COMPLETING SECTION 12 – BASIC AWARD INFORMATION

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

1. Award Number

Enter the award number from the award agreement.

2. Federal Award Identification Number

Enter the Federal Award Identification Number (“FAIN”) from the award agreement (if applicable). In Federal awards, many times, the FAIN is the same as the award number.

3. Prime Award Number

Enter the prime award number from the award agreement (if applicable). The prime award will be available when Boise State is receiving a subaward or subcontract from a prime awardee (i.e., the party receiving funding directly from the original funding source). This is distinguished from the situation where Boise State is just acting as a contractor/vendor. See, e.g., 2 CFR § 200.330. You will always identify the prime award number when there is Federal flow-through funding.

4. Master Agreement Number

Enter the master agreement number when Boise State has entered into a “master agreement” by which the current award will be governed. One good example is the master agreement with the operator of the Idaho National Laboratory under which Boise State receives many “Releases” (i.e., task orders).
5. **Is Boise State Named as the Award Recipient?**

Identify whether “Boise State University” is named as the award recipient. This question may seem unusual, but there are times when another entity or person (e.g., our Principal Investigator) is listed as the award recipient. This must be changed to Boise State University in order to process and manage the award.

- Boise State University is named as the award recipient
  - [ ] Yes
  - [ ] No

6. **Contract or Financial Assistance Type**

From the drop down box, identify whether this award is a contract, cooperative agreement or grant. While the definitions may be different for awards from state entities and non-profit organizations, for Federal awards: (i) “contracts” are governed by the Federal Acquisition Regulation (“FAR”) in 48 CFR Parts 1–51 & 52 (and agencies’ FAR supplements); and (ii) “grants” and “cooperative agreements” are considered “financial assistance” and are governed by the Uniform Guidance in 2 CFR Part 200. One key difference between “grants” and “cooperative agreements” is that the latter requires “substantial involvement” on the part of the awarding agency.

7. **Contact Information**

Identify whether the sponsor’s contact information is provided. Provide additional information, such as page number in the “Comments” section at the end of Section 12.
8. Award Documents

Even though the Proposal Workflow saves pertinent documents, OSP also saves the documents on its network drive. Identify whether they’re saved to the network drive.

Award document and referenced attachments are saved to shared drive
☐ Yes  ☐ No