

Budget - Subcontracts

This is in regards to your PI's subcontracts. Meaning your PI has an award and we, UCF, are distributing funds to a third party; not to be confused when your PI is the subcontract and is receiving funds.

When you receive your 650 financial letter, after the setup of a new award, take a look at the budget entered.

Example from 650 budget:

Mod: <u>NEW</u>		Budget Level: <u>1</u>		Effective Date: <u>07/03/2019</u>		Entry Date: <u>07/03/2019</u>	
Mod Type: <u>New</u>							
Budget				New Funding		Cumulative	
Salary				\$57,645.00		\$57,645.00	
OPS				\$59,913.00		\$59,913.00	
Domestic Travel				\$21,500.00		\$21,500.00	
Foreign Travel				\$0.00		\$0.00	
Expense				\$4,000.00		\$4,000.00	
OCO				\$0.00		\$0.00	
Consultants				\$0.00		\$0.00	
Subcontract				\$9,000.00		\$9,000.00	
Stipends				\$0.00		\$0.00	
Tuition				\$9,703.00		\$9,703.00	
TBD				\$0.00		\$0.00	
SUB-TOTAL:				\$161,761.00		\$161,761.00	

Notice there is a Subcontract category. You may or may not have any budget listed there. The following is when you do have budget there.

In this example there is budget entered, \$9,000. This is a general line, with no specific institution attached.

Subcontract	\$9,000.00	\$9,000.00
-------------	------------	------------

Check PARIS Documents section, under the Sub Folder: Proposal and/or the Subcontracts, you should be able to find the name of the subcontract's institution and the amount to appropriate towards that subcontract. There may be multiple.

Send a request to Award Management (Kalpana Deva) to add the specific subcontract's name and to transfer **X** amount of dollars from the general subcontract to the specified subcontract budget line. Along with that, ask her to send a formal request to UCF Subawards Subawards@ucf.edu to initiate the subcontract agreement. Once completed, they will also complete the purchase order.

Currently, only Contract Managers (Marlee Bailey) and Award Management (Kalpana Deva), may request an initiation of a subcontract agreement or modification from UCF Subawards. You may email them for an update.

Here is an example of how your next 650 financial letter budget should appear after your request. In this case, there are two subcontracts.

Subcontract	\$0.00	\$0.00
Valencia College (ID: 7075 - SUBCONTRACT01)	\$0.00	\$4,500.00
Seminole State College of Florida (ID: 7076 - SUBCONTRACT02)	\$4,500.00	\$4,500.00

If you receive incremental/supplemental funding, check if any additional funds has been allocated to the subcontracts. If so, contact either the Contract Manager (Marlee Bailey) or Award Management (Kalpana Deva) to complete a formal request to UCF Subawards to initiate a subcontract agreement modification. Once complete, they will modify the purchase order.

If you receive a subcontract invoice, please make sure you forward to Vendors Payable Sub-Contracts subvendor@ucf.edu for processing.

If you have any questions or need help in reviewing documents, please contact College of Sciences Post-Award COStaward@ucf.edu for assistance.