

**A. PROPOSAL DEVELOPMENT AND SUBMISSION:**

RESPONSIBILITY	ACTION
Principal Investigator (PI) and Department	<ul style="list-style-type: none"> <li>• Determines the type of Third Party Agreement to be issued; see <b>Definitions and Decision Matrix</b> at <a href="http://www.research.ucla.edu/ocga/sr2/Subawards.htm">http://www.research.ucla.edu/ocga/sr2/Subawards.htm</a>. The <b>Subrecipient vs Contractor Determination form-Attachment A</b> outlines the differences between a Subrecipient vs Contractor (vendor).</li> <li>• UCLA PI fills out the <b>Subrecipient vs Contractor Determination form-Attachment A</b></li> <li>• Develops proposal for submission to Sponsor in accordance with UCLA proposal submission guidelines and Sponsor guidelines/requirements.</li> <li>• If an organization external to UCLA will conduct some portion of research or work, obtains from proposed Subrecipient(s), the following:               <ul style="list-style-type: none"> <li>• <b>Subrecipient Commitment Form- Attachment B<sup>i</sup></b> with institutional authorized approval</li> <li>• Subrecipient’s scope of work;</li> <li>• Subrecipient’s detailed budget by category, including cost sharing and program income, if applicable;</li> <li>• Budget justification; and as applicable:</li> <li>• Subrecipient’s Facilities &amp; Administrative (F&amp;A) agreement or documentation of established F&amp;A rates;</li> <li>• CVs of key personnel;</li> <li>• PHS Financial Disclosure Form</li> <li>• Certificate of Compliance</li> <li>• Financial Audit Management Questionnaire</li> <li>• Fair &amp; Reasonable Cost-Analysis; and</li> <li>• Other Sponsor documents, as required.</li> </ul> </li> </ul> <p><b>NOTE: Subaward cannot be issued if Subrecipient appears on debarment list.</b></p>
OCGA Grants Officer, Analyst or DRA	<ul style="list-style-type: none"> <li>• Verifies type of Third Party Agreement with Department, as needed.</li> <li>• Reviews proposal, including Subrecipient’s scope of work, budget and justification and <b>Subrecipient Commitment Form- Attachment B</b>.</li> <li>• Documents need for revisions and communicates them to the PI/Department.</li> </ul>
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.

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• <sup>ii</sup> Letter of Intent is used if third party is part of the FDP Expanded Clearinghouse Pilot.