

## School of Medicine Office of Grants & Contracts

### Frequently Asked Questions – Sub-Contracts

#### **I have a subcontract as part of my proposal, what do I need to provide?**

Please follow the instructions on your FOA/RFP (application instructions) in regards to content to be provided as part of the proposal. For internal purposes, at the time of submission we ask for completed PHS 398 Face Page, Budget, and Checklist along with a work statement (i.e. budget justification and indication of what work will be done at the site). These documents should be uploaded to the SPARTA Funding Proposal (FP).

#### **I am going to be a subcontracted site on another University's/Organization's proposal, what do I need to provide?**

Each University/Organization will require different items. Please coordinate with the sponsor to determine what items are requested and the due dates. Please prepare these items and attach to SPARTA FP, which should then be routed to our office for approval and sign-off. The department will then provide the information to the sponsor.

#### **When is an Inter-Institutional Agreement (IIA) versus a subcontract agreement issued to CCLCM?**

For *NIH awards*, an IIA would be sent by our office to CCLCM. For *non-NIH awards*, a subcontract agreement would be generated through SOM Research Administration and sent to CCLCM.

#### **My grant has already been set-up but I want to add a new subcontract site, what do I need to do?**

In addition to requesting the standard internal documents, approval from the Sponsor usually needs to be obtained. Please refer to the Award's Terms & Conditions. Once documents have been obtained, an IPAS will need to be completed to re-budget funds from one speedtype to a newly created speedtype. Please complete the IPAS in SPARTA.

#### **CWRU is a sub-recipient on a grant and the current subcontract has ended and we are pending the amendment/agreement for the next year, should I complete an IPAS or a Petition?**

It depends upon the subcontract agreement, please review the agreement then contact our office so that we can assist you.

#### **When do I use a Continuation FP vs Supplemental/Revision FP?**

Each time an amendment or agreement is received it needs its own FP in SPARTA. For amendments or agreements that continue with *both* money and extension of time a Continuation FP is completed by the Department. If it is an extension of time or an increase in funds (but not both), then a Supplement/Revision FP will need to be completed. Finally, if only terms are changing, then a Supplement/Revision FP will need to be completed.