Subaward\(^1\) Process

To initiate the Subaward Process, the Subaward Request Form\(^2\) must be completed, signed and returned to CSPEI\(^3\), by each institution included in the original UPR-RP proposal.

Prior to the issuance of a Subaward, the following information about the sub recipient must be verified\(^4\):

- **Review Single Audit A-133**
- **CCR\(^6\) registration must be valid**
- **Should not be listed in the Excluded Parties List\(^7\)**, therefore, institution is eligible to receive federal funds
- **Confirm sponsor(s) approval to the Subaward**

The Subaward must be prepared, by the designated administrative person, using the Subaward template provided by CSPEI\(^8\).

Once both parties, the prime recipient\(^9\) and the sub recipient, are in accordance with the terms and conditions of the Subaward, CPSEI’s Legal Advisor will evaluate the final Subaward Agreement.

After the subaward documents and the appropriate attachments are subscribed, the Subaward is signed by the sub recipient and then by the UPR-RP’s authorized representative.

When both parties have signed, the agreement is considered fully executed and legally binding.

**PROCESS COMPLETE**

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\(^1\) Refer to the Informative Brochure titled “Subaward or contracts for service”

\(^2\) The sub recipient’s Statement of Work and Budget must be included with the Subaward Request Form

\(^3\) CSPEI = Center for Sponsored Programs and Entrepreneurial Initiatives

\(^4\) The sub recipient must be in compliance with all the required documents or information in order to proceed with the Subaward Process

\(^5\) If last year’s Single Audit A-133 is not available, the sub recipient must certify that the audit is in process and must provide an estimated date of termination.

\(^6\) CCR = Central Contractor Registration

\(^7\) https://www.epis.gov/

\(^8\) If necessary, the Legal Advisor can negotiate the terms and conditions with the sub recipient.

\(^9\) Prime Recipient = University of Puerto Rico, Río Piedras Campus