



Overview

This resource outlines the step-by-step process for issuing a new subaward agreement once a prime award has been activated. It details the requirements and explains the collaborative roles of the Principal Investigator, Department Administrator, and the RSP Subaward Specialist in negotiating and executing the agreement.

Important

Please note that subawards can never be issued to an individual. Furthermore, be advised that, upon collection of all required subaward documentation, it may take up to 30 business days for a subaward agreement to be developed and sent to the Subrecipient for review and signature.

Department/PI Responsibilities: Assemble and Submit Documents

Once the prime award is activated in RAPSS, an automatic notification is sent to the RSP Subaward Team to begin the process. The Principal Investigator (PI) or Department Administrator must provide the following documents (revised and/or updated as needed) to subawards@research.rutgers.edu, or upload in the respective RAPSS Subaward record, if available:

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| 1. Subaward Commitment Form | <ul style="list-style-type: none">• Must include the subrecipient’s institutional contact information and relevant compliance documentation (e.g., IRB/IACUC).• Must be signed by the Authorized Official Representative (AOR) of the Subrecipient’s entity. |
| 2. Scope of Work | <ul style="list-style-type: none">• Must include a clear description of the Subrecipient’s research activities, including timelines and deliverables.• For guidance on what an effective SOW should be tailored, please refer to “Subaward Scope of Work Guidelines” |
| 3. Budget and Budget Justification | <ul style="list-style-type: none">• Details the subrecipient’s direct and indirect costs, calculated using their federally approved F&A and fringe benefit rates.• Any cost-sharing commitments must be included. |
| 4. Compliance Approvals | Copies of approval letters for IRB, IACUC, Biosafety, etc., as applicable. |
| 5. Subaward Project & Designated Approver Authorization Form | Provides the necessary financial information (Project Number, UDO code, etc.) for creating the purchase order. |



Department/PI Responsibilities: Ensure Vendor and PI Registration in Payment Works

It is the responsibility of the PI / Department Administrator to ensure the following:

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| 1. Vendor Registration | <ul style="list-style-type: none">• The subrecipient institution must be registered as a Vendor/ Supplier in Marketplace. Please visit Cornerstone-Supplier Portal for information and instructions on how new Suppliers/ Vendors can be added.• RSP cannot create a purchase order until this is complete. For assistance, contact Procurement Services. |
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| 2. PI/Approver Activation | <ul style="list-style-type: none">• The PI or their designated approver must be activated in Marketplace.• RSP cannot create a purchase order until this is complete. For assistance, contact Procurement Services. |

Research and Sponsored Programs Responsibilities: Negotiation and Execution

After receiving the required documentation, the RSP Subaward Specialist will:

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| 1. Review and Assess | Verify subrecipient documents against the prime award, note any flow-down clauses, and complete an internal risk assessment. |
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| 2. Draft and Negotiate | Prepare the subaward agreement using the appropriate template and negotiate the terms with the subrecipient. |
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| 3. Execute Agreement | Upon completion of negotiations, the agreement is signed by the subrecipient and then fully executed by an authorized RSP official. |
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| 4. Create Purchase Order | A requisition is created by the RSP Subaward Specialist in Marketplace using the information from the Project String Form. The requisition will be approved by the Rutgers Authorized Official Representative, at which time, the Purchase Order will be created |
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| 5. Distribute and Activate | The complete subaward agreement package, consisting of the Purchase Order, the fully executed subaward agreement and the Exhibits referenced in the agreement, is sent to the subrecipient, the Rutgers PI/department, and the RAPSS SUB record is activated. |