

	All steps must be completed and all materials must be received before your request can be initiated. For help contact the MSU Office of Sponsored Programs, 994-2381 or email <a href="mailto:subawards@montana.edu">subawards@montana.edu</a>			
1	<b>Subawards</b> are required to follow terms and condition of the prime grant. Link: <a href="http://www.montana.edu/research/osp/documents/subcontracts/subsvendor2014.pdf">http://www.montana.edu/research/osp/documents/subcontracts/subsvendor2014.pdf</a>			
2	<b>Email</b> the link to the <i>Subrecipient Commitment Form</i> to your Subrecipient to complete. It must be complete, and signed by their authorized official. <b>It needs to be returned to you for final review and signature.</b> Link: <a href="http://www.montana.edu/research/osp/documents/subcontracts/SubrecipientCommitment.pdf">http://www.montana.edu/research/osp/documents/subcontracts/SubrecipientCommitment.pdf</a>			
3	Please request the Subrecipient's <b>Scope of Work</b> and their <b>Budget Justification</b> be sent to you along with the completed Subrecipient Commitment form.			
4	<b>Complete</b> the following information:			
	Subrecipient PI:			
	Subrecipient Name:			
	Subrecipient Project Title:			
	<b>MSU Principal Investigator:</b>		<b>MSU Financial Contact – person who will receive and process Subrecipient Invoices within the MSU PI's department</b>	
	Name:		Name:	
	Department:		Department:	
	Address:		Address:	
	Phone:		Phone:	
	E-mail:		E-mail:	
	<b>Funding Information</b>		<b>Subaward Period Information</b>	
	MSU Grant Index:		MSU policy: if the prime award is incrementally funded, the subaward must also be incrementally funded.	
	MSU Prime Sponsor:			
Subaward Current Authorized Amount:		Period of Performance Start Date:		
Subaward Current Cost Share Amount:		Period of Performance End Date:		
Estimated Cumulative Funding Amount if incrementally funded:		Estimated Project End Date if incrementally funded:		
5	Complete Reporting Requirements (page 3) to request reports that will assist you as the Prime PI in this project.			
6	Send this form together with the <b>Subrecipient Commitment Form (signed by both parties)</b> , the Subrecipient's <b>Scope of Work</b> and their <b>Budget Justification</b> to <a href="mailto:subawards@montana.edu">subawards@montana.edu</a> .			
	<i>To ensure the most efficient processing of your request, please send all documentation regarding this Subaward as one submission.</i>			
8	MSU has designated the PI as the individual primarily responsible for monitoring the programmatic and financial performance and progress of a subaward as detailed in the attached <b>PI Subaward Responsibility</b> . By signing below, the MSU PI accepts this responsibility and attests that this subaward is approved by their prime award sponsor for amount, scope and deliverables.			
	_____		_____	
	MSU Principal Investigator's Signature – electronic signature accepted		Date	

Additional information (ex: is this a continuation project, is there an IDC rate exception, is there additional documentation required from Subrecipient?)

Return all documents via **email** to the Office of Sponsored Programs at [subawards@montana.edu](mailto:subawards@montana.edu).

## Montana State University PI Subaward Responsibility

MSU has designated the PI as the individual primarily responsible for monitoring the programmatic and financial performance and progress of a subaward. Except as noted below, the subaward monitoring and compliance obligations of the PI may be shared with departmental administrators or other MSU employees; however, in no event may such monitoring and compliance obligations be delegated to a non-MSU employee. As part of MSU's monitoring responsibilities, the duties of the PI during the life of the subaward are as follows:

1. To insure that Subrecipient's invoices are prepared in accordance with subaward requirements; with the approved budget or permissible rebudgeting; were incurred within the approved period of performance; are aligned in terms of cost and type of expense with the scientific progress reported to date; and that the costs are allowable, allocable and reasonable as they relate to the terms and conditions imposed by the sponsor and the subaward issued by MSU. The final invoice must be reviewed and approved by the PI and not a designated authority.
2. In the event the level of detail included on an invoice is not sufficient to fully understand the costs, or if it appears that some costs may be excessive or understated, the PI is responsible for questioning the Subrecipient's expenditures or requesting further documentation or explanation prior to approving an invoice. Copies of all such documentation and the ultimate outcome of the investigation should be retained in the project file
3. To monitor the Subrecipient's scientific progress in terms of the Statement of Work and any required milestones. If scientific progress is not satisfactory, or if technical reports required of the Subrecipient are not prepared timely, the PI is responsible for contacting the Subrecipient to address these issues. If continued performance is not satisfactory, PIs should contact OSP to discuss appropriate remedial actions or termination of the subaward
4. To verify that the Subrecipient is adequately meeting any cost-sharing commitments made for the subaward
5. To verify that any human subject, animal subject, biosafety or other compliance approvals from the Subrecipient's boards or committees are kept current throughout the performance of the subaward. In the event of a lapse in approval, the PI is responsible for immediately notifying MSU's compliance committee and the OSP Subaward Manager. Costs incurred by a Subrecipient during a period of lapse may not be charged to a subaward
6. To be the primary point of contact for the Subrecipient during performance of the subaward. The PI may delegate those responsibilities on a day-to-day basis to another member of the research project, so long as such other member is a full-time, regular MSU employee; however, such delegation may not be made to a contractor or temporary employee working at MSU.
7. To ascertain whether the subaward Statement of Work or Budget, or both, require modification to add funding, time, or other considerations, and to notify OSP in a timely manner so a Modification may be prepared.
8. To plan for efficient completion of performance and close-out of the Subaward. This includes requiring that the Subaward period of performance end no later than the end date of the prime award, and that the Subrecipient's final invoice, final technical report, and any required reports, including those on inventions, be submitted to MSU no later than 45 days after the end of the Subaward period of performance or as otherwise stated in the subaward terms and condition
9. To assist OSP, upon request, in obtaining or reviewing reports, complying with additional monitoring responsibilities for hi-risk auditees, or monitoring a Subrecipient's adherence to corrective action plans

## Reporting Requirements

**Please select all the specific reports below that you need your subrecipient to submit to you in order to complete your project. Use the drop down menus to select yourself or your financial contact to receive the reports. Select the submission due date. They will be incorporated into the subaward agreement.**

Pass-through Entity will check all that apply that the Subrecipient will agree to:

- A Final technical/progress report will be submitted to the Pass-through Entity's Principal Investigator identified in Attachment 3 within \_\_\_\_\_ days after the end of the period of performance.
- Monthly technical/progress reports will be submitted to the Pass-through Entity's Principal Investigator identified in Attachment 3, within \_\_\_\_\_ days of the end of the month.
- Quarterly technical/progress reports will be submitted within thirty (30) days after the end of each project quarter to the Pass-through Entity's Principal Investigator identified in Attachment 3.
- Technical/progress reports on the project as may be required by Pass-through Entity's Principal Investigator in order that Pass-through Entity may be able to satisfy its reporting obligations to the Federal Awarding Agency.
- Annual technical /progress reports will be submitted within \_\_\_\_\_ days prior to the end of each project period to the Pass-through Entity's Principal Investigator identified in Attachment 3. Such report shall also include a detailed budget for the next budget period, updated Other Support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.

Add additional reports below that will assist you as the MSU PI in completion of the project. They will be incorporated into the subaward agreement.

You may also request additional requirements for this specific agreement. They will be considered for inclusion into the subaward agreement if they are consistent with MSU policies and procedures.