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. **Risk Determination; Overall Comments**

   The CO must identify, in the Comments field, each subrecipient’s or subcontractor’s **perceived risk**, which could potentially be different than what was determined in *Section 8* of the Proposal Workflow (i.e., the CO may have additional information).

   After adding the above information to the Comments field, provide details about any applicable OFC Deliverables for OSP Post-Award. OFC Deliverables are found in Section 3.1.8.8, Update the Contract & Create Deliverables, of the **OSP Post-Award Services Procedures Manual**. Common Deliverables here include: “D9 – Subrecipient Single Audits.” An example follows:

   ***OSP Financial Tech Use Only***
   D9 – Subrecipient Single Audits: Assign the Deliverable to sponsoredagreements@boisestate.edu.
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 and upload PDF’d copies of the subrecipients’ or subcontractors’ SAM profiles (showing no restrictions) in the “Additional Supporting Documents” subsection of Section 15 of the Proposal Workflow.
2.5. *Amber Road Review*

Identify whether the subrecipients or subcontractors, as well as their PIs, 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 and e-mail a copy of each review to sponsoredagreements@boisestate.edu (with the subaward/subcontract number in the subject line). If subrecipients, subcontractors and/or PIs have any restrictions, these must be resolved 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 and upload PDF’d copies of the Amber Road reviews in the “Additional Supporting Documents” subsection of Section 15 of the Proposal Workflow.

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.