



**FEDERAL DEMONSTRATION PARTNERSHIP**  
Redefining the Government & University Research Partnership

# Subawards Session

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# Agenda

- Introduction of Co-Chairs
- UG template/website update
- Guidance Documents
- Template Requested Changes/Issues
  - Compliance Attachment
  - Invoicing instructions
  - Reformatting for data elements
- New projects
  - Clinical Trials template
  - SOW template
  - Website upgrade



# New Co-Chairs

Amanda Hamaker

Director, Sponsored Program Services Pre-Award

Purdue University

[ahamaker@purdue.edu](mailto:ahamaker@purdue.edu)

Amanda Ragalevsky Humphrey

Manager, Contracts and Post Award

Partners Healthcare

[ARHUMPHREY@PARTNERS.ORG](mailto:ARHUMPHREY@PARTNERS.ORG)



# UG Template Updates

- Final Cost Reimbursement and Fixed Price templates posted
- Modification forms created for incorporation of UG into existing subawards
- UG-specific guidance documents posted
- Questions?



# Guidance Documents Working Group

- Contact: Stephanie Scott, Columbia University, [sfs2110@columbia.edu](mailto:sfs2110@columbia.edu)
- Resources and guidance for FDP community
  - Subawards Agreement Templates
  - Other Tools
- Promote consistency, while recognizing entities' unique structures
- Dynamic – continuous updates



# Guidance Documents Working Group: Goals

- Accomplished

- ✓ Uniform Guidance Reference Guide – templates
- ✓ FAQs
- ✓ Revised website content

- Current & Future Projects

- Guidance on Foreign Subawards Templates
- Create Transmittal/Communication Template
- SOW Guidance
- Assist other working groups
- Webinars



# Template Requested Changes

- Compliance Attachment
- Invoicing Attachment
- Data Elements Reformatting



# Proposal: Compliance Attachment

- Separate Attachment that would include checkboxes for:
  - Whistleblower
  - Human Subjects
  - Animals
  - Responsible Conduct of Research
  - FCOI
  - Others?
- PTE would be responsible for indicating which compliance items are applicable to each subaward



# Proposal: Invoicing Instructions

## Two Options:

- Guidance Document and/or FAQ – no template changes
- Separate Attachment to Template – consolidate all invoicing terms in one place



# Invoicing Attachment

- Move all invoicing terms to one attachment
- Keep certain terms uneditable (ie. 60 days final)
- Add options for changeable terms (ie. monthly v. quarterly invoicing)
- Add new contact info specifically for invoicing
- Include minimum (maximum) requirement for invoicing data elements per UG
- Special conditions for high risk subrecipients
- Guidance would limit what could be included here



# Proposal: Data Elements Formatting Change

**Proposal to move most data elements to Attachment 6**

**Check boxes, select either:**

Attached is a copy of the PTE Federal Award. The data elements required by the Federal Awarding Agency are contained in the PTE Federal Award and this agreement, when fully executed.

The data elements required by the Federal Awarding Agency are set forth below and contained in this agreement, when fully executed.



# Data Elements Formatting Change

## Pros:

- Less data entry/fewer errors of data elements by PTE if attached elsewhere
- Fewer fields on facepage
- All FFATA data elements in one place
- Option for subawards issued without prime NOA

## Cons:

- Modifications may be more cumbersome
- Does it make sense to do it for everyone when only ~half institutions attach NOA?



# New Projects

- Clinical Trials Template
  - Brenda Kavanaugh, Sarah White
- SOW sample template
  - Tami Simmons
- Website upgrade
  - Melissa Korf



# Expanded Clearinghouse

- Please attend session at 3:50!
- Discussion of:
  - History of working group
  - Current Focus – Reigning in all of those subrecipient commitment forms, annual financial questionnaires and data management
  - Risk Assessment Tool
  - Where we're going