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**Annual Subaward Partnership Review (SPR)**

Research partnerships often change, evolve, or dissolve as a project progresses. This annual subaward partnership review supports campus principal investigators as they navigate their subaward contracts, MOUs, scope of work, and other agreements with their subaward partners. The goal is to ensure that expectations align with work performed, and to realign if and when necessary. This checklist does not supplant the regular and/or year-end financial compliance performed by the UCCS Controller’s sponsored program accounting office.

This review is performed by the OSPRI Contract Specialist in consultation with the PI, at least 45 days before the subaward’s anniversary date.

Date of review:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Information

Award/Contract Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subaward #/Contract Period (start and end dates): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount remaining to spend: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UCCS Speed Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UCCS Principal Investigator(s) (PI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subaward Partner Site(s)/Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Subaward Performance

\_\_\_\_ Subaward recording in FFATA (if applicable)

\_\_\_\_ Regularly meeting subaward deadlines (approximately 75% of time)

\_\_\_\_ Subaward Statement of Work (SOW) activities aligns with achieving main project goals

\_\_\_\_ Complying with subaward terms and principal PI/Contractor requests

\_\_\_\_ Timely submittal of deliverables to UCCS

\_\_\_\_ The subcontractor has access to sufficient resources for completing assigned deliverables

\_\_\_\_ Subaward funding currently on track for proposed project end date

Subaward Partners/Participants (repeat as needed for each subcontractor)

\_\_\_\_ Collaborate effectively on subaward activities

\_\_\_\_ Regular communication on subaward activities

\_\_\_\_ Regularly meeting subaward deadlines (approximately 75% of time)

\_\_\_\_ Collaborate to resolve issues as they arise

\_\_\_\_ Contributes to funding agency’s annual reports (if applicable)

Subaward Budget/Finance

\_\_\_\_ Workflow rate closely aligns with budgeted amounts (monthly, quarter, annual)

\_\_\_\_ Pay submittals comply with subaward terms and other applicable requirements

\_\_\_\_ Expense justifications submitted (when required)

\_\_\_\_ Complying with PI responsibilities for budgets and financials (Policy No. 900-001)

\_\_\_\_ Subrecipient invoice approval form on file for each payment per SPA accounting process

\_\_\_\_ Timely submittal of annual audits

\_\_\_\_ Approved budget sufficient to allow timely finish of subaward activities

Concerns/Issues

\_\_\_\_ Subaward/Contract modification needed

\_\_\_\_ Budget amendment needed (e.g., insufficient budget, reallocate cost estimates)

\_\_\_\_ Change in subaward partners/participants is needed

\_\_\_\_ Difficulty meeting budget/financial terms in primary grant/contract

\_\_\_\_ Equipment/Facilities (access/availability/condition)

\_\_\_\_ External factors delaying/preventing subaward work

\_\_\_\_ Revised SOW/Budget is needed

Describe briefly concerns or issues regarding any items noted above.

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Any other concerns/questions not covered here?

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