

Office of Research News & Notes

Office of Research News

Subrecipient Monitoring Update

As part of the University's responsibility for subrecipient monitoring under the [Uniform Guidance, Section 200.331](#) implemented on December 26, 2014, the University is required to capture and include certain data elements in each outgoing subaward.

To ensure compliance with the standard, the Office of Research will ask that you complete Attachments 4 & 5 at the time you are asked to approve the draft subaward. These attachments will be included in the final subaward. *Examples of Subaward [Attachment 4](#) & [Attachment 5](#) are attached to this e-mail and can be accessed on our website by clicking the links.*

Please understand that this is a temporary solution for capturing this information until we have finalized the new process for outgoing subawards. Once a streamlined process for outgoing subawards has been defined and finalized, formal training sessions will be organized for the research community. In the meantime, we appreciate your assistance in helping us collect this information.

Feel free to contact the Office of Research for assistance in completing these attachments.

FY2016-2019 Facilities & Administrative Rates

The University of Pittsburgh's [FY2016-2019 Facilities & Administrative \(F&A\) rates](#) were released on July 2, 2015.

Effective July 20, 2015, the F&A rates will be required for all proposals submitted to the Office of Research.

Attachment 5

Cost Reimbursement Research Subaward Agreement

Statement of Work(SOW)

Cost Sharing

Budget

Statement of Work

Below or Attached pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a *Subrecipient Federal Award Project Description*

Cost Sharing:

Yes, Amount \$

No

Budget Information

Below or Attached pages

Indirect Cost Rate (IDC) Applied on TDC, MTDC, or other Direct Costs
Indirect Costs
Total Costs

\$ _____
\$ _____
\$ _____

_____ Check here if using the de minimis rate of 10 %

Attachment 4
Research Subaward Agreement
Reporting Requirements

Pass-through Entity will check all that apply that the Subrecipient will agree to:

- A Final technical/progress report will be submitted to the Pass-through Entity's identified in Attachment 3 within _____ days after the end of the period of performance.
- Monthly technical/progress reports will be submitted to the Pass-through Entity's identified in Attachment 3, within _____ days of the end of the month.
- Quarterly technical/progress reports will be submitted within thirty (30) days after the end of each project quarter to the Pass-through Entity's _____ identified in Attachment 3.
- Technical/progress reports on the project as may be required by Pass-through Entity's in order that Pass-through Entity may be able to satisfy its reporting obligations to the Federal Awarding Agency.
- Annual technical /progress reports will be submitted within _____ days prior to the end of each project period to the Pass-through Entity's _____ identified in Attachment 3. Such report shall also include a detailed budget for the next budget period, updated Other Support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.
- In accordance with 37 CFR 401.14, Subrecipient agrees to notify PTE's _____ identified in Attachment 3A within _____ days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Awarding Agency specific forms to the PTE's _____ identified in Attachment 3A within 60 days of the end of the period of performance so that it may be included with the PTE's final invention report to the Awarding Agency. A negative report _____ is _____ is not required.
- A Certification of Completion, in accordance with 2 CFR 200.201(b)(3), will be submitted within _____ days after the end of the project period to the Pass Through Entity 's _____ identified in Attachment 3 (for Fixed Price subawards only.)

Property Inventory Report; frequency, type, and submission instructions listed here and only to be used when required by PTE Federal Award

Other Special Reporting Requirements