COMPLETING SECTION 15 – SUBAWARDS AND SUBCONTRACTS

The OSP Contract Officer (“CO”) will enter the following information into the OSP Proposal & Award Acceptance Workflow (“Proposal Workflow”).

1. **Subawards or Subcontracts**

   Identify whether one or more subawards or subcontracts will need to be prepared by the CO. Review *Section 8* of the Proposal Workflow and the Internal Budget. [*Note: Contractor / Vendor agreements are addressed in *Section 17.G* of the Proposal Workflow.*]

   1.1. If the answer is “No,” then the CO is done. Move to Section 16.

   1.2. If the answer is “Yes,” then the CO must complete the information set forth below.

2. **Additional Information for Subawards**

   2.1. *Provide Overall Comments*

       Provide any additional information, such as page numbers to applicable information in the award, in the Comments field.
2.2. Subaward / Subcontract Scopes of Work, Budgets and Institutional Approvals

Identify whether all the Scopes of Work, Budgets and Institutional Approvals for the subawards or subcontracts are in the Proposal Workflow. If not, ask the applicable OSP Research Administrators (“RA”) to send you this information. You can then upload it in the “Additional Supporting Documents” subsection of Section 15 (see below). Provide any additional information in the Comments field.

2.3. Subrecipient or Subcontractor Costs in the Award

Identify whether subrecipient or subcontractor costs are included in the award. If not, review the proposal and the Internal Budget to see what was proposed to the sponsor. The CO may need to work with the applicable RA, applicable Departmental Administrator (“DA”), applicable Business Manager (“BM”), the Principal Investigator (“PI”) and the sponsor to work through this issue. Provide any additional information, such as page numbers to applicable information in the award, in the Comments field.

2.4. System for Award Management Review

Identify whether the subrecipients or subcontractors: (i) have required System for Award Management (“SAM”) accounts; and (ii) any restrictions in SAM. Use the “Click here to access SAM” link to perform these reviews. If subrecipients or subcontractors do not have SAM accounts, the CO must advise them (and potentially assist them) to obtain the required accounts, as Boise State cannot issue Federally-funded subawards or subcontracts to them without SAM accounts. In addition, if subrecipients or subcontractors have restrictions or exclusions in SAM, these must be resolved before Boise State can issue Federally-funded subawards or subcontracts to them. Provide additional information in the “Comments” field.
2.5. *Amber Road Review*

Identify whether the subrecipients or subcontractors have any restrictions in Amber Road (i.e., Boise State’s export compliance software). Use the “Click here to access Amber Road” link to perform these reviews. If subrecipients or subcontractors have any restrictions, these must be reviewed prior to issuing subawards or subcontracts to them. If the CO has questions about these reviews, contact Boise State’s Export Compliance Officer, in the Office of Institutional Compliance and Ethics. Provide additional information in the “Comments” field.

![Click here to access Amber Road.](image)

2.6. *Additional Supporting Documents*

Identify whether there are additional supporting documents for *Section 15*. If the answer is “No,” the CO will move on to *Section 16*. If the answer is “Yes,” the CO will need to upload the additional documents. Click the “i” icon after the “Upload Supporting Documents” title for information regarding how to upload the files.

![Upload Supporting Documents](image)