**SAINT LOUIS | UNIVERSITY.**

**Office of the Vice President for Research**
**Standard Operating Procedure**

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**External Subcontractor Documentation**
**#1004**
**Effective Date:  11/30/2018**

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**I.     Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how Pre-Award Specialists (PAS) compile external subcontractor documentation. This process will promote a consistent approach and understanding to ensure all subawards are handled the same way throughout the GO Centers.

**II.     Introduction**

A subcontract is necessary when an external person from an outside organization is involved in either the design, conduct, analysis, or evaluation of the research. For all sponsored project applications involving a subcontract, PAS are responsible for obtaining all necessary documents from the subcontractor to complete the subaward process. This alleviates administrative burden from the SLU researcher while ensuring a PAS obtains and reviews all documents prior to application submission.

**III.     Procedure**

When a Principal Investigator (PI) contacts his/her PAS regarding an upcoming grant submission, the PAS ascertains from the PI whether a subcontract is involved. If a subcontract is needed, the PAS will ask the PI for an introduction to the subcontract investigator as well as the subcontract organization's grant administrator. When $5,000 or more is slated to be contracted to a consultant, the PAS should follow this same procedure. The PAS, after reviewing the proposal guidelines, contacts the subcontract PI and grants administrator with a formal request for subcontract documents. At a minimum, this request must include a Letter of Intent (LOI) on SLU letterhead, a budget, and a budget justification. It will almost always include a biosketch/CV for the subcontract investigator(s). It may include a request for a facilities and other resources document. If any other documents are required by the sponsor that the subcontractor will need to submit, those must be requested as well. It is important that the PAS provide a deadline to the subcontract institution as well as a copy of the sponsor guidelines. After providing the official request, the PAS should answer any questions regarding these documents and assist with them as needed. Once the documents are

sent to SLU, the PAS will upload them to SLU's research administration system and review them for accuracy. If any mistakes are found, the PAS will work with the subcontracting institution to correct them.

**IV.     Version History**

| Version Date | Approval Date | Summary Changes |
|---|---|---|
| [11/19/2018] | [11/30/2018] | Initial Version |
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