

Procedure to Request Set Up of a New Subaward

This procedure will be used when Investigators need to issue a new subaward on an existing award.

1. Fill out the Subaward Request Form that can be found at <http://osp.unm.edu/forms/index.html>
 - a. Please note, a subaward will only be issued for one year at a time and renewed on an annual basis as UNM's award is renewed from the sponsor.
2. Include an Excel budget for the subawardee's first year of funding with the Subaward Request Form.
3. Include the subawardee's Statement of Work for the first year of funding with the Subaward Request Form.
4. Send the Subaward Request Form, budget and Statement of Work to Contract and Grant Administrator, Lindsay Britt, lcampbe4@unm.edu.
5. Contract and Grant Administrator, Lindsay Britt, will review the Subaward Request Form, all attachments, and add the Subrecipient Commitment Form to the Subaward Request Package.
6. When the Subaward Request has been approved by the Contract and Grant Administrator, Lindsay Britt, it will then be sent to the appropriate Fiscal Monitor in the Contract and Grant Accounting office for approval, with Rae Ramirez copied on the e mail.
7. Once the Fiscal Monitor has approved the Subaward Request Package it will be send to the appropriate Contract and Grant Administrator in the Office of Sponsored Projects for set up.
8. The Contract and Grant Administrator assigned to the Psychology Department will notify the PI, Contract and Grant Administrator and Rae Ramirez when the subaward has been set up.