A. PROPOSAL DEVELOPMENT AND SUBMISSION:

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<th>RESPONSIBILITY</th>
<th>ACTION</th>
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| Principal Investigator (PI) and Department | • Determines the type of Third Party Agreement to be issued; see Definitions and Decision Matrix at http://www.research.ucla.edu/ocga/sr2/Subawards.htm. The Subrecipient vs Contractor Determination form-Attachment A outlines the differences between a Subrecipient vs Contractor (vendor).  
• UCLA PI fills out the Subrecipient vs Contractor Determination form-Attachment A  
• Develops proposal for submission to Sponsor in accordance with UCLA proposal submission guidelines and Sponsor guidelines/requirements.  
• If an organization external to UCLA will conduct some portion of research or work, obtains from proposed Subrecipient(s), the following:  
  • Subrecipient Commitment Form- Attachment B\(^1\) with institutional authorized approval  
  • Subrecipient’s scope of work;  
  • Subrecipient’s detailed budget by category, including cost sharing and program income, if applicable;  
  • Budget justification; and as applicable:  
  • Subrecipient’s Facilities & Administrative (F&A) agreement or documentation of established F&A rates;  
  • CVs of key personnel;  
  • PHS Financial Disclosure Form  
  • Certificate of Compliance  
  • Financial Audit Management Questionnaire  
  • Fair & Reasonable Cost-Analysis; and  
  • Other Sponsor documents, as required.  

NOTE: Subaward cannot be issued if Subrecipient appears on debarment list. |

| OCGA Grants Officer, Analyst or DRA | • Verifies type of Third Party Agreement with Department, as needed.  
• Reviews proposal, including Subrecipient’s scope of work, budget and justification and Subrecipient Commitment Form- Attachment B.  
• Documents need for revisions and communicates them to the PI/Department. |

| PI and Department | Makes corrections and/or revisions and submits final proposal to OCGA Grant Officer, Analyst or DRA. |
| OCGA Grant Officer, Analyst or DRA | Approves proposal and submits to Sponsor. |

\(^1\) Letter of Intent is used if third party is part of the FDP Expanded Clearinghouse Pilot.