# Subawards Subcommittee

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# Agenda

- Session format
- Phase VII Orientation
- Subaward delays
- Template & Guidance Updates
- Invoicing frequency discussion
- Upcoming events
- Subcommittee Co-Chairs Update

# Session Format

- Polling questions
- Please feel free to ask questions
  - Use the chat box
- If there are unanswered questions, we will follow up by email
  - Will post to the list serv
  - All questions will be de-identified

# Phase VII Orientation

- Welcome New Members!
- Intro to the Subawards Subcommittee
  - What we do:
    - Maintain the FDP Subawards Templates
    - Provide samples for other types of agreements (foreign, subcontracts, etc.)
    - Provide tools and guidance related to subawards
    - Engage membership in "hot topic" discussions related to subawards
    - Encourage actions related by member institutions related to subawards that reduce administrative burden
    - Mediate disputes between member institutions related to usage of the FDP Subawards Templates
    - Provide outreach and training related to the FDP Subawards Templates
  - What we don't do:
    - Review or provide feedback on specific language in subawards or other agreements from one institution to another
    - Resolve negotiation disputes between member organizations

# Phase VII Orientation

- Subcommittee Structure
  - Co-chairs:
    - Oversee activities happening within the committee
    - Facilitate sessions at FDP meetings
    - Provide/Facilitate various webinars/trainings
  - Working Groups/Projects:
    - Various working groups/projects
    - Some are ongoing, some are short-term
    - Details available on the FDP website for current [working groups/projects](working groups/projects)
    - Members may request join any of these groups at any time.
  - Membership:
    - Members not actively engaged in a working or project are always invited to submit questions or provide feedback.

# Phase VII Orientation

- Resources Available:
  - Website: http://thefdp.org/default/subaward-forms/
    - Templates & Samples:
      - Templates should not be changes
      - Samples are a resource and can be modified as necessary
    - Guidance:
      - HUGE RESOURCE!!!  - FAQs and Template Guidance
      - Modification User Guide
    - Tools:
      - Sample supplementary templates (not agreements – i.e. invoicing)
      - Assessment tools
      - Sample language
    - Supporting Documentation:
      - Summaries of major changes, crosswalks, etc.
      - Recorded webinars
      - Checklists
      - FDP Template Change Request Form

# Phase VII Orientation

- Resources Available:
  - Listservs:
    - General FDP Subawards Subcommittee Listerv:
      - FDPSUBAWARD-L@LSW.NAS.EDU
      - <u>Should</u> be used for polling other institutions for specific questions/situations
      - <u>Should not</u> call out other institutions for "bad" behavior
      - Co-chairs/working group leads frequently send communication via this listerv
      - All members can join whether they attend meetings or not.
        - JOIN HERE: http://thefdp.org/default/mailing-lists/
    - Co-chairs email:
      - subawards@thefdp.org
      - Template specific questions – errors/issues, clarifications
      - Procedural related questions
      - Questions specific to activities under the FDP Subawards Subcommittee

# Phase VII Orientation

- Meeting Structure:
  - Working Group/Project Updates – usually brief
  - DISCUSSION – This is typically the meat of every session.
  - Announcements

# Subaward Delays

- Asked FDP members quantitative and qualitative questions about the process of issuing and executing subawards.

- 133 Responses from the PTE and subrecipient perspectives.


- Fall 2019 Survey open

- Jan 2020 Preliminary results at FDP

- Sep 2020 Detailed results at FDP

- ~~Fall 2020~~ **Spring 2021** Reconvene the working group

- ~~Jan 2021~~ **May 2021** Present recommendations at FDP

# Subaward Delays – Next Steps

- Analyze **qualitative** survey responses and comments
  - Business process documents
  - Suggestions for improvement, "other" explanations
- What has **changed** since the survey was open?
  - Attachment 7, new compliance requirements, etc.
- Develop recommendations for:
  - FDP
  - Subawards Subcommittee
  - Institutions
  - Individual

# Template Updates

**Modification** templates:

- Hide/show options now included
- Bilateral and unilateral made more consistent
- UG changes: addition of UEI field and change from Period of Performance to Cumulative Budget Period(s)

**New** Templates/Samples:

- UG changes:
  - Estimated Project Period = Estimated Period of Performance
  - Several UG citation updates
  - Included Awarding Agency termination effect on subaward
  - Addition of 200.216 to Attachment 1
  - CFDA = Assistance Listing Number (ALN) and Assistance Listing Program Title
- Detailed overview of the changes and the templates at the webinar on January 27th from 2-3:30pm

# Guidance Updates

**New Resource – User Guides for Subaward & Modification Templates**

- Purpose:  To help users understand how to fill out the templates

- Separate User Guide for Subaward Templates and Modifications

- Posted at FDP website under "Guidance" section of FDP Subawards Page

**Guidance FAQ's:**

- Purpose:  Detailed explanations in response to common questions related to subaward templates/samples

- *Version 8* – Updates:
  - Addresses UG changes
  - Addresses template revisions
  - To be released by Subaward Webinar Session on January 27th from 2-3:30pm
  - Crosswalk will identify changes from previous FAQ's version

- Available at FDP website "Guidance" section of FDP Subawards Page

# Invoicing Frequency Discussion

- Current FDP template invoicing language:

**Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred.** Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), breakdown by major cost category, Subaward number, and certification, as required in 2 CFR 200.415(a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the party's Contact, shown in Attachment 3A.

# Invoicing Frequency Discussion

- Why discuss this?
  - Cash management: is critical at all of our institutions, having high AR or AP balances is a risk
  - Carryover: if an award is restricted, an invoice could make or break prior approval requirements
  - Compliance/Subrecipient Monitoring:
    - Progress: if you are not receiving invoices, is work being done?
    - If the issue isn't timing of invoices, is it detail?
    - What do you see the level of obligation being in terms of layers of review: cases for back up, etc?

# Invoicing Frequency Discussion

**POLL QUESTION: Share the frequency of your invoicing when you are the subrecipient:**

A: Monthly (even if it is a $0 invoice)

B: Monthly (when there are expenses)

C: Quarterly

D: Other (we would welcome descriptions in the chat)

# Invoicing Frequency Discussion

**POLL QUESTION: Share the method of your invoicing when you are the subrecipient:**

A: We have a system that automatically generates and issues invoices via email

B: We generate the invoices manually and then issue via email

C: We manually generate the invoices and physically mail them

D: Other (please tell us more in the chat)

# Invoicing Frequency Discussion

**DISCUSSION:**

**When you are the subrecipient, what is your biggest invoicing issue?**

- Bounce backs or bad email addresses?
- Do people mostly have central mailboxes now?
- Are the issues later in the process, such as requests for back up?
- Are your PTEs paying your invoices timely?

# Invoicing Frequency Discussion

**POLL QUESTION: When you are the PTE, what is your PREFERENCE for receipt of invoices from subrecipients?**

A: Monthly (even if it is a $0 invoice)

B: Monthly (when there are expenses)

C: Quarterly

D: Other (we would welcome descriptions in the chat)

# Invoicing Frequency Discussion

**Discussion:**

**When you are the PTE, please share your experience with subrecipient invoices.**

- Are you receiving them routinely?
- Do they meet that final 60 day window?
- Do you have issues/concerns with the costs?
- Are the invoices sufficiently clear to support quick processing?
- How often do you request back up?

# Invoicing Frequency Discussion

**Discussion:**

**Invoicing comes up often: what is the role of this committee?**

- Should we study it further?
- Worthy of a survey?

# Training/Event

- We will be hosting a FREE webinar on January 27th from 2-3:30pm

- 90 minutes:
  - 30: New member orientation to templates
    - It's ok to send new employees of established organizations
  - 30: Updates to templates
  - 30: DTUA Attachment 7

- Sign up information will be forthcoming

- Webinar will include Q&A, it's ok to send questions in advance

- Will be cutting each agenda item into a shorter video and posting later on YouTube

# Role of Subcommittee Co-Chairs

- Facilitate discussions with members to explore areas that furthers the FDP's mission to streamline the administration of federally sponsored research.

- Identify potential *demonstrations* – surveys, tools, pilot projects, guidance documents, etc.

- Oversee workgroup activities.

- Field questions from members and non-members.

- Mediate disputes regarding the use of the subaward templates.

# Friendly Reminder: Changes

- Templates created to make things easier – don't change them!

- Let us know if you get one with changes, we'll contact the institution.

# COVID-19 & Subawards

REMINDER:

- Posted sample force majeure language to [FDP Subaward Forms](#) page

- Not required to include force majeure because of additional Terms on Attachment 2
  - Don't need to rush out and modify all subawards

- Options to use:
  - FDP foreign subaward language;
  - General force majeure language from FDP sample language; or
  - COVID-19 specific language from FDP sample language

# Contact Us

subawards@thefdp.org

Automatically goes to all co-chairs:

Amanda Hamaker, Purdue University
Amanda Humphrey, Northeastern University
Kevin Ritchie, Harvard Medical School

Compliance Unit Standard Procedure/Universal Protocol Template

3:00pm ET/ 12:00pm PT

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