

UW-Superior Subrecipient Process

This process is to be followed when engaging subrecipients on proposals (federal and non-federal sponsored projects) from UW-Superior including shared grant arrangements with other University of Wisconsin institutions and when hiring subcontractors to complete services for the University. The purpose of this process is to determine the level of risk associated with a potential partnership before UW-Superior enters into an agreement. This process can take up to two weeks to complete depending on the entity's ability to provide the necessary information. Please plan adequate time to allow for subrecipient(s) to provide the required information.

Prior to the submission of any proposal or entering into any agreement:

1. Work with Sponsored Programs to complete a **Subrecipient Risk Assessment Form** for each subrecipient. This form is used to determine the level of risk associated with a potential subrecipient and to establish reporting requirements for the subrecipient monitoring process.
2. Once all subrecipients have been identified, work with the Grant Accountant to create an overall budget for the project and each individual subrecipient budget.
3. Verify subrecipient budget(s) and scope of work(s) with the potential subrecipient(s).
4. Once a Subrecipient Risk Assessment is completed and the entity is deemed allowable a **Subrecipient Commitment Form**, with all required attachments, must be completed and returned to Sponsored Programs by each proposed subrecipient.
5. Upon receipt of the completed Subrecipient Commitment Form, Sponsored Programs will review the project and subrecipient information with the Provost for approval.
6. *For funding applications only:* If the partnership is approved by the Provost, the subrecipient must also provide a commitment letter to demonstrate their support and commitment to participate in the project. This letter, which will be included in the funding application, should outline the work they will be completing as part of the project as well. If the subrecipient's work is part of an extramural funding application, the project and application will need to go through the UW-Superior internal grant and contract routing process prior to submission. For more information on this process please see, <https://www.uwsuper.edu/sponsoredprograms/forms>
7. Upon contract approval and/or funding award, the Grant Accountant will work with the Principal Investigator to create a subrecipient contract which will outline the scope of work and reporting requirements.

Document Overview for Subrecipient Projects		
Document Title	Responsible Party	Purpose
Subrecipient Risk Assessment Form	Principal Investigator (PI) and Sponsored Programs complete together	Provides an evaluation of risk and establishes reporting requirements based on level of risk involved in the partnership
Subrecipient Commitment Form	Subrecipient completes and returns to Sponsored Programs	Provides an overview of the subrecipient's involvement in the project to allow for Provost/Sponsored Programs review and approval
<i>For funding applications:</i> Subrecipient Commitment Letter	Subrecipient provides to the PI for the funding application	Demonstrates the subrecipient's commitment to the project to the Sponsor agency
<i>For funding applications:</i> Grant/Contract Routing Form	Completed by the PI once the subrecipient(s) has been approved and prior to submitting a proposal	Provides Sponsored Programs and Provost with the necessary information to evaluate and approve a proposal submission