

Outgoing Subawards

Subawards are negotiated by the Contracts area of Grants and Contracts. These are typically written as cost-reimbursable with detailed invoices required. Subawards generally comply with all terms and conditions of the prime award.

After the subaward contract is fully executed the department will put the subaward into the Jaggaer system to allow the sub-recipient agency the ability to invoice and receive payment

The PI of the prime award will be responsible for these items of the subaward.

- Review and approve all invoices from the sub-recipient to ensure funds are spent appropriately and within the approved budget.
- Review and approve budget revision requests from the sub recipient.
- Monitor the progress of the subaward and obtain all required deliverables.

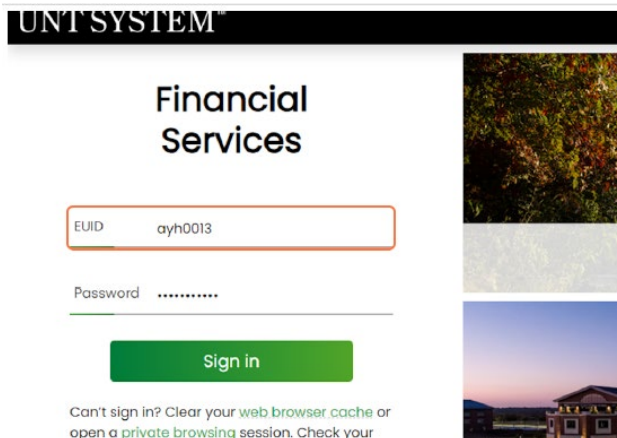
When the Subrecipient submits an invoice for reimbursement, make sure that all information such as PO number and other invoice processing information is correct before submitting to invoices. Final invoices should be received from the sub-recipient within 30 days after the subaward end date in the contract.

Subaward Monitoring [Policy 13.016](#)

How to create a subaward in the Procurement system:

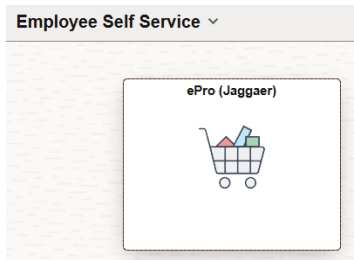
This is a step-by-step guide on how to create the subaward in the Procurement system.

Log into the EIS – FS (finance modular).



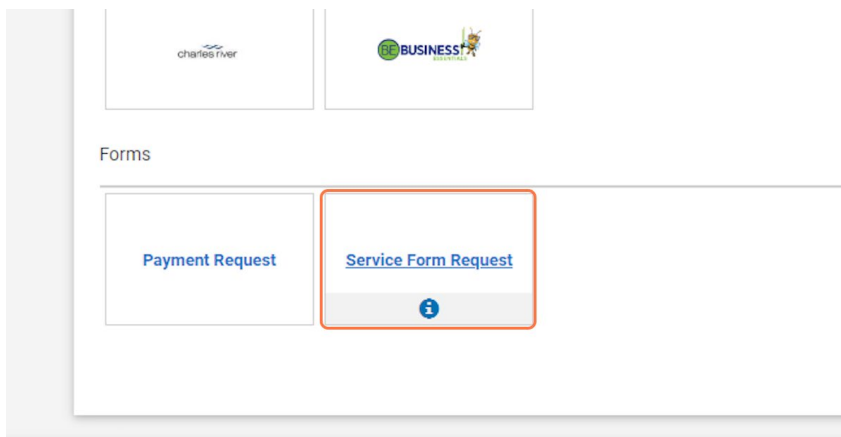
Go to the Employee Self Service page:

Click on ePro (Jaggaer Tile)

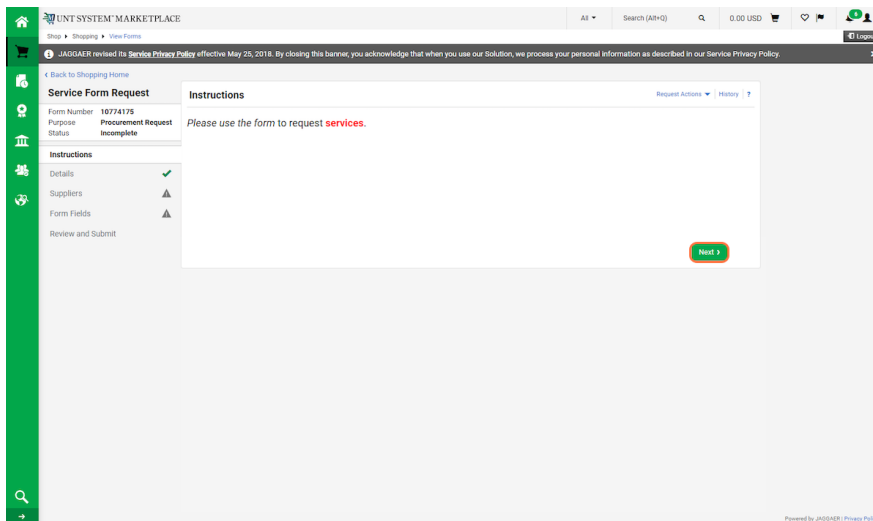


Log in to the Jaggaer system:

Click on the Service Form Request:



This will open the service form to make the request: **Please press NEXT.**



In the Form Name **enter the ProjID and the effective dates of the Subaward:**

PLACE

Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your

Details

quest	Form Name *	GF30077 8/1/19-7/31/24
	Purpose	Procurement Request
	Template Title	Service Form Request
✓	Form Type	ServicesForm
⚠	Currency	USD

★ Required

Click NEXT on the lower left hand of the screen.

Find the supplier (Subaward Entity) - Type in the name and search.

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4 **Suppliers**

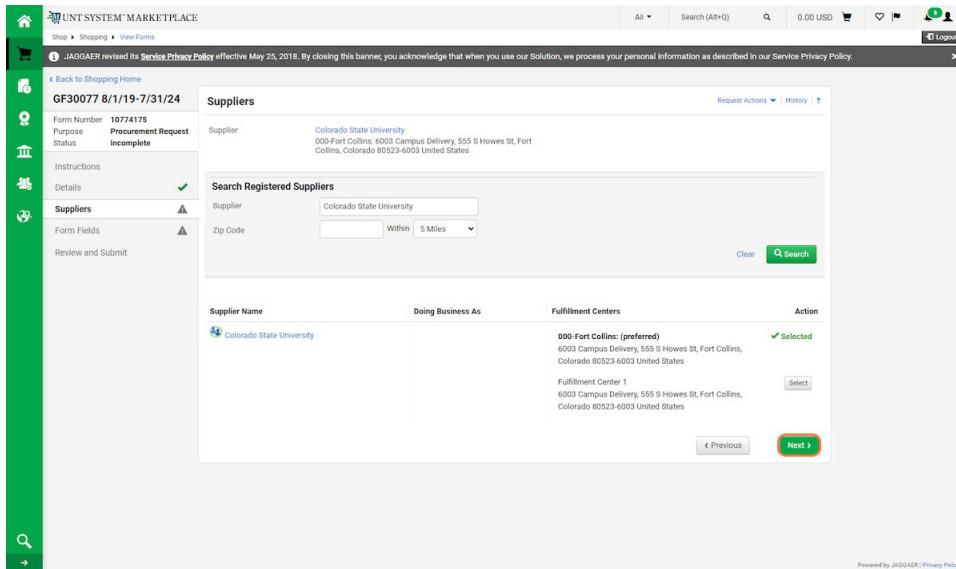
quest Supplier Please select a fulfillment center below.

Search Registered Suppliers

✓	Supplier	Colorado State University
⚠	Zip Code	<input type="text"/> Within 5 Miles

If your entity is not there you may have to set up a new vendor.

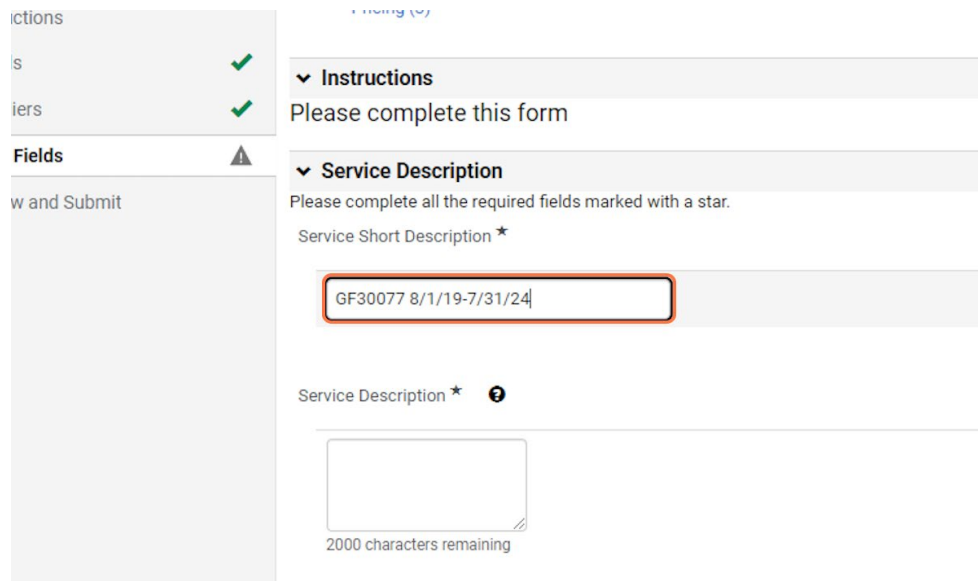
You can have more than one listed – **Make sure to pick the correct address related to your subaward.**



Select and click next.

You will need to complete the information in the service description.

Enter the awards ProjID and the dates of the Subaward.



Edit the contact details and add in the Service Form Information section (subaward contact information is in the contract):

- Subaward Financial Contact: Email & Phone Number
- UNT CRO: Email & Phone Number and additional UNT department contact: Email and Phone.
- UNT PI: Email and Phone Number.

Please also include the following information:

Both PI and CRO approval is required before payment is disbursed

Procurement should send the PO number to the subcontractor, the department admin listed, the CRO and the PI of the project.

You may wish to copy this information at this time as it will be applied to the internal and external notes section of the requisition.

Form Fields - Service Form Information

Request Actions | History ?

★ Response Is Required
🔍 Field Name Is Searchable

▼ On This Page
Service Description (3)
Pricing (3)

▼ Instructions
Please complete this form

▼ Service Description
Please complete all the required fields marked with a star.
Service Short Description *

GF30077 8/1/19-7/31/24

Service Description * ⓘ

CSU Financial Contact: Yulissa Garcia email: y.garcia@colostate.edu, Ph: 970-491-8409, Tiffany Roller email: tiffany.roller@colostate.edu Ph: 970-491-5294
UNT Dept Contact: Amanda Hurst email: amanda.hurst@unt.edu Ph 940-565-4358
UNT PI: Miguel Acevedo email: miguel.acevedo@unt.edu Ph: 940-891-6701
UNT CRO: Kendall Martin email: kendall.martin@unt.edu Ph: 940-565-2119

Both PI and CRO approval is required before payment is disbursed
BSS should send the PO number to the subcontractor, the dept admin, PI and CRO

1484 characters remaining

Previous Save Progress Next

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Select **NO** to the question “Will this service be performed on campus?”

1484 characters remaining

Will this service be performed on campus? *

Yes No

▼ Pricing

Service Total Amount

In the Pricing section you will need to enter in the amount of the subaward.

If this is a new subaward, the first \$25,000 will be entered separately. If this is a continuing subaward, the entire balance can be added here if the first \$25,000 was already spent.

Yes No

▼ Pricing

Service Total Amount

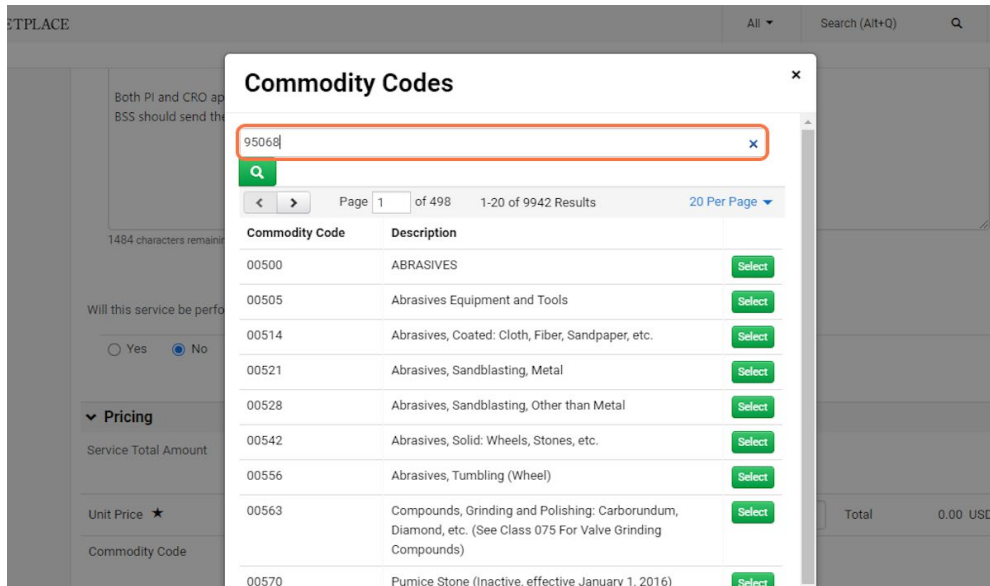
Unit Price ★	<input type="text" value="115835.18"/>	USD	Quantity ★
Commodity Code	-	<input type="button" value="Edit"/>	
Service Start Date ★	<input type="text"/>	<input type="button" value="Q"/>	

The Quantity will be 1.

Click to search for the commodity code.

- 999-68 for Fed/999-58 for state First \$25,000
- 999-69 for Fed/999-59 for state amounts after the first \$25,000

Remember if this is a continuing subaward please use 999-69 or 999-59 commodity code for the entire amount.



Click select at the bottom of the pop-up window.

Enter the **services dates** – these should be the same as the dates of the subaward contract.

Commodity Code: 95068
Service Total Amount: \$25,000

Service Start Date: 08/01/2019

Service End Date: 7/31/2024

Click on next at the bottom of the page.

UNT SYSTEM MARKETPLACE

Shop > Shopping > View Forms

1484 characters remaining

Will this service be performed on campus? *

Yes No

Pricing

Service Total Amount

Unit Price * 115835.18 USD Quantity * 1 Total 0.00 USD

Commodity Code 95068 - Subs-Fed, After First \$25,000 Edit

Service Start Date * 08/01/2019 mm/dd/yyyy

Service End Date * 7/31/2024 mm/dd/yyyy

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Click on Add and go to Cart.

UNT SYSTEM MARKETPLACE

Shop > Shopping > View Forms

1484 characters remaining

Will this service be performed on campus? *

Yes No

Pricing

Service Total Amount

Unit Price * 115835.18 USD Quantity * 1 Total 0.00 USD

Commodity Code 95068 - Subs-Fed, After First \$25,000 Edit

Service Start Date * 08/01/2019 mm/dd/yyyy

Service End Date * 7/31/2024 mm/dd/yyyy

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Add the delivery address:

ty

ary Location

Required

ared for

oc Approver

pplier a Foreign or?

In the customer field search Type “NTRP A101”

MARKETPLACE

Service Privacy Policy effective May 25,

Shopping Cart

anced

suppliers, forms, part number, etc.

2023-12-07 ayh0013 01

Custom Field Search

< > Page 1 of 200 1-20 of 4000 Results

Value ↑	Description
0147 01XX2	LIBRARY COOLING TOWER
0147 100	LIBRARY COOLING TOWER
0147 101	LIBRARY COOLING TOWER

Click on Filter

And then select “NTRP A101”

Clear All Filters

20 Per Page ▾

ARK BLDG	+
ARK	select NTRP A101
ARK	+
ARK	+

Summary

✖ Correct these issues
You are unable to p

Required: Delivery

Details

For

Amanda Hurst

Here is where you will add the internal and external notes (**both places**). You can paste this information in from earlier.

115,835.18	Qty: 1	115,835.18
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Internal Note

CSU Financial Contact:
Yulissa Garcia email:

478 characters remaining

expand | clear

External Note

number to the
subcontractor, the dept
admin, PI and CRO

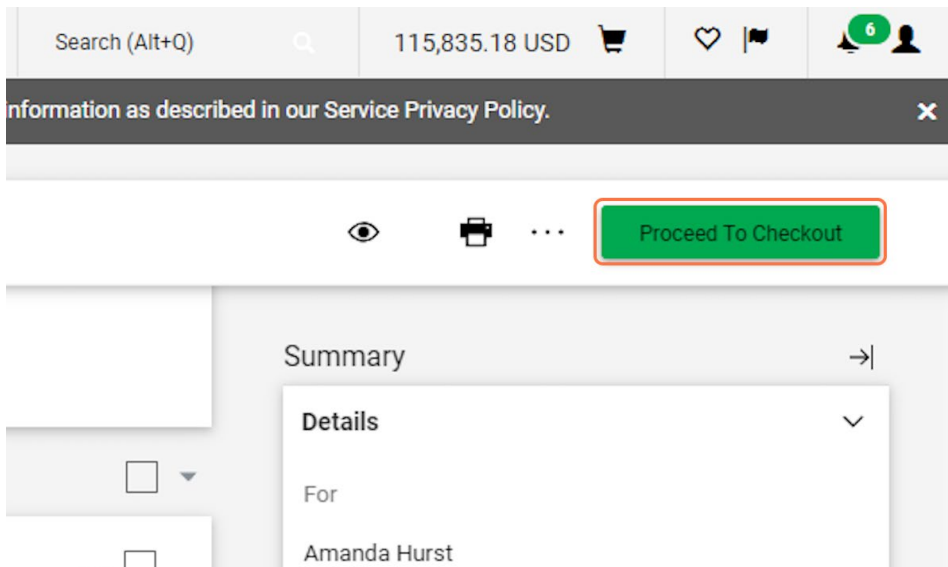
1000 characters remaining

expand | clear

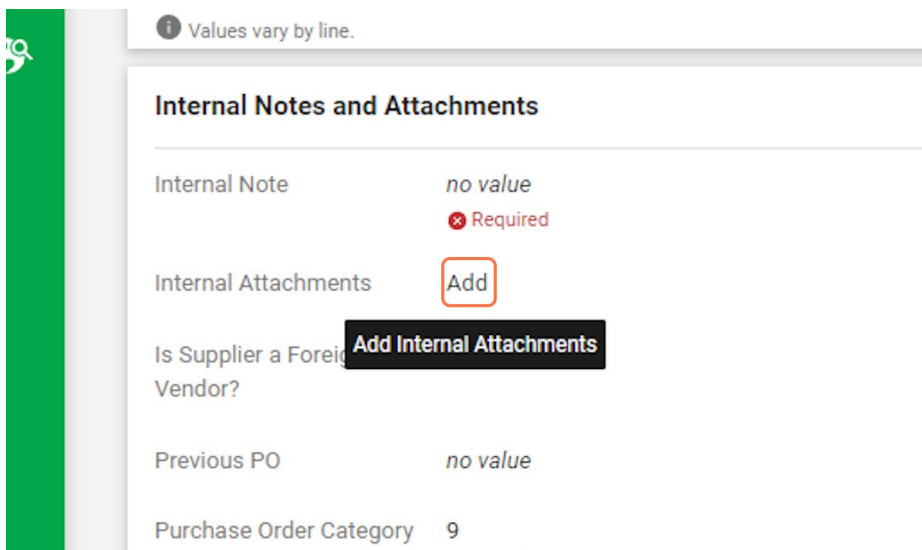
Handling

Total ★

Proceed to Checkout.



Add a copy of the subaward agreement.



If this is not a new subaward and there was a previous **PO** number, please make sure to reference that here:

Comments

Internal Note ★

BSS should send the PO number to the subcontractor, the dept admin, PI and CRO

484 characters remaining expand | clear

Required

Is Supplier a Foreign Vendor?

Previous PO 22870

Purchase Order Category Code 9 - Exempt from TBPC

Date 1/7/2023

Buyers Only

Buyer_ID Default Buyer for SY769 - S00000

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Total (1

Shippin

Click to save the requisition:

ily

Default Buyer for SY769 - S00000

d fields

Save Close

Attach the award again this time for the subaward recipient (supplier)

... **External Notes and Attachments**

any Roller

Note to all Suppliers *no value*

Attachments for all suppliers Add

Add Attachments for all suppliers

PO Clauses 1 [Edit | View details](#)

...

Also add that original PO number if this is a continuing subaward with the other contract information in the External Info box so the supplier will be able to see this information as well for their records.

Edit the accounting information to put in the correct chartstring.

<p>External Note CSU Financial Contact: Yulissa Garcia email: Show more</p> <p>Attachments for supplier Add</p>	<p>Shipping, handling and charged by e are for estimation workflow approval</p> <p>Subtotal</p> <p>Shipping</p> <p>Handling</p>
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Values have been overridden for this line

Edit Accounting Codes line 1 values

ss	Activity	Program	Purpose	Site
e	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>

What's next for |

UNT SYSTEM™ MARKETPLACE

Override Line 1: Accounting Codes

Business_Unit ★	Speedchart ★	Account ★
<input type="text"/>	<input type="text"/>	51101

★ Required fields

In the chartstring you will have to enter the account code.

For the first \$25,000 (if applicable) put in (52001 Fed) (52301 state) (Subcontracts<= 25,000) for the funds over the \$25,000 enter (52002 Fed) or (52302 State) (Subcontracts >25,000)

Click on Save to save the chartstring information.

Review the information to make sure it is correct and then click – **Place Order**.

Search (Alt+Q) 115,835.18 USD

Information as described in our Service Privacy Policy.

...

Summary

Draft

Total (115,835.18 USD)

This will create the requisition and put it into the workflow for approval.

The PI the CRO and the Grants and Contracts approver’s must be in the approval workflow for the subaward.

This will encumber the amount of the subaward in the accounting system and remove it from the overall remaining available balance of the sponsored project.

Here is some additional information about commodity codes and subawards and when they should be used on a requisition.

Commodity Code	Category ID	Description	Account	Alt account	When to use
999-01	7900	Subcontracts <=\$25,000	51611	7299	All subawards that do not fall under a federal or state pass through
999-06	7905	Subcontracts > \$25,000	51613	7299	All subawards that do not fall under a federal or state pass through
999-68	8165	Fed Exp under <=\$25,000	52001	7978	Fed subaward under or = to \$25,000
999-69	8166	Fed Exp >\$25,000	52002	7978	Feb subaward greater than \$25,000
999-58	8138	State Exp <=\$25,000	52301	7516	State subaward under or = to \$25,000
999-59	8162	State Exp >\$25,000	52302	7615	State subaward greater than \$25,000

How do you know which Commodity Code to use?

1. Is the PRIME award Federal (ALN)?

a. Is the subrecipient a Texas state agency or Texas public university?

- YES - Federal Pass-Through: 52001 (£\$25K) / 52002 (>\$25K)

- NO - Non-Pass-Through: 51611 (£\$25K) / 51613 (>\$25K)

2. Is the PRIME award from a State of Texas agency?

a. Is the subrecipient a Texas state agency or Texas public university?

- YES - State Pass-Through: 52301 (£\$25K) / 52302 (>\$25K)

- NO - Non-Pass-Through: 51611 (£\$25K) / 51613 (>\$25K)

3. All other combinations (private sponsor, private university, private company):

- Always Non-Pass-Through: 51611 (£\$25K) / 51613 (>\$25K)

Examples:

- NIH (Federal) → UNT → UT Austin → 52001/52002 (Pass-Through)

- Texas DSHS (State) → UNT → Texas Tech → 52301/52302 (Pass-Through)

- Private Foundation → UNT → Private University → 51611/51613 (Not Pass-Through)

- NSF (Federal) → UNT → Private Company → 51611/51613 (Not Pass-Through)