SPA wants to remind everyone about the process for Outgoing Subawards, particularly when the Subrecipient is added after the Proposal has been submitted (the Subrecipient was not included in the original Proposal to the Sponsor).

Please don’t forget about Agency guidelines on adding new or replacing subrecipient institutions proposed in the original Proposal.

You submit the request through PEER in the “Administrator Portal Menu” – under Grants, Proposals & Awards – using the “Log an Add-On Sub” link.

You connect the Add-On Subrecipient Request to the COEUS Proposal Development # or PEER Item # (G Log) of the Proposal for which you need to add the subrecipient. Enter the Proposal Development # or PEER G #, and search.
Then choose the correct G Log (most current Application for the Proposal to which you need to connect the Subrecipient).

Click on the button.
Complete the entire “Add Sub-Awardee” window – which includes attaching the required documents.

The required documentation for an Outgoing Subaward @ Add-On Subrecipient Request:

- Subrecipient completed SSCI
- Subrecipient’s Statement of Work (SOW)
- Subrecipient’s Budget
- Subrecipient’s Budget Justification
- Prime Award NOGA
The SPA Specialist assigned to your Department will review the Add-On Subrecipient Request, ask questions and/or request additional documentation. Once approved, you will be able to complete a Contract Request which will begin the process with the Subcontracts Team to draft the agreement.

If you have questions, please reach out to your SPA Specialist.