

3.0 REVIEW SUBAWARD REQUEST FOR COMPLIANCE WITH THE PRIME AWARD (09/09)

3.1 Subaward Requests and Subaward Change Orders Submitted for Processing

Subaward requests and subaward change orders for the categories of expense 420600 and 420620 are reviewed by RST using the OSP COEUS system to ensure the following:

- a. The cost is allowable per terms of the prime award.
- b. The period of performance of the subaward does not extend beyond the expiration date of the prime award.
- c. The appropriate Catalog of Federal Domestic Assistance (CFDA) Number has been assigned, when applicable.

3.2 Subawards

The requester must attach to the request a statement of work, a budget, and a memo that evaluates the subawardee's cost proposal from a technical point of view. RST will review COEUS to extract all the necessary information to issue the subaward (including approval status and flow-down terms and conditions). If further information is required, RST will:

- a. Contact the requester, if the information is to be provided by this source, or
- b. Contact the OSP administrator for additional information.

If approval or advance notification from the sponsor is required and has not yet been obtained, RST will coordinate with the requester to ensure that the sponsor notification/approval requirements are satisfied. A copy of the request letter and approval letter will be sent to the OSP administrator.