Check back frequently for updates!

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Include any special invoicing instructions in Attachment 2, such as format (electronic PDF or mailed hard copy), number of copies, etc.

In special and limited circumstances, the PTE may indicate other invoicing instructions to meet sponsor requirements or to address high-risk concerns, if necessary. PTEs should be sure to provide explanation for additional requirements to subrecipients.

Subrecipients should:

a. Reflect the remittance address on page one of Attachme

b.

On the UG FDP Face Page and Amendment templates, the meets the requirements of It is the period for which the subaward agreement or amendment is being made. It is at the discretion of the PTE whether to award the full project period as the , or to award incrementally. The may or may not match the Estimated Project Period if the subaward is incrementally funded. In no event should the end date exceed the end date of the

It depends!

Sponsor-specific terms may drive the start date of thein anamendment. Additional factors may be the pass-
institutional policies. In general, the start date of theon theamendment template should match the start date of thedatesincluded on the original subaward agreement. Theof the amendment will indicatethe date the amendment takes effect. Therefore, if you have a project that is incrementally funded

in annual installments, the PTE may choose to use the start date of the annual budget period as the

For certain projects that do not allow automatic carryover of previous budget period funds, the PTE may elect to issue new subaward agreements, instead of amendments, to make it clear to the subrecipient that funds are to be treated separately from any other budget period.

ments should always be completed on the Face Page in order for subrecipients to track anticipated funds. PTEs and subrecipients should be aware that completing these fields does not constitute a commitment from the PTE, but rather, is just an estimate of future years funding.

The is the <u>total</u> amount estimated to the subrecipient for the <u>full</u> project period.

Example: PTE plans to issue subrecipient \$100,000 per year for five years, the *Incrementally Estimated Total* would be \$500,000.

Future versions of the FDP templates may revise this language to state to avoid confusion over the word *Incrementally*.

This was interpreted to mean the amount obligated to the subrecipient, not to the PTE. This is captured on the Face Pages of both the Cost Reimbursement (CR) and Fixed Price (FP) subaward templates under the field . This is also captured on the templates.

Yes! The subrecipient needs the FAIN#. It is a requirement per UG in §200.331 (a) (iii). However, it is only required if the prime award is subject to UG, per the prime Notice of Award (NoA). The Federal sponsors are required to include the FAIN # in the NoA per UG §200.210 (a) (3). PTEs should pay close attention to when the NoA was issued, the terms and conditions included, and if that NoA obligates new or incremental funding subject to UG. If yes, the NoA has to have a FAIN number. If a Federal sponsor did not include the FAIN or any other required data

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elements, and they should have (because it is subject to UG) then it is the responsibility of the PTE to contact the sponsor to obtain a corrected NoA.

The required data elements to flow-down to subrecipients per UG could potentially change during

interim, PTEs can attach a copy of their prime NoAs, which contain the required data elements, and redact information as desired. Dur

changes of the required data elements into Amendments to make this easier for PTEs. The UG requires a change in any of the required data elements be included in subsequent subaward modifications. The PTE has the option of issuing unilateral modifications to subrecipients to update basic information when the prime award is modified, or the PTE may choose to include any relevant updates in the incremental award.

The FDP strongly recommends including the full NoA with redacted information as necessary. If your NoA contains information that you do not wish your subrecipient to view (examples include restrictions specific to the primary PI) then you can redact information by blacking out information on the NoA. As a PTE, you have privity with your subrecipients and the prime Federal agency. The subrecipient does not have privity with the Federal agency. The subrecipient may request the PTE to flow down certain clauses or request that you attach the NoA, but they cannot require it.

Each PTE, regardless of tier, is responsible for flowing down all required data elements under the UG, plus any other additional elements. See ______ on the FDP website for a listing of all

PTEs should indicate whether the prime Notice of Award (NoA) is a Research & Development (R&D) research activities, both

basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such

whether the award is R&D in the prime Notice of Award (NoA).

A *cost reimbursable* subaward agreement is used to pay for actual expenses incurred in the performance of the statement of work. The risk associated with this type of agreement is typically borne by the pass-through entity (PTE), as there is no guarantee of an outcome or deliverable. Cost reimbursable agreements include a detailed line-item budget with a not-to-exceed amount, which the subrecipient must follow closely depending on the terms of the agreement. In a cost reimbursable agreement, any funds remaining at the end of the project cannot be collected by the subrecipient and any advanced funds must be returned to the PTE if there are no corresponding actual expenses. Generally, a final invoice is required detailing all cumulative costs incurred.

A fixed price subaward is one where a price or rate is determined up front for a specific deliverable and is only paid if the deliverable is met. The risk associated with this type of agreement is borne by the subrecipient, since a deliverable is required to obtain payment even if the cost to meet the deliverable exceeds the agreed-upon rate. Fixed price agreements will have a payment schedule instead of a detailed budget and should include specifics on the deliverable and corresponding payment amount. Fixed price payments are generally inclusive of all costs, including F&A. The payments are not tied to actual expenses or costs incurred, do not require financial reports, and any residual balance should remain with the subrecipient institution. However, the subrecipient must certify in writing (Certificate of Completion) to the PTE at the end of the award that the project, activity, or service was completed. For most fixed price agreements, this would include a statement that personnel service was delivered as specified in the scope of work, or a product was completed. If the required deliverables elope of414(ve(n)\$n)\$(BDCBT0i)4(o)31(h)(e)1

Most of the subaward agreements between FDP institutions utilize the cost reimbursable methodology. However, there may be some occasions where a fixed price agreement is appropriate, even though the prime agreement is cost reimbursable to the PTE