

A subaward is a contractual agreement with an individual or entity outside of the university to perform a significant portion of the scope of work of the award. Subawards impact budget development, so it is imperative to notify your RC and complete subaward agreements at least two weeks before proposal submission.

If Texas State Proposal has Subrecipients / Subawards

Please discuss your intent to submit with the Department Chair or Program Director.

PI will need to create a Kualu record ([instructions](#)). Under the *Sponsor & Program Information* tab, PI will need to click the box for “Yes, this proposal includes subaward(s).” Under the *Attachments* tab, upload the sponsor’s guidance (also known as a solicitation or RFP/RFA) or copy and paste the link to the guidance in the *Questionnaire* tab.

Provide the grant administrative office (i.e., Office of Research and Sponsored Programs - ORSP) and PI contact information for each subrecipient organization to your Pre Award Coordinator in the ORSP and Research Coordinator in your College.

Each subrecipient will need to complete a Subrecipient Information form and Subrecipient Commitment form. TXST’s ORSP will provide the documentation. The Subrecipient Commitment form should be signed by the subrecipient’s authorized organizational representative (AOR). The subrecipients will also provide TXST’s ORSP with a Statement or Scope of Work (SOW), Budget, Budget Justification, letter of support, and potentially other documents. The SOW details what the subrecipient will be responsible for and can be a list of deliverables or a short paragraph.

The TXST PI will need to complete the TXST [Contractor vs Subrecipient Checklist form](#) for **each** subrecipient.

It is recommended that all **subrecipient documents be completed at least 2 weeks before the proposal is submitted**. Reminder that all **proposal documents are due to TXST ORSP at least 3 business days before the sponsor’s deadline**.

If Texas State is a Subrecipient

Please discuss your intent to submit with the Department Chair or Program Director.

Texas State faculty or staff member will need to create a Kualu record ([instructions](#)). Please list yourself as PI. The sponsor is the organization that is submitting the proposal (e.g., the lead institution) in collaboration with subrecipients. The prime sponsor is the grant sponsor (e.g., USDA). Under the *Attachments* tab, upload the sponsor’s guidance (also known as a solicitation or RFP/RFA) or copy and paste the link to the guidance in the *Questionnaire* tab. In the *Sponsor & Program Information* tab, the sponsor deadline is the date that the lead institution requests the subrecipient documentation. This is deadline may be several days prior to the prime sponsor deadline.

After the TXST ORSP Pre Award contact has received your information in Quali, you will be asked to provide the contact information to the lead institution. TXST ORSP will then contact the lead institution to request details regarding what subrecipient documentation they require. When you have a budget and SOW ready for review, please submit to your Pre Award Coordinator in ORSP. The SOW details what you will be responsible for and can be a list of deliverables or a short paragraph. Any other documents required by the lead institution will be reviewed by ORSP, routed in Quali, and submitted to the lead institution for grant submission.

It is recommended that all **subrecipient documents be completed at least 2 weeks before the proposal is submitted**. Reminder that all **proposal documents are due to TXST ORSP at least 3 business days before the sponsor's deadline**.

If You are a Contractor / Consultant / External Evaluator

The first issue to consider is whether you are doing the consultant work independent of TXST (as an individual using no University resources) or whether you are working as a TXST University employee (using University time, computer, software, students, name, etc.)

If you do the work as an independent consultant, then no further action is needed. Please note that your college research office can no longer assist.

If you are conducting the work as a TXST University employee using University resources, please discuss with the Department Chair/Program Director your intent to submit. The same Pre Award process must be followed as if you were the PI and the process should go through the TXST ORSP. You will need to create a Quali record ([instructions](#)). Please list yourself as PI. The sponsor for TXST is the organization, or lead institution, which is submitting the proposal in collaboration with subrecipients. The prime sponsor is the grant sponsor (e.g., USDA). Under the *Attachments* tab, upload the sponsor's guidance (also known as a solicitation or RFP/RFA) or copy and paste the link to the guidance in the *Questionnaire* tab. In the *Sponsor & Program Information* tab, the sponsor deadline is the date that the lead institution requests the subrecipient documentation. This is deadline may be several days prior to the prime sponsor deadline.

After the ORSP Pre Award contact has received your Quali information, you will be asked to provide contact information to the lead institution. When you have a budget and SOW ready for review, please submit to your Pre Award Coordinator in ORSP. The SOW details what you will be responsible for and can be a list of deliverables or a short paragraph. Any other documents required by the lead institution will be reviewed by ORSP.

You should not charge for more than the University hourly rate. Here is how to calculate what you can charge for your time:

Personnel Salary = Monthly salary / 173.33 (work hours available per month) x hours put toward project

For your budget, keep in mind that there is a 28% fringe benefit cost for faculty or staff charged to the salary. Fringe benefit cost covers FICA, retirement, unemployment, and health insurance. There is also 50.5% indirect rate cost (IDC) charged to the salary and fringe benefit total.

It is recommended that all **subrecipient documents be completed at least 2 weeks before the proposal is submitted.** Reminder that all **proposal documents are due to TXST ORSP at least 3 business days before the sponsor’s deadline.**

Subrecipient IDC

Indirect/IDC or Facilities and Administrative (F&A) costs cover University facilities and administration expenses and is charged at 50.5% to all modified total direct costs (MTDC), or 26% for MTDC off-campus. If the prime sponsor has a restricted lower rate, that rate is used for all subrecipients as well.

Document Checklist

	Texas State	Other Institution
TXST has Subrecipient	<ul style="list-style-type: none"> ○ Create Kual record ○ Contact information for the other institution’s PI and grant office ○ Contractor vs Subrecipient Checklist form 	<ul style="list-style-type: none"> ○ TXST Subrecipient Info form ○ TXST Subrecipient Commitment Form ○ SOW (Statement of Work) ○ Budget ○ Budget Justification ○ Letter of Support ○ Other documents as needed
TXST is the Subrecipient	<ul style="list-style-type: none"> ○ Create a Kual record ○ Lead institution’s Subrecipient paperwork (may include SOW, Budget, Budget Justification, etc) ○ Contact information for the other institution 	
TXST PI is a contractor/consultant/external evaluator	<ul style="list-style-type: none"> ○ Create a Kual record ○ Contact information for the other institution ○ Budget ○ Other documents as needed 	