Sub-award/Subcontract Checklist

**SUB OUTS**

**Negotiation**
- Initiate sub by sending collaborator budget, scope of work, and collaborator contact to your assigned specialist
  - Specialist assignments can be found here: [http://go.uth.edu/PreAwardcontacts](http://go.uth.edu/PreAwardcontacts)
  - Contracts will draft the terms of the subout directly with the collaborator
  - Send these items to your Contracts Specialist upon receipt so that negotiations can begin as soon as possible

**Execution**
Contracts will send agreement to PI for “Read and Understood” concurrence once an agreement has been finalized between Contracts and the collaborator. Contracts will then send the agreement to the collaborator for signature, and a copy of the fully executed agreement will be sent to the department and PI for their records once completed.

**SUB INS**

**Negotiation**
- When Contracts receives the sub from the collaborator, it will be sent to department and PI for review. If the terms (scope of work and budget) are accurate, PI will give their approval to Contracts via email.
- If subaward/contract proposal was initially reviewed by Contracts, the R&A, scope of work, and budget should already have been submitted. If not, send this information to your Contracts Specialist.
  - Send set-up budget, which can be found here: [http://go.uth.edu/PreAward_Budget](http://go.uth.edu/PreAward_Budget)
  - Specialist assignments can be found here: [http://go.uth.edu/OSPcontacts](http://go.uth.edu/OSPcontacts)

**Execution**
Contracts will send contract to PI for “Read and Understood” concurrence once an agreement has been finalized between Contracts and the collaborator. Contracts will then sign and send the partially executed contract to the sponsor for signature. A copy of the fully executed agreement will be sent to the department and PI for their records.

The Checklist serves as a basic guide to assist in the preparation of submissions. This checklist is not a substitute for Departmental review. All forms must comply with agency guidelines and UTHouston policy. Checklists are NOT required to be submitted with F&A Packets, but when completed correctly they frequently facilitate the review process.