

**OFFICE OF SPONSORED PROGRAMS  
SUBAGREEMENT PREPARATION GUIDELINES**

**Effective Date: August 1, 2006**

**Last Modified Date: January 8, 2015**

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**General**

For the purpose of doing business under sponsored programs, the Policy entitled “**Contract Review and Authority to Sign**” is hereby incorporated. In order to expedite the development of an appropriate sub-agreement in accordance with approved sponsored funds, the Office of Sponsored Programs (OSP) has developed guidelines as outlined below. Utilizing this procedure will ensure that the appropriate agreement has been prepared and the proper authority’s signature has been obtained.

NOTE: See also “Guidelines on How to Determine the Classification of Independent Contractors versus Employees.”

**PREPARATION OF SUBAGREEMENTS FOR SPONSORED PROGRAMS**

In order for OSP to ensure appropriate administering and monitoring of sponsored program activities, OSP will prepare sub-agreements (e.g., Personal Service Contracts, Consultant Contracts, and Simple Letter Agreements) as appropriate for those projects categorized as sponsored programs only.

To facilitate and expedite preparation of these sub-agreements, complete the **Sub-recipient Information Form**. The Fund Manager/PI responsible for the funds compensating associated sub-agreement costs must sign, date, and submit the form to OSP. This form must be received in OSP no later than 30 days prior to the start of the services being rendered. OSP will review this information in accordance with the sponsored project for which services will be rendered and prepare an agreement accordingly.

Upon OPS’s completion of the sub-agreement, the person responsible for the fund should review the document to ensure that the services, including deliverables, have been appropriately incorporated. OSP will then submit the document to the Office of Legal Affairs (OLA) for review. Once OLA has given their approval, the sub-agreement will be routed to the Provost’s office for signature. The signed agreement will then be sent to the sub-recipient to obtain their signature. A copy of the fully executed agreement will be uploaded in RAMSeS, with a copy sent to the fund manager.

**NOTE: No service should be rendered prior to a fully executed agreement (i.e., all signatures obtained). Costs incurred for services rendered prior to a fully executed agreement are at risk of not being reimbursed.**