
LIRA Outgoing Sub Guide

An outgoing subaward is a subrecipient of a grant awarded to Lehigh. In explaining how to include an outgoing subaward on a proposal in LIRA, this guide will make use of the following terms:

Direct sponsor: the direct sponsor is the entity from which an organization directly receives funds.

Prime sponsor: the prime sponsor is the entity from which the project funds originate.

Pass-through entity: a pass-through entity is the organization that receives funds from the prime sponsor before administering a portion of those funds to a subrecipient.

Consider the example below:

Lehigh University receives an award from the National Science Foundation. Lehigh then administers a subaward to University ABC.

In this scenario, NSF is both the prime sponsor and the direct sponsor to Lehigh. Lehigh is both the direct sponsor to University ABC and a pass-through entity. The subaward funds issued to University ABC is an **outgoing subaward**.

Including a Subaward on a Proposal

When including a subaward on a grant proposal, consider the following:

Prime Sponsor Requirements

When submitting a grant, a sponsor will require institutional and personnel information from both the pass-through entity and the subrecipients. What the sponsor requires can be determined from reviewing the funding announcement. For federal grant proposals, this information can often include:

- Performance site information, including addresses, congressional districts, federal identifiers
- Personnel information, including eRA Commons login credentials, affiliation addresses, etc.

Additionally, the sponsor will require proposal documents specific to the subrecipient institution and personnel. These documents often include:

- Biosketches
- Current and Pending Support
- Facilities and Resources of the subrecipient institution
- Equipment of the subrecipient institution

Lehigh Requirements

Lehigh ORSP requires additional information of subrecipients to allow for successful issuance of contracts and subrecipient monitoring in the event that a proposal is funded.

Documentation for subawards should always include:

- [Lehigh subrecipient commitment form](#) (If the sub is **not** a member of the [FDP](#))
- Letter of Intent (If the sub **is** a member of the [FDP](#))
- Budget (format should be determined by the prime sponsor formatting)
- Budget Justification
- Scope of Work

The scope of work document should detail

- Subrecipient deliverables and contributions to the proposed research
- A timeline for deliverables
- Descriptions of reporting and administration

Subawards in LIRA

When including a subaward in LIRA, you will first be prompted to enter information about your subrecipient in the **proposal SmartForm**.

The **personnel section** will allow you to enter non-Lehigh key personnel. The **submission information** tab will allow you to enter information about a collaborative submission.

Continue developing your proposal as usual with the following additions:

Add a Subaward Budget

Within the LIRA budget workspace, add a subaward budget. The video below offers a demonstration:

<https://vimeo.com/user43881429/click-grants/video/467468718>

Add Subaward Documentation

In the attachments tab of the **proposal workspace** (not the budget workspaces), add all subaward documentation (sub commitment form, scope of work, etc.).

Enter subrecipient information in SF424 Forms

For proposals that are submitted system-to-system, include the subaward information in the SF424 package.