Incoming Subaward Proposal Quick Guide

An incoming subaward is a grant contract where Lehigh is the subrecipient to another institution. Incoming subaward proposals are processed in LIRA as non-S2S submissions with the following additional criteria:
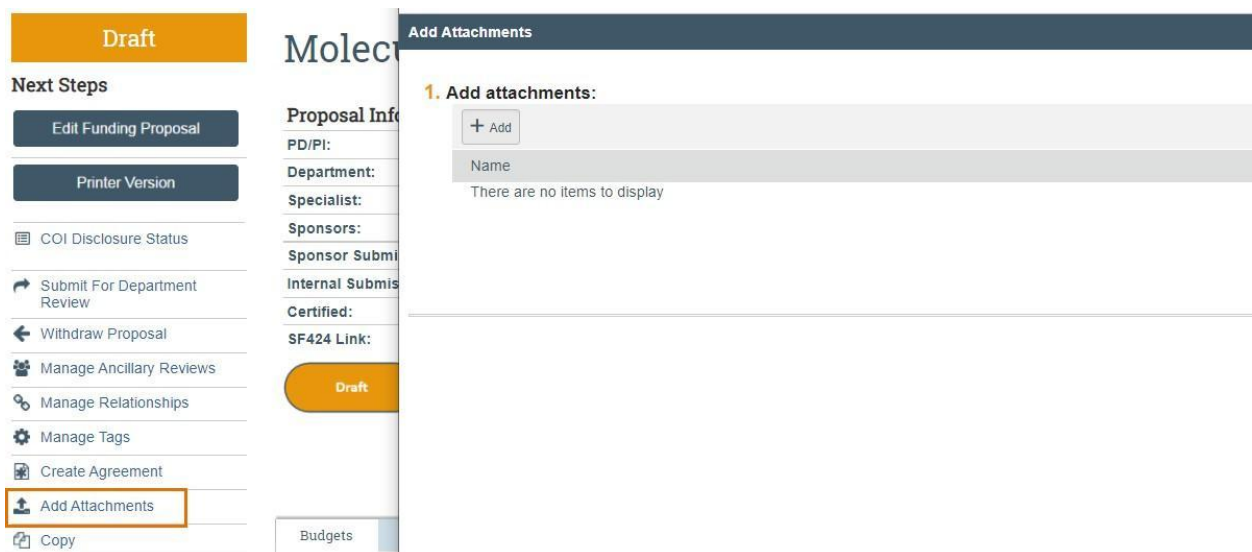
Due Dates

The due date in LIRA should be the date by which the pass-through entity (the submitting institution from which Lehigh will receive funds) has requested Lehigh's subaward proposal package. The due date to the prime sponsor (NIH, NSF, etc.) should not be entered as the due date in LIRA.

Pass-Through Entity Documentation

Departments and study staff are responsible for coordinating with the pass-through entity regarding required documents and a due date. Often, the pass-through entity will also request budget limits on Lehigh's scope of work. ORSP can assist, where needed, to confirm these details with the pass-through entity.

The requirements from the pass-through entity should be uploaded as an attachment to LIRA:

ORSP recommends, as well, to upload confirmation from the pass-through entity on the following details:

- Funding opportunity announcement
- Project title
- Project dates

Checklist

Please see the checklist below to assist you in development an incoming subaward proposal:

DEPARTMENT REVIEW

To be complete at the time of department review:

- Complete Proposal SmartForm

- Complete Budget SmartForm

SPECIALIST REVIEW

To be complete five business days before due date to pass-through entity:

- Complete Proposal SmartForm

- Complete Budget SmartForm

- Uploaded Email from prime institution with requested documents and deadline

- All prime-requested documents uploaded in Attachments tab of LIRA (justification, biosketches, etc.)