



*CSREES  
ADMINISTRATIVE OFFICERS  
MEETING  
The ABC's of Subcontracts*

May 1, 2006

Carol Langguth  
Branch Chief  
Awards Management Branch



**AWARDS MANAGEMENT BRANCH  
MISSION STATEMENT**

**To support our customers with expertise and resources  
and to facilitate the Federal assistance process to  
promote agricultural programs in Research, Education,  
and Extension**



# SUBCONTRACTS (Subawards)

- Eligibility –
  - Collaborative effort
- Flow-down Terms & Conditions –
  - F&A
  - Reporting
- Expiration dates –
  - Consistent with prime award



# SUBCONTRACTS

- Percentage of award
  - No more than 50% without prior written approval
- Subaward to a Federal agency – always requires approval
- Approval request requires –
  - Justification for proposed subcontract
  - Statement of work
  - Detailed budget
- Subawards disclosed in proposal submission require no additional approval



## SUBCONTRACTS (Continued)

- CSREES point of contact is with primary awardee
- Primary grantee should review subawardee documentation prior to submission
- Letters of collaboration



## SUBCONTRACTS (Continued)

- PD transfers to new organization
  - Awardee replaces PD
  - Awardee keeps award – subaward to PD's new organization – original PD completes certain duties



# SUBCONTRACTS (Continued)

- Information regarding awards
  - <http://www.csrees.usda.gov/business/businesses.html>



## SUBCONTRACTS (Continued)

- Please look at the handouts in your packets.