



# Setting up Outgoing Subawards

Proposal Submission

Award and Account Establishment

After Research Commences

Closeout



## What is a subaward?

Subawards transfer a portion of the programmatic work under a USC prime award to another institution or organization, a subrecipient. To qualify as a subaward, the subrecipient must have responsibility for programmatic decision-making and measurable performance requirements related directly to the USC prime award.



## What is included in a subaward?

A subaward must include a clearly defined, intellectually significant Statement of Work (SOW) to be performed by the subrecipient. The subrecipient's SOW is performed by its personnel, using its own facilities and resources and usually at the subrecipient's site.

## How do I request a subaward?

Once USC receives a fully executed prime award, the departmental administrator or Principal Investigator can request a new subaward by initiating a Supplier Contract ("SCON") in Workday.

Once the subaward requisition is complete in USC Workday, a DCG Subaward Officer will be assigned to your SCON to serve as your main point of contact for all subaward-related matters.

A complete and approved SCON, including the required documents, is needed to initiate a subaward. For a SCON to be approved, the Subrecipient organization must be listed as a supplier in Workday. To set up a new vendor, please contact your research administrator or business office.

### Basic Information:

- Contract Specialist (person creating Subaward in Workday)
- Contract Name/Project Title
- Supplier Contract Number Reference ID (Original Internal number assigned to subaward)
- Subrecipient/Supplier Name
- Subrecipient Investigator Name
- Amount funded this Action (Extended Amount)
- Total Amount of Funds Obligated to Date (Total Contract Amount)
- Subrecipient Contact Email
- Subaward Budget Period Start Date
- Subaward Budget Period End Date
- Estimated Total Project Period Start Date
- Estimated Total Project Period End Date
- Any special requests (e.g., prime award confidentiality, limited rights data, confidentiality requirements)

### Required Documents:

- Subrecipient Statement of Work
- Subrecipient Budget
- Subrecipient Budget Justification

### Additional Resources:

Please visit the DCG Website section on [Subawards](#) for additional guidance and information. For Workday Assistance, use the Workday [Supplier Contract Quick Reference Guide](#). Contact your DCG Subaward Officer in the [DCG Directory](#).

