Performance of work outside of Stanford

An organization (not Stanford) has substantive role in the research

Subaward

Stanford will issue a subaward when*:

Subrecipient’s work must corollate with projects aims
Subrecipient is a decision-maker in the project
Subrecipient is responsible for understanding the projects requirements
Subrecipient uses funds to carry out its part of the project

Stanford will use other procurement actions when the entity*:

Provides services within normal business hours
Provides similar services to different purchasers
Operates in a competitive environment
Is not a decision-maker on the project

* https://doresearch.stanford.edu/policies/research-policy-handbook/subawards/definitions-and-classifications#anchor-1119

Subaward**

A subaward is a formal written agreement made between Stanford and a Subrecipient to perform a portion of a Statement of Work under a Stanford sponsored project. In other words, it enables Stanford to collaborate with other organizations on grant-supported research.

When to initiate a subaward?
30 days in advance

Who initiates a subaward?
The PI

Definitions

Statement of work (SOW): A document providing a clear description of the work to be performed, the proposed timelines, and deliverables.

Subrecipient: A non-Stanford entity that expends awards received from Stanford to carry out a portion of Stanford’s programmatic effort under a sponsored project. The Subrecipient performs its part using its own personnel, facilities and resources.

Responsibilities

PI provides subaward contact information in the PIF
RMG emails subrecipient
PI collects to include within the proposal
OSR 33
Statement of work
Total Cost (Direct + IDC) budget
Budget & budget justification
Biosketch for Subrecipient’s PI and key personnel
Letter of support from Subrecipient’s PI
Subrecipient’s Facilities and other resources, equipment

RMG collects
RMG provides guidelines and checks documents. Should be delivered 5 business days before submission deadline