

Subaward Reminders

1. Effective May 1st, 2009 all Subagreement invoices, *except the final invoice*, will no longer be required to be submitted thru the Sponsored Projects Office for payment
2. Check the Subagreement Commitment form to make sure all the sections are filled out and all the necessary paperwork is attached
3. Check the correct reporting boxes when filling out the Subagreement Close-Out Certification (Form 300)
4. The Request to Issue a New or Amend Subaward (SK Form 800 Part B) should be sent to Lynne and Daniela once you have received an email from accounting informing you that the award/action has been completed on the prime award.
5. When completing the (SK Form 800 Part B) please review prime award for reporting requirements and flow down the required reports, generally with a 30 day shorter deadline than for UCSB deadline to the prime.