



## LBNL Subaward Guidance: When LBNL is the Prime (Subawards in LBNL Prime Proposals)

LBNL may request a **subaward\*** or **subcontract** proposal from other research organizations and universities for purposes of collaboration on our research grants or contracts. Typically, the LBNL will be requesting funding from a primary source such as the Department of Defense, National Institutes of Health, the National Science Foundation, etc. **These types “subproposals” are handled at LBNL as part of the prime proposal**

\*NIH is no longer using the term “consortium” and is using subaward instead.

### *What does SPO require from potential LBNL subawardees and their organizations?*

#### NEW PROPOSALS

The following information is required to be sent to SPO as a separate package in addition to the information integrated into the complete WFO’s proposal.

- A commitment by the Subawardee organization, signed by an authorized representative. Either:
  - A copy of [a signed letter from an Authorized Organizational Official](#) that can commit the organization to performing the proposed research. (The original can be kept by the Division and forwarded as part of the procurement request at the time the subaward is processed.)
- OR**
- Sponsor Face Page (if required by sponsor)
- Statement of Work for the research to be performed at the subawardee organization
- Budget
- Other Sponsor Forms required in LBNL’s proposal

This packet is separate from the subawardee forms that are a part of the LBNL Proposal and must be signed by the subawardee institutional official prior to submitting the proposal to SPO for submission to the Sponsor.

#### Electronic Submission of Subcontracts

- NIH Subaward** (formerly known as consortium): The **same packet is required as outlined above** with the budget from the SF 424 R&R Subaward Budget Attachment printed out. The Division is responsible for obtaining the file from the subawardee and uploading it into the LBNL electronic proposal.
- For **NSF FASTLANE**: The same packet is required as outlined above. If LBNL enters the subawardee budget into FastLane, then a budget with the detail required by NSF must be included in the package. If LBNL gives the subawardee access to the LBNL Proposal in FastLane, then copies of the forms in FastLane will need to be printed out and included in the packet.

#### Continuations/Amendments

The following information is required to be sent to SPO as a separate packet in addition to the information integrated into the complete WFO’s proposal

- A commitment by the Subawardee organization, signed by an authorized representative. Either:

- A copy of [a signed letter from an Authorized Organizational Official](#) that can commit the organization to performing the proposed research. (The original can be kept by the Division and forwarded as part of the procurement request at the time the subaward is processed.)

**OR**

- Sponsor Face Page (if required by sponsor)
- Progress report or Statement of Work for the research to be performed at the subawardee organization
- Budget
- Other Sponsor Forms required in LBNL's proposal

This packet is separate from the subawardee forms that are a part of the LBNL Proposal and must be signed by the subawardee institutional official prior to submitting the proposal to SPO for submission to the Sponsor.