

Networking


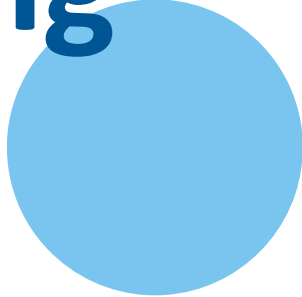
Post in the Chat

Your Name

Where you work

How long you have been at UF

5 min



BEST PRACTICES FOR SUBAWARD MANAGEMENT

PRESENTER: ALICIA MARTINEZ
CO-PRESENTER: CHLOE CAMPBELL

CXUF
CONNECTED BY UF



ALICIA MARTINEZ

Alicia works with post award management for special projects that includes a very diverse portfolio of awards and subawards as part of research programs across USA, Africa and Latin America.

Alicia has more than 10 years of experience in accounting and finance, developing skills in budgeting, finance modeling, audit, project management, CAPEX, Kaizen, KPI, accounting ERPs, taxes and training.

Grants Accountant II / UF Research Contracts & Grants
University of Florida
33 Tigert Hall / PO Box 113001
Gainesville, FL 32611-3001
352-273-3093
research.ufl.edu

- Business English Certification - University of Florida

- M.S Project Management – UNAH

- B.S. Business Administration with a major in accounting – UNAH

UF | Research
UNIVERSITY of FLORIDA

CXUF



CHLOE CAMPBELL

Chloe Campbell has worked for UF Contracts & Grants for the past five years, currently as Special Projects Manager. Concentration on high-risk awards.

Chloe has previous experience in higher education financial administration at both the University of Hawaii and Florida State University.

Grants Accountant III / UF Research Contracts & Grants
University of Florida
33 Tigert Hall / PO Box 113001
Gainesville, FL 32611-3001
352-273-3476
research.ufl.edu

- Master's in Public Administration, Florida State University
- B.S., Recreation, Tourism & Events, Florida State University

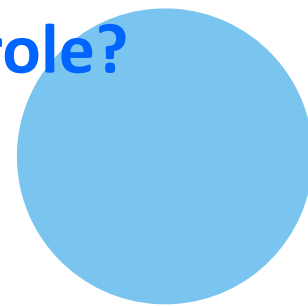


CXUF

Poll

What is your current role?

- **Research Administrator**
- **Grants Accountant**
- **Faculty**
- **Fiscal Assistant**
- **Administrative Support**
- **Other**



CXUF

LEARNING OBJECTIVES



AT THE CONCLUSION OF THIS SESSION, THE PARTICIPANTS WILL BE ABLE TO:

1.

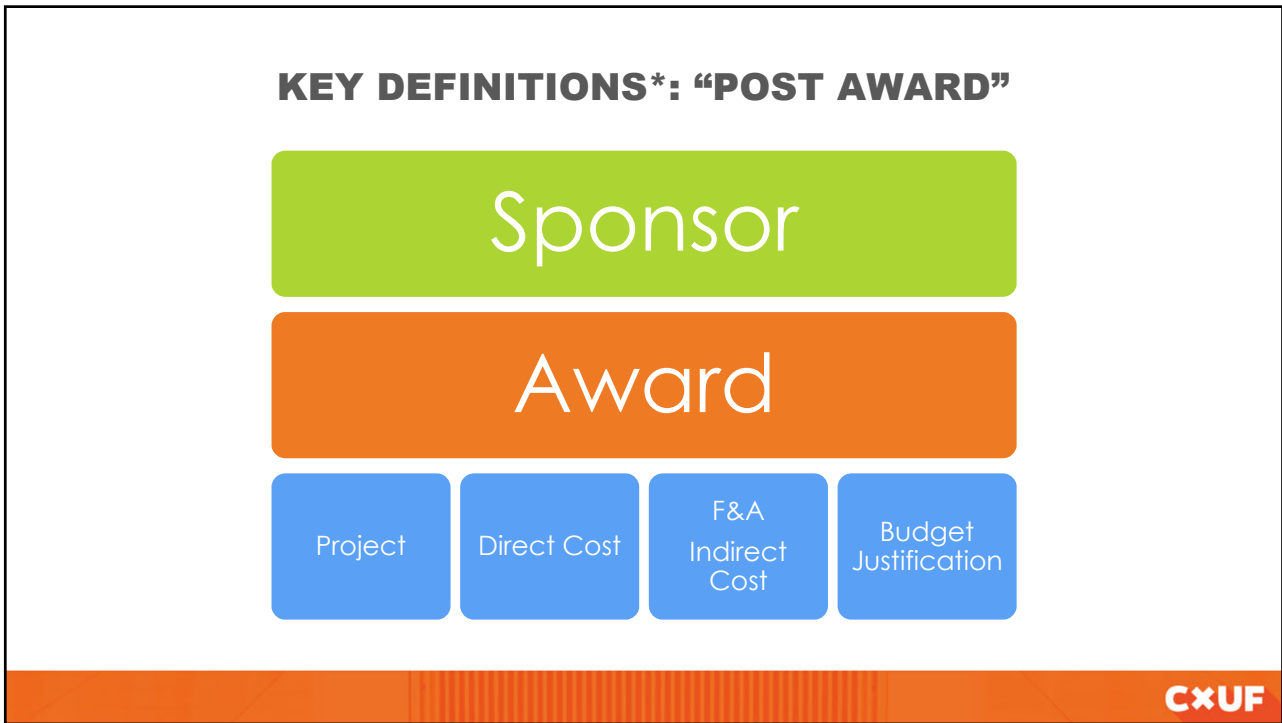
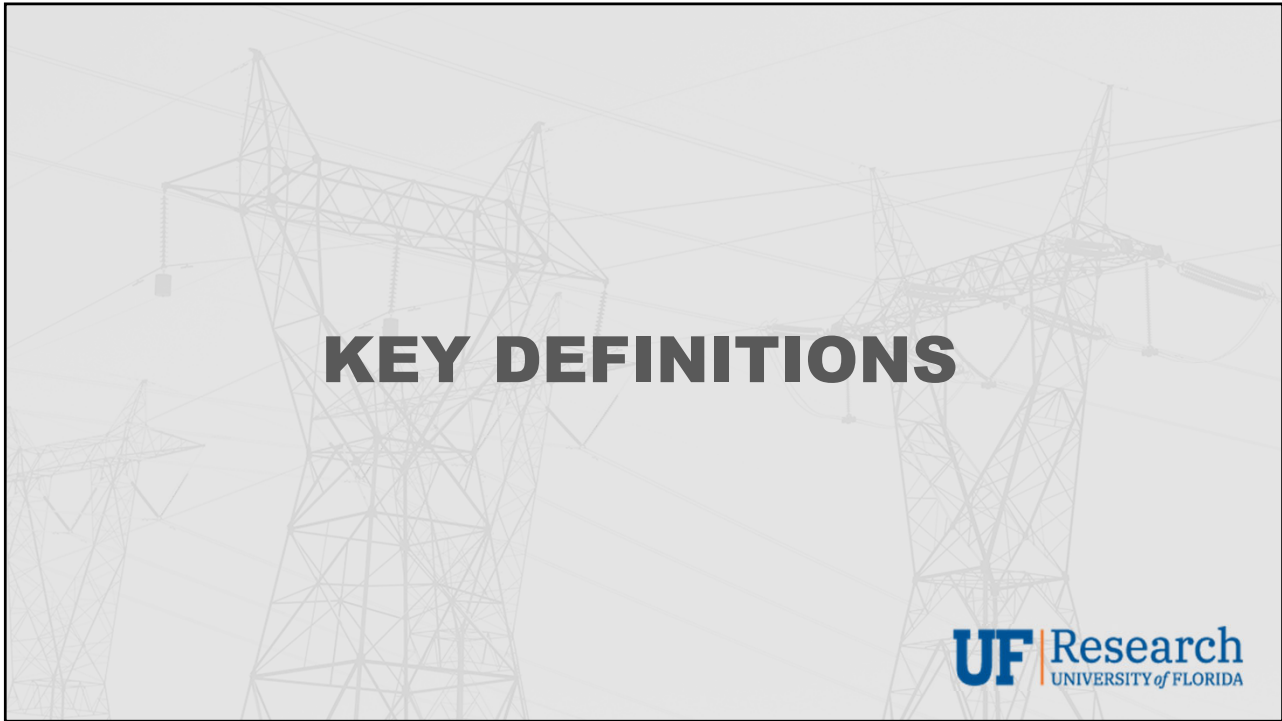
- **Recognize** key definitions related to post-award subaward management.

2.

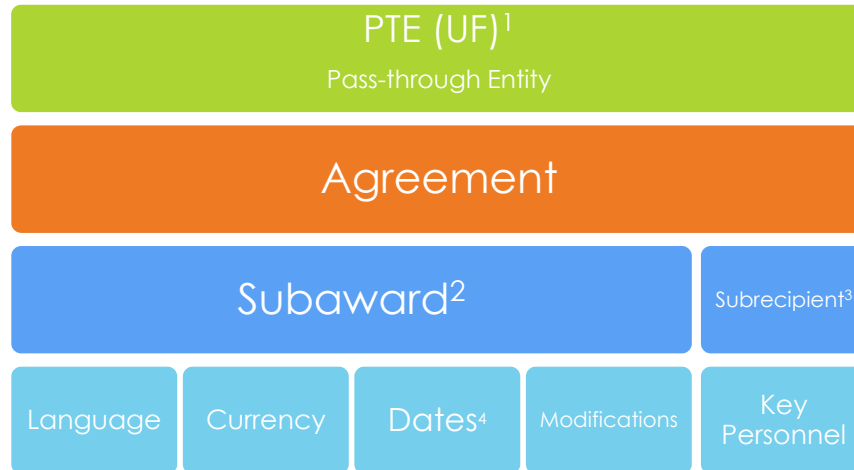
- **Compare** different subawards based on sponsor.

3.

- **Identify** types of risk related to foreign and domestic subawards.

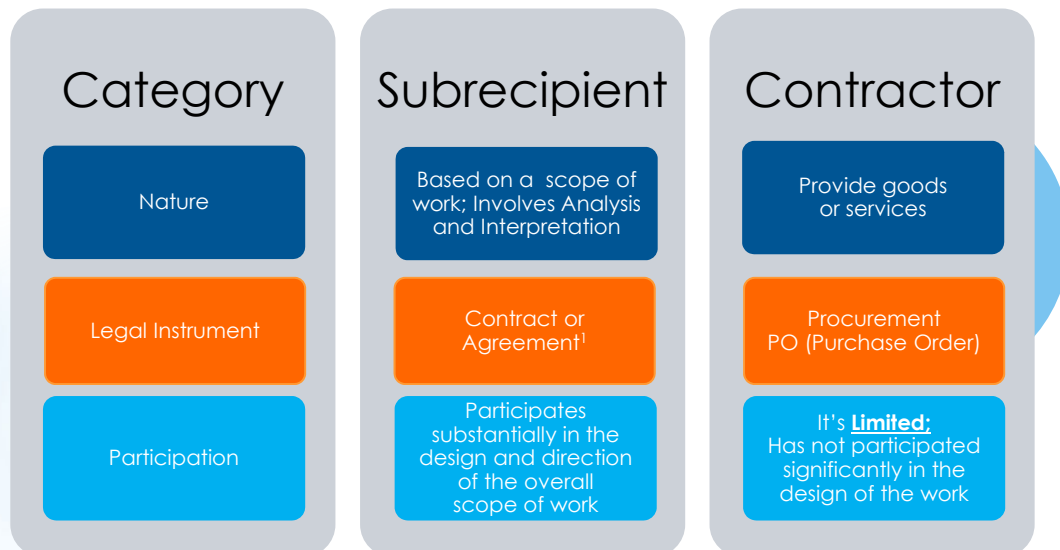


KEY DEFINITIONS*: “POST SUB-AWARD”



CXUF

SUBRECIPIENT VS CONTRACTOR/VENDOR/SUPPLIER*



[*https://research.ufl.edu/dsp/subcontracts.html](https://research.ufl.edu/dsp/subcontracts.html)

CXUF

SUBRECIPIENT VS CONTRACTOR/VENDOR/SUPPLIER*

Category

Decision Making

Payment Method

Publication

Subrecipient

Has the freedom within the terms of the agreement ?

Based on the terms of the agreement

Likely co-author on overall reports and publications

✓IP³

Contractor

Has little or no independent decision making

Paid for deliverables only; not on a reimbursement for actual costs incurred

Unlikely to be a coauthor on publications

×IP³

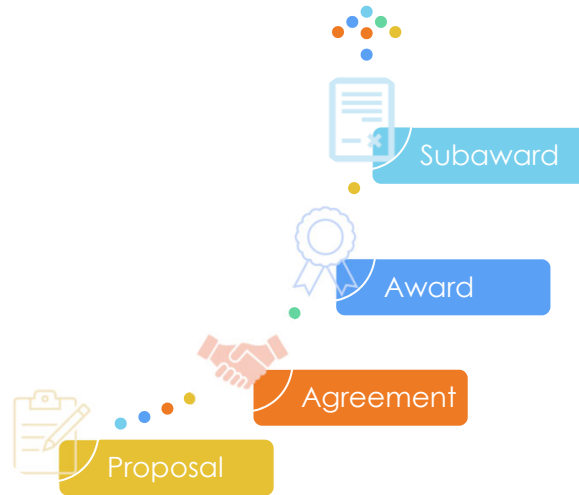
*<https://research.ufl.edu/dsp/subcontracts.html>

CXUF

ROLES & RESPONSIBILITIES

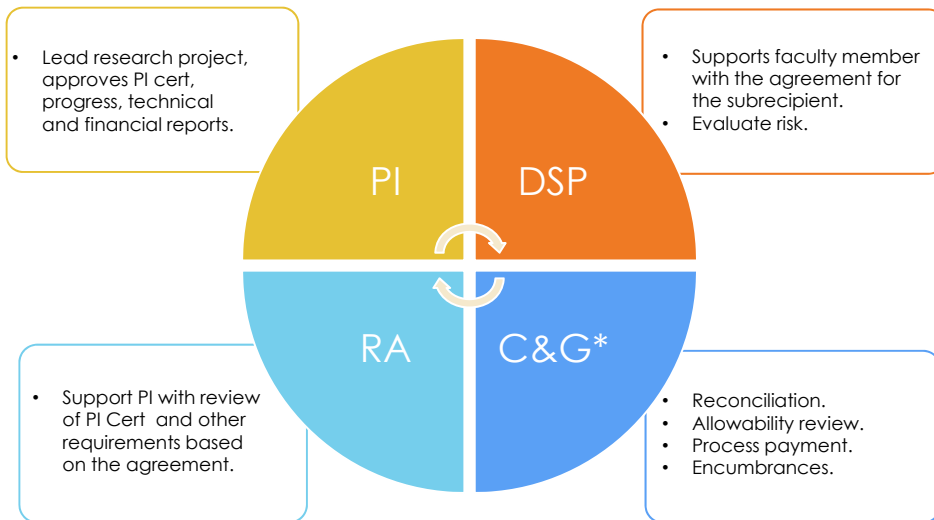
UF Research
UNIVERSITY of FLORIDA

SUBAWARD FLOWCHART



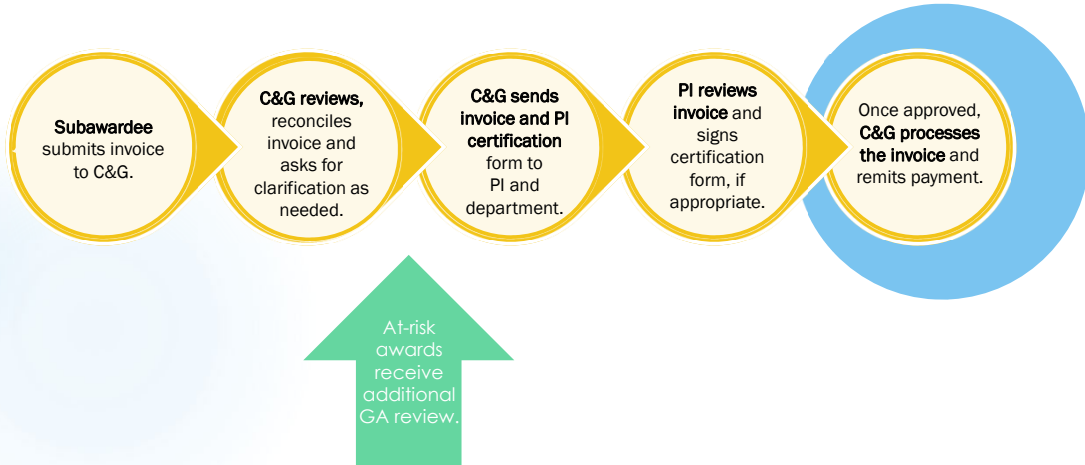
CXUF

ROLES INVOLVED FOR SUBAWARD MANAGEMENT



CXUF

SUBAWARDS REVIEW PROCESS



SUBRECIPIENT COST TEMPLATE*

Attachment 6- Subrecipient Cost Template

Subrecipient Name:		Report Number:	
Subrecipient Address:		Report Date:	
Sponsor:		Report Period:	
University of Florida		Report Amount: \$0.00	
Attn: Subcontract Manager		UF Subaward Number:	
PO Box 113001		Subaward PI Name:	
Gainesville, FL 32611-3001		<input type="checkbox"/> Check if final invoice	

Expense Categories	Budget	Expenditures for Report Period	Cumulative Expenditures	Variance
Project Costs				
Personnel salaries				\$0.00
Fringe Benefits				\$0.00
Travel				\$0.00
Equipment				\$0.00
Materials & Supplies				\$0.00
Contractual				\$0.00
Subawards				\$0.00
Other Direct Costs				\$0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Costs	\$0.00	\$0.00	\$0.00	\$0.00
Cost Share	\$0.00	\$0.00	\$0.00	\$0.00
Total Payments Received:		Cumulative Expenditures:	\$0.00	Balance: \$0.00

If receipts are in a foreign language/currency, English translations/currency conversions must be provided.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures reported (or payments requested) are for the purposes and objectives set forth in the terms and conditions of the award.

Subrecipient authorized representative name and title: _____ e-mail address: _____

[*https://research.ufl.edu/cg/forms.html](https://research.ufl.edu/cg/forms.html)

KEY DEFINITIONS*: “SUB AWARD REPORTS”

Subrecipient Cost Template

Expenses Category

Salaries

Contractual

Travel

Equipment

Other Expenses

Subrecipient

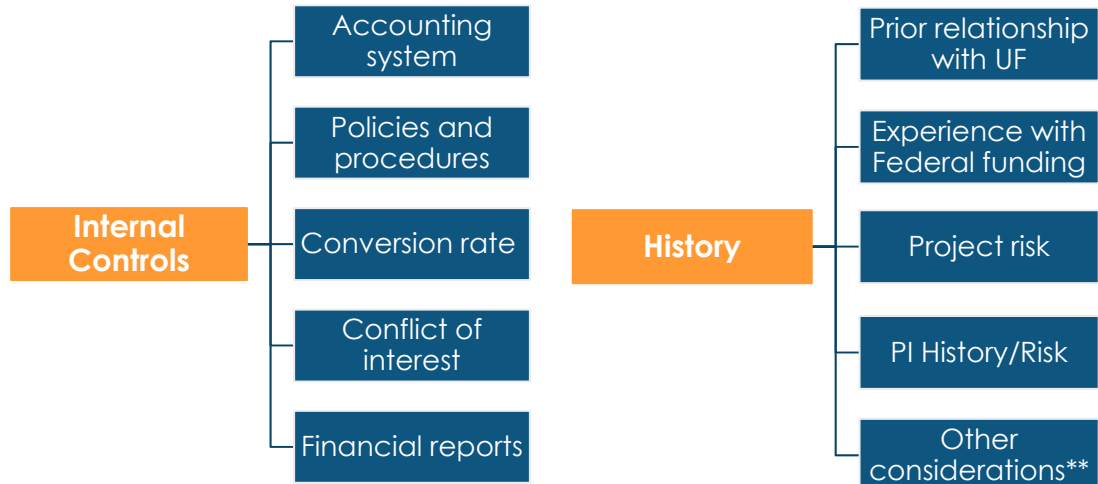
Disallowed Cost

CXUF

SUBAWARD RISK MANAGEMENT

UF Research
UNIVERSITY of FLORIDA

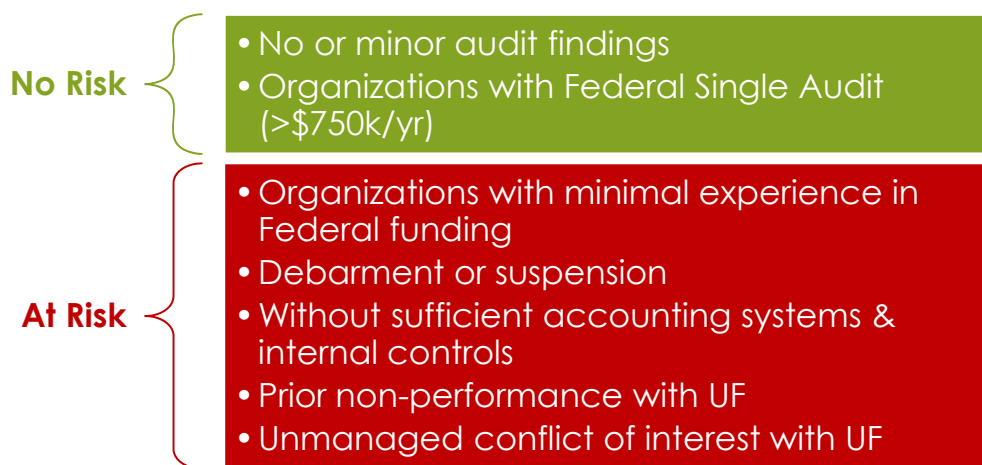
SUBAWARD RISK ASSESSMENT*



*Performed by DSP Subaward Team

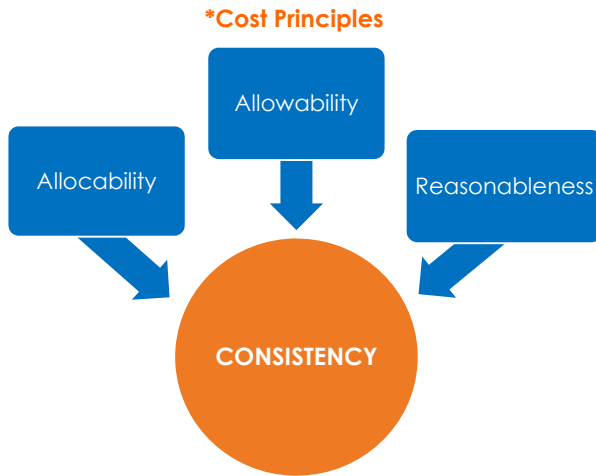
CXUF

SUBAWARD RISK CATEGORIES



CXUF

HIGH-RISK SUBAWARD INVOICE REVIEW



Contracts & Grants is single point of contact between UF & subawardee

*Cost principles: 2 CFR 200 Subpart E

subcontract-manager@admin.ufl.edu

CXUF

CASE STUDIES BREAKOUT ROOM

UF Research
UNIVERSITY of FLORIDA

CASE STUDY #1 FEDERAL-DOMESTIC

UF has an NSF Award, the start date is 01/01/2015 and the end date 12/31/2019. On **06/01/2017** UF signed an agreement with Eastern New Mexico University. Total Amount **\$45,000**.

The Invoice #1 including salaries and wages for \$15,000 and equipment for \$25,000, facilities and administrative (18%) \$7,200. Total amount due **\$47,200**. The reporting period for this invoice is **10/01/2019** to **12/31/2019**.

The **final technical** report from the subrecipient hasn't been completed.

Please identify red flags for this case and opportunities to apply best practices.



**EASTERN
NEW MEXICO
UNIVERSITY**



CXUF

**BILL & MELINDA
GATES foundation**



USAC
TRICENTENARIA
Universidad de San Carlos de Guatemala

CASE STUDY #2 NON-FEDERAL FOREIGN

UF has an Award from BMGF and has signed an agreement with **Universidad de San Carlos de Guatemala** to improve agriculture.

UF receives the financial **report #1 in Spanish** from **01/01/2018** to **12/31/2019** total amount **Q715,000** which includes PI salaries Q450,000 and travel expenses: a **lump sum** payment Q200,000 for the CO-PI in Aug 2019, IDC (10%) Q65,000.

Please identify red flags for this case and opportunities to apply best practices.

CXUF

CASE STUDY #3

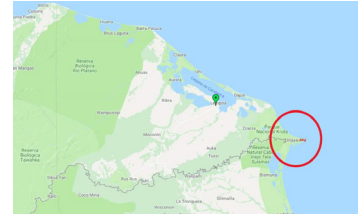
CLAS has an Award from Moore Foundation. As part of the scope of work, they're planning to organize a Workshop to reduce women poverty in "La Mosquitia", Honduras.

This is a very **poor community** with a difficult access and communication. All the transactions in this community are done cash.

UF is looking for a **partner** that provides a **base line study** of economic indicators from the community and organize **logistic and transportation** for the workshop in Honduras that include: PI, Co-PI, 8 students and 25 participants.

The total cost budgeted for the workshop is **\$35,000**

Does this apply for a Subaward or contractor?



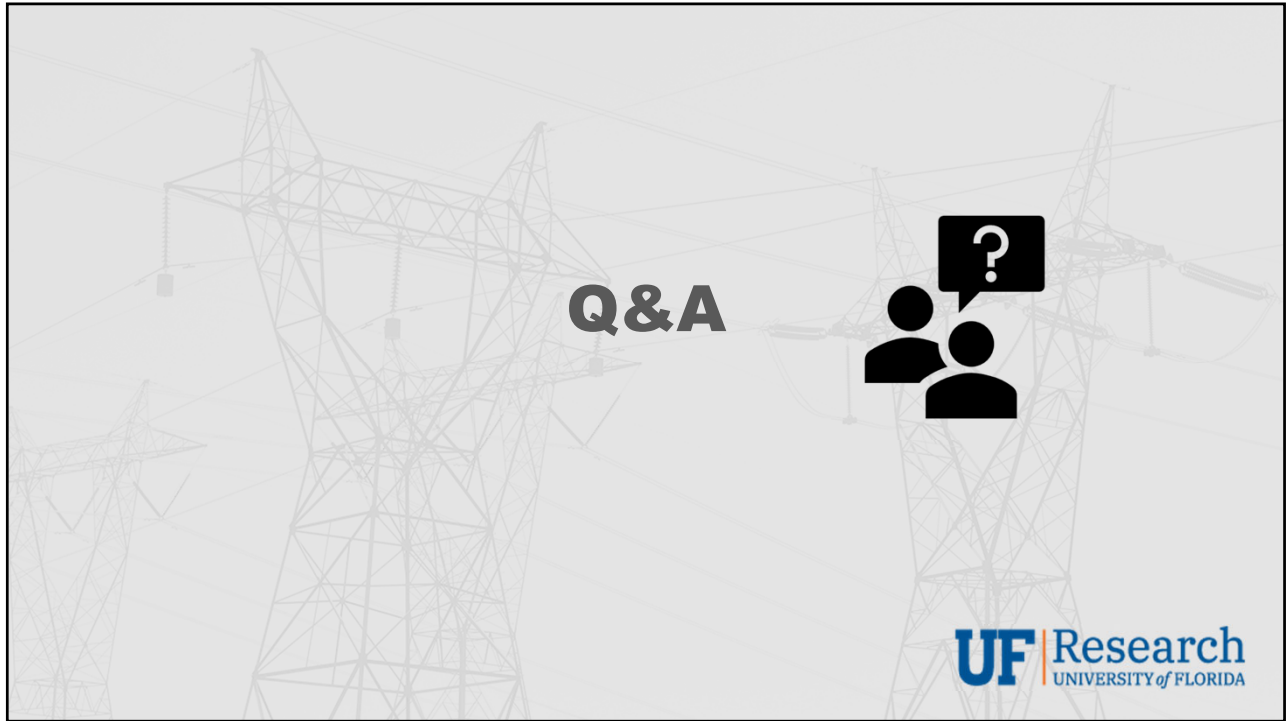
GORDON AND BETTY
MOORE
FOUNDATION

CXUF

**VIRTUAL
TRIVIA**

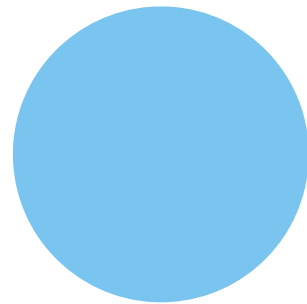


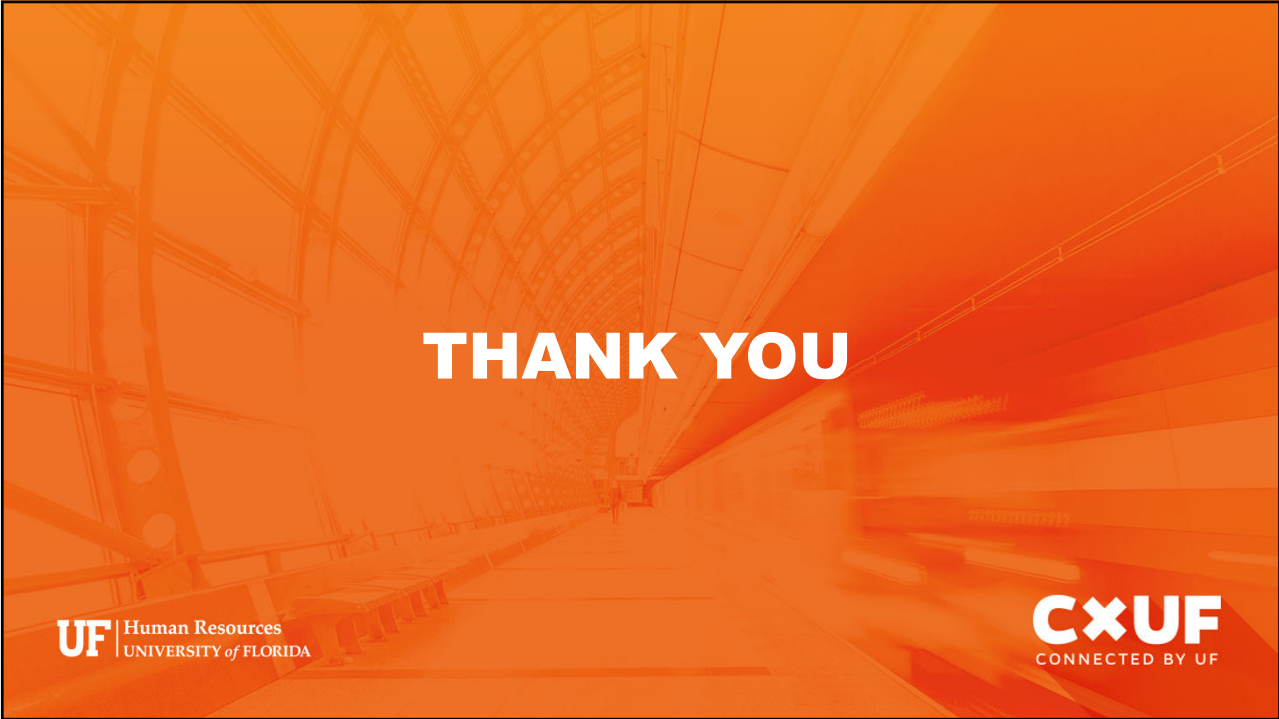
UF | Research
UNIVERSITY of FLORIDA



Poll: Rate this session.

- Excellent
- Good
- Neutral
- Needs Improvement





THANK YOU

UF Human Resources
UNIVERSITY of FLORIDA

CXUF
CONNECTED BY UF