Guidance on Subcontracting Requirements

Subcontracting is the acquisition of scientific or programmatic support under an award made to the University of Florida. The Subcontractor (or subrecipient) will be responsible for managing the technical and administrative aspects of its part of the project being performed for the University of Florida under the prime award.

Authorized Subcontract Proposal Required

For all proposed subcontracts in a UF grant or contract application, Principal Investigators are asked to obtain from the subrecipient a subcontract proposal that has been administratively approved by the subrecipient's authorized official. This authorized subcontract proposal shall be submitted to DSR with the UF proposal package. Advance planning and communication with the subrecipient is necessary to meet this requirement. To assist in this matter DSR will accept faxed subcontract proposals.

At a minimum a subcontractor's proposal should include the following:

1) Endorsement from the Subcontractor's Authorized Official. This endorsement is provided in many different formats, for example, signed budget pages, a letter of intent which covers the subcontract proposal, or a signed agency cover sheet or face page.
2) A clear Description of Work to be performed by the Subcontractor.
3) A corresponding Budget and Budget Justification.

When required, subcontractors may need to provide additional information, such as:

- Biographical Sketches of Key Personnel
- Current and Pending Support of Key Personnel
- Representations and Certifications
- Detailed Budget Information
- Negotiated Facilities and Administrative Cost Agreement

Budgeting Subcontractor Costs

When preparing the overall project budget, include the total costs of each subcontract, including the subcontractor's fringe benefits and indirect costs, as one line item in the UF direct cost budget.

Sole Source Justification

The UF Principal Investigator, if required by the sponsoring agency, may need to provide a source selection justification.

DSR Assistance

The Division of Sponsored Research at your request is more than willing to send a letter to the Subcontractor's Research Administration Office requesting an authorized subcontract proposal be submitted to UF. (If you have any questions about Subcontract Proposals or Subcontracting, please contact DSR at 392-1582, or you may e-mail Brian Prindle, Associate Director, at prindle@ufl.edu.)