



# ***OCGA's Outgoing Subawards Team (OST): Reminders and Updates***

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Research Administration Forum

September 12, 2024

# *Outgoing Subawards Team (OST): Reminders and Updates*

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## **Today:**

- *OST's current forms - **Review***
- *OST Central MCA E-mail - **Update***

# OST: Form Changes

## Proposal Stage Forms *(Old Forms)*

This form is used to request a subaward from the FDP Expanded Clearinghouse Pilot. It includes fields for Subrecipient (Date, Legal Name, PTE LSI), Principal Investigator (Name, Title, Email, Phone), and Project Information (Title, Agency, Amount, Period). It also contains checkboxes for administrative rates, human subjects, animal subjects, stem cells, and genomic data sharing.

FDP LOI

This form is for UC campuses participating in multi-UC prime campus awards. It includes fields for Project Title, Participating Campus, and Principal Investigator. It features a 'SECTION A - Proposed Documents' section with checkboxes for Statement of Work, Budget and Budget Justification, and Other Supply.

MCA Commitment

This form is for subrecipients to complete when submitting a proposal to UCLA. It includes fields for Subrecipient's Principal Investigator, UCLA's Principal Investigator, and Project Title. It features a 'SECTION A - Proposed Documents' section with checkboxes for Statement of Work, Budget and Budget Justification, and Other Supply.

Subrecipient Commitment & related docs

This questionnaire is for third-party organizations that receive funding from the University of California. It includes fields for Name of Organization, Address, Phone, and Email. It features a 'SECTION A - Proposed Documents' section with checkboxes for Statement of Work, Budget and Budget Justification, and Other Supply.

This checklist is used to determine whether the agreement between UCLA and the third party receiving funds constitutes a Subrecipient or a Contractor (Vendor). It includes fields for Third Party Name, Project Title, and Prime Sponsor. It features a 'SECTION A - Proposed Documents' section with checkboxes for Statement of Work, Budget and Budget Justification, and Other Supply.

Determination Checklist

This form is used to determine whether the compensation for a subrecipient is fair and reasonable. It includes fields for Subrecipient Name, Project Title, and Prime Sponsor. It features a 'SECTION A - Proposed Documents' section with checkboxes for Statement of Work, Budget and Budget Justification, and Other Supply.

Fair & Reasonable

# OST: Form Changes

## Proposal Stage Forms – Current Forms

FDP LOI

MCA Commitment

Subrecipient Commitment & related docs

Determination Checklist

Fair & Reasonable

**'Universal' Letter of Intent (Proposal Stage)**

**Institutional Information Form (Award Stage)**

**Fair & Reasonable (For-Profit Entities only)**

# OST: Subaward Documentation

## Required Proposal Documents for all Subrecipient entities:

- ‘Universal’ Letter of Intent ([Site](#))
- For-profit entities only: Fair and Reasonable Cost Analysis Form ([UCLA](#))

### Plus

- Site’s Detailed SoW ([Site](#))
- Site’s Detailed Line Item Budget-Justification (including Cost share Budget/Just. *if app.*) ([Site](#))

## Required Award Documents for Subrecipients who ARE NOT FDP Expanded Clearinghouse Members/UC campuses:

- Subrecipient Institutional Information form ([Site](#))

- **‘Universal’ Letter of Intent**
  - REQUIRED at proposal stage
  - Project information only
  - ‘Smart’ form for FDP expanded clearinghouse members and sister-UC campuses
    - Alternatively, the OST can accept the Multi-Campus Commitment form, if a sister-UC campus prefers to use it
- **Institutional Information Form**
  - Can be collected at proposal stage, but is not required until award stage
  - FAMQ consolidated into this form, removed when Audit question answered ‘yes’
- **Fair & Reasonable Cost Analysis**
  - Determination consolidated into this form (not required in any other situation)

# OST: *MCA e-mail box*

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The OST is discontinuing use of its MCA central e-mail box: *OutgoingMCA@research.ucla.edu*.

**All requests to the OST**, for new MCAs or amendments to MCAs along with requests for new subawards or subaward amendments, **can now be submitted to:**

***ocgasubawards@research.ucla.edu***

# Questions?

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- For questions regarding specific subawards or MCAs, contact the OCGA Outgoing Subawards Team member named in your subaward or MCA agreement or send an email to [ocgasubawards@research.ucla.edu](mailto:ocgasubawards@research.ucla.edu). Your question will be forwarded to the Subaward Team member assigned to that Subaward or MCA.
- The e-mail address [ocgasubawards@research.ucla.edu](mailto:ocgasubawards@research.ucla.edu) is only for communications regarding outgoing subawards and MCAs (awards in which funding will flow *from* UCLA to a subrecipient or participating sister-campus)
- All Outgoing Subaward Forms can be found at: <https://ocga.research.ucla.edu/forms/#outgoing-subaward>
- And our FAQ's are available at: <https://ocga.research.ucla.edu/faq/#outgoing-subawards>

*Thank you!*