



OCGA's Outgoing Subawards Team (OST): Upcoming Changes

Research Administration Forum

November 14, 2024

OST: *Upcoming Changes*

Upcoming Outgoing Subawards Team (OST) changes, to take effect **November 25th**:

- **Forms**
 - *Consolidation of OST request forms*
- **Automated Notification**
 - *New e-mail following setup of new awards with proposed subawards*

OST: Subaward & MCA Request Form

The OST Subaward and MCA Checklists

UCLA Research Administration
Contract & Grant Administration

UCLA OCGA SUBAWARD CHECKLIST

ONCE COMPLETED, EMAIL THIS FORM WITH ALL REQUIRED BACKUP DOCUMENTATION NOTED BELOW TO: OCGAsubawards@research.ucla.edu
Please include the Requisition (New Subaward) or PO (Amendment) number in the e-mail submission subject line.

This form is to be used to request the issuance of any new or amended subaward from the OCGA Outgoing Subawards Team (OCGA - OST). The OST is responsible for outgoing subaward agreements under grants or cooperative agreements that are handled by OCGA. To request the issuance of a new or amended subcontract from UCLA Purchasing, please use the Subcontract Checklist found at: <https://www.purchasing.ucla.edu/purchasing/Purchasing-forms>.

NEW SUBAWARD Under Requisition # _____
(Complete all sections below except IV.)

AMENDMENT and/or CHANGE ORDER TO CURRENT SUBAWARD Under Purchase Order # _____ Amendment # _____
(Complete all sections below.)

I. UCLA INFORMATION

1. UCLA Full Accounting Unit (FAU): _____

2. UCLA Grant/Cooperative Agreement Award Number and Date: _____
(Full award number & date of award that this action is funded under.)

3. UCLA PI: _____ UCLA PI Email: _____

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UCLA OCGA Multi-Campus Award (MCA) CHECKLIST

ONCE COMPLETED, EMAIL THIS FORM WITH ALL REQUIRED BACKUP DOCUMENTATION, NOTED IN SECTION VII, TO: ocgasubawards@research.ucla.edu

This form is to be used to request the issuance of any new or amended MCA from UCLA's OCGA Outgoing Subaward Team (OCGA - OST). The OST is responsible for outgoing MCA agreements under all incoming Agreements (including Contracts) that are handled by OCGA.

NEW MCA (Complete all sections below except IV.)

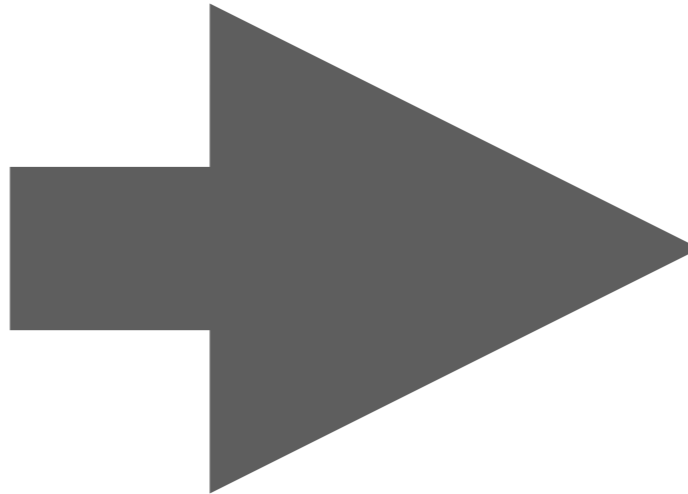
AMENDMENT TO CURRENT MCA: Amendment # _____
(Complete all sections below.)

I. UCLA INFORMATION

1. UCLA Account & Fund No.: _____

2. UCLA Agreement Award Number and Date: _____
(Full award number & date of award that this action is funded under.)

3. UCLA PI: _____ UCLA PI Email: _____



The **NEW** OST Outgoing Subaward & MCA Request Form

UCLA Research Administration
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UCLA OCGA OUTGOING SUBAWARD & MCA REQUEST FORM

ONCE COMPLETED, EMAIL THIS FORM WITH ALL REQUIRED BACKUP DOCUMENTATION TO: OCGAsubawards@research.ucla.edu
Use this form to request issuance of new or amended subawards or MCAs from OCGA's Outgoing Subawards Team (OST). The OST is responsible for:
1) outgoing subawards under grants/cooperative agreements handled by OCGA; and 2) outgoing MCAs under grants/cooperative agreements and contracts handled by OCGA. For information on outgoing subcontracts handled through Purchasing, visit: <https://purchasing.ucla.edu/bruinbuy-plus-hub>.

This is a request for:

NEW SUBAWARD Req or PO# _____

AMENDMENT to SUBAWARD PO# _____ AMD# _____

NEW MCA (OST will generate MCA #)

AMENDMENT to MCA MCA# _____ AMD# _____

UCLA Fund #: _____ UCLA Award #: _____ **REMINDER:** Fund must be active for the requested subaward period.

UCLA PI: _____ E-mail: _____

- Form name change – from ‘Checklist’ to ‘Request Form.’
- Consolidation – the MCA and Subaward forms have been combined.

OST: Subaward & MCA Request Form

The **NEW** OST Outgoing Subaward & MCA Request Form


- Form name change – from ‘Checklist’ to ‘Request Form.’
- Consolidation – the MCA and Subaward forms have been combined.
- Streamlined – questions and requested information have been streamlined into 1 main form page, and a second page for comments and clinical trial questions.
- Conditional sections have been added to help tailor the form based on the requested action.
 - When the form is first opened, all of the questions in the form will be available to you. Then, by filling in the form, you can remove any ‘non-relevant’ sections (ex. when you check the box for ‘New Subaward’, amendment questions will be removed).
- A new documentation section.

OST: Automated Notification

OST Automated Notification: *Initiate Outgoing Agreements*

For Grants, Cooperative Agreements and incoming Subgrants:

OCGA Reminder: Initiate Outgoing Agreements [**Project Title**], [**PATS Number**]

 UCLA Research Admin <DoNotReply@research.ucla.edu>
To: Lyon, Grant; ORA OCGA-SUBAWARDS

DISPLAY FOR TEST ONLY
From: DoNotReply@research.ucla.edu
Sent: 2024-11-08 01:02:08.9313643
To: [Project Principal Investigator](#)
CC: [Department Contact](#); [PAMS Contact](#)
Subject: OCGA Reminder: Initiate Outgoing Agreements [**Project Title**], [**PATS Number**]

Principal Investigator: ***Principal Investigator***

UCLA Project Title: ***Project Title***
UCLA Sponsor Name: ***Project Sponsor***

Fund Number: ***Fund Number***
Award Type: ***Grant/Cooperative Agreement***

Now that the above award has been setup, we encourage you to submit the necessary [paperwork](#) to initiate establishment of outgoing subawards or MCAs. If you have already submitted this paperwork, please ignore this email.

Instructions on how to [initiate an outgoing subaward or MCA](#) can be found here: [Request or Add a New Outgoing Subaward or MCA](#)


There are several regulatory steps that we must complete before a subaward can be drafted and we work on a first-in first-out basis. Our average processing time, from receipt of a complete subaward request to the drafting of a subaward, is approximately 4-6 weeks. As a reminder, subaward agreements must be in place before subawardees can submit invoices.

Thank you,

UCLA OCGA OST


[Outgoing Subawards](#)

[**PATS Number**]

 **UCLA Research Administration**
Contract & Grant Administration

For Contracts and Subcontracts:

OCGA Reminder: Initiate Outgoing Agreements [**Project Title**], [**PATS Number**]

 UCLA Research Admin <DoNotReply@research.ucla.edu>
To: Lyon, Grant; ORA OCGA-SUBAWARDS

DISPLAY FOR TEST ONLY
From: DoNotReply@research.ucla.edu
Sent: 2024-11-08 01:02:08.9313643
To: [Project Principal Investigator](#)
CC: [Department Contact](#); [PAMS Contact](#)
Subject: OCGA Reminder: Initiate Outgoing Agreements [**Project Title**], [**PATS Number**]

Principal Investigator: ***Principal Investigator***

UCLA Project Title: ***Project Title***
UCLA Sponsor Name: ***Project Sponsor***

Fund Number: ***Fund Number***
Award Type: ***Grant/Cooperative Agreement***

Now that the above award has been setup, we encourage you to submit the necessary [paperwork](#) to initiate establishment of outgoing subcontracts or MCAs. If you have already submitted this paperwork, please ignore this email.

MCA Requests: [Click here for instructions on how to initiate an outgoing MCA.](#)

Outgoing Subcontract requests are submitted via: [Bruin Buy Plus](#) (under the **Research Subcontract tab on the BB+ Home Shopping Dashboard**)


- Items that you'll need for your subcontract request package: BB+ Requisition Number; Campus Purchasing Subcontract Checklist; OCGA Award Snapshot and Prime Sponsor agreement (ex. scope of work, approved budget and justification or milestone payment schedule, deliverables (including submittal dates or submittal frequency). Further details regarding the subcontract request package can be found in the [Subcontract Request Package](#).

Thank you,

UCLA OCGA OST

[Outgoing Subawards](#)

[**PATS Number**]

 **UCLA Research Administration**
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Questions?

- 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. Your question will be forwarded to the Subaward Team member assigned to that Subaward or MCA.
- The e-mail address 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!