with an updated scope of work and budget, a Subaward Administrator will obtain FAU PI confirmation for all subaward materials.

The Subaward Administrator will conduct a SAM status check, Visual Compliance check, and Risk Assessment on the subrecipient for security.

The subaward agreement type is determined by a Subaward Administrator who then drafts the subaward agreement including acceptable terms & conditions and flow-down requirements.

Stage 1: Once the prime award is fully executed, the subaward agreement draft will be sent to the subrecipient for review and return.

Stage 2a: A Subaward Administrator will review requested revisions from the subrecipient.

Stage 2b: As applicable, the subaward agreement will be sent to the General Counsel, OIT, OTD, Export Control officer, PI, Prime Sponsor, or Research Accounting for further review/approval.

Stage 3a: Edits from all internal stakeholders are combined and sent to the subrecipient for review.

Stage 3b: FAU Subaward Administrator will further review any subrecipient revisions and/or comments that are returned. If new terms are added and require further review, the subaward agreement will return to Stage 2b.

Stage 4: Once all terms & conditions are agreed upon, the subaward agreement will be routed for signatures. This may take up to one week for both FAU and the subrecipient to sign.

Stage 5: Once both parties have signed, the Subaward Administrator will send the fully executed subaward agreement to Research Accounting for account set-up.

- Examples of flow-down clauses and/or “red flags” that may require further review outside of the Office of Sponsored Programs include:
- FAR/DFAR
 - Governing Law
 - Confidentiality
 - Indemnification
 - Intellectual Property
 - Liability/Insurance
 - Foreign Personnel
 - Foreign Travel
 - Foreign Sponsor/Currency
 - Controlled Unclassified Information (CUI)
 - Publication Restrictions
 - Work for Hire
 - Export Control Technology

If further reviews are required outside of the Office of Sponsored Programs, it may take up to one week or more for the subaward agreement to be returned.

Once FAU’s edits are sent, the subrecipient will review. If applicable, the subrecipient may send the subaward agreement to their General Counsel or other offices for approval of the terms and conditions. This may take up to two weeks or more.

- Acronym Key**
- DFAR – Defense Federal Acquisition Regulations
 - FAR – Federal Acquisition Regulations
 - FAU – Florida Atlantic University
 - OIT – Office of Information and Technology
 - OSP – Office of Sponsored Programs
 - OTD – Office of Technology Development
 - PCA – Proposal and Contract Administrator
 - PI – Principal Investigator
 - SAM – System for Award Management

Once executed, Research Accounting will manage the subaward account and the invoicing for the duration of the project. OSP will be responsible for completing any amendments throughout the duration of the project.