

How to Include a Sub Award in a proposal (URI is giving the money)													
Step	Action												
1	Is it a sub award or a vendor agreement?												
	<table border="1"> <thead> <tr> <th>Sub Award</th> <th>Vendor Agreement</th> </tr> </thead> <tbody> <tr> <td>Subawardee services are uniquely designed in response to each project, and not provided commercially.</td> <td>Vendor provides the goods and services commercially.</td> </tr> <tr> <td>Subawardee technical lead is usually a scientific collaborator, or even a co-PI on the URI project.</td> <td>Vendor operates in a competitive environment.</td> </tr> <tr> <td>Subawardee retains rights to intellectual property.</td> <td>Vendor retains no rights to intellectual property.</td> </tr> <tr> <td>Subawardee participates in development and execution of statement of work.</td> <td>Vendor provides the goods or services ancillary to the operation of the federal program.</td> </tr> <tr> <td>Subawardee results are likely to be published in the scientific literature and/or subawardee is likely to be a co-author on a URI publication.</td> <td></td> </tr> </tbody> </table>	Sub Award	Vendor Agreement	Subawardee services are uniquely designed in response to each project, and not provided commercially.	Vendor provides the goods and services commercially.	Subawardee technical lead is usually a scientific collaborator, or even a co-PI on the URI project.	Vendor operates in a competitive environment.	Subawardee retains rights to intellectual property.	Vendor retains no rights to intellectual property.	Subawardee participates in development and execution of statement of work.	Vendor provides the goods or services ancillary to the operation of the federal program.	Subawardee results are likely to be published in the scientific literature and/or subawardee is likely to be a co-author on a URI publication.	
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	Subaward versus Vendor Agreement – what rules and restrictions apply?												
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2	If it is a subcontract, we will need the following documents from the subrecipient to approve the proposal.												
	<ul style="list-style-type: none"> • Detailed Budget • Letter of Intent signed by subcontractor’s authorizing official • Scope of work – see template • Subrecipient Monitoring Checklist completed by subcontractor’s authorizing official 												
3	If it is not a subcontract, the paperwork needs to go through Purchasing.												