

Sponsored Projects Subawards

A subaward is a component of a sponsored project where another university, company, or organization (known as the sub-recipient) is performing work and is responsible for a portion of the technical work.

Please note that when a project is awarded, a subaward is not automatically established. It requires additional steps including contract negotiations with the sub-recipient.

Subawards are called 'supplier contracts' in Workday. To request a new subaward/supplier contract or request modification to an existing subaward/supplier contract, log into [Workday](#).

Subcontracts are always awarded to an organization or institution, not to an individual. Ohio State project employees cannot have financial interests in any organization receiving a subcontract. (See [Conflict of Interest](#) for more information.)

If an individual not affiliated with an organization is doing part of the work, that individual must be paid as a [consultant](#).

You can also find additional information on outgoing subawards with the Office of Sponsored Programs [Subcontracts page](#).

Important Questions

- Do we have the subawardee's letter of intent (LOI) and statement of work (SOW)?
- If applicable, do we have the subawardee's current Institutional Rate Agreement (includes F&A and fringe rates & agency)?
- Do we have the subawardee's budget and budget justification? Do their project dates line up with our awarded project dates?

More Information available at: <https://osp.osu.edu/administration/procurement/subcontracting/>