



SUB-AWARDS AT MORGAN STATE UNIVERSITY

OFFICE OF RESEARCH
ADMINISTRATION

MATTHEW LEE

AGENDA

- Who we are
- What documents to include in your award package
- What we are looking for in an agreement
- Morgan as the Subawardee
- Morgan as the Prime
- Other supported items
- Grant / Cooperative Agreement / CONTRACT
- Resources

WHO WE ARE

Office of Research
Administration

Matthew Lee, Contract
Specialist:

Review agreements for legal
sufficiency and help process
them to full execution.

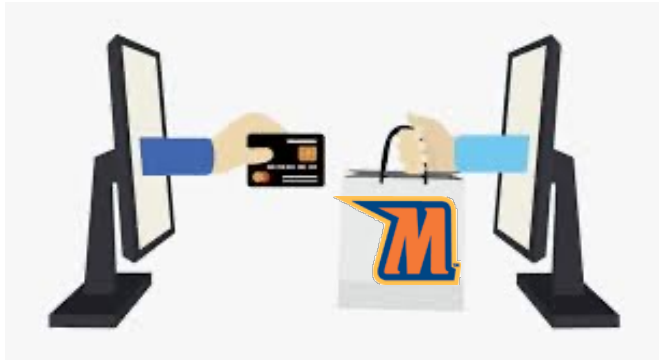
- Dr. Farin Kamangar
 - Interim AVP, Research Administration
- Dr. Edet Isuk
 - Director, Research Compliance
- Ms. Ailing Zhang
 - Grants Manager
- Ms. Julianita Alexander
 - Budget Officer
- Ms. Deshun Li
 - Research Budget Development Specialist
- Ms. Lucy Manyara
 - Budget Officer
- Ms. Envia Malone
 - Assistant AVP/ Operations Manager

WHAT DO YOU NEED IN YOUR PACKAGE?

- Notice of Award
- Sub-Award
- Budget
 - Itemized budget
- Budget Justification/ Narrative
 - How will money be expensed?
- Statement of Work
 - What work will be done?
 - What are the deliverables?
- Internal Routing Form



WHAT ARE WE LOOKING FOR



Payment Details



Governing Law



Liability Concerns



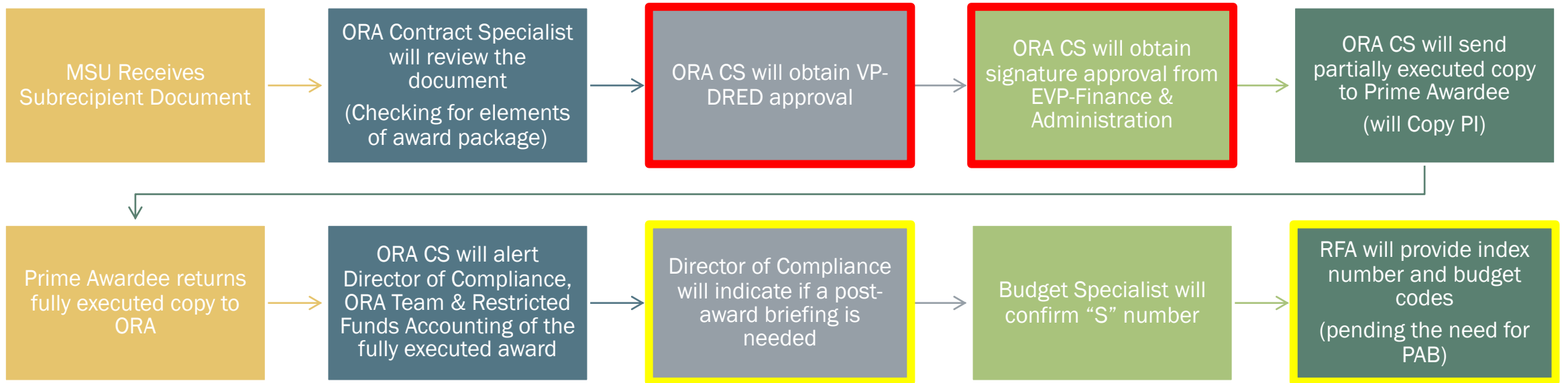
Intellectual Property Protections



Partner Review

FLOW CHART

MORGAN AS SUB-AWARDEE





POST AWARD BRIEFING

Meet your support team

- Contract Specialist
- Budget Officers
- Grant Managers

Discuss Budget Details

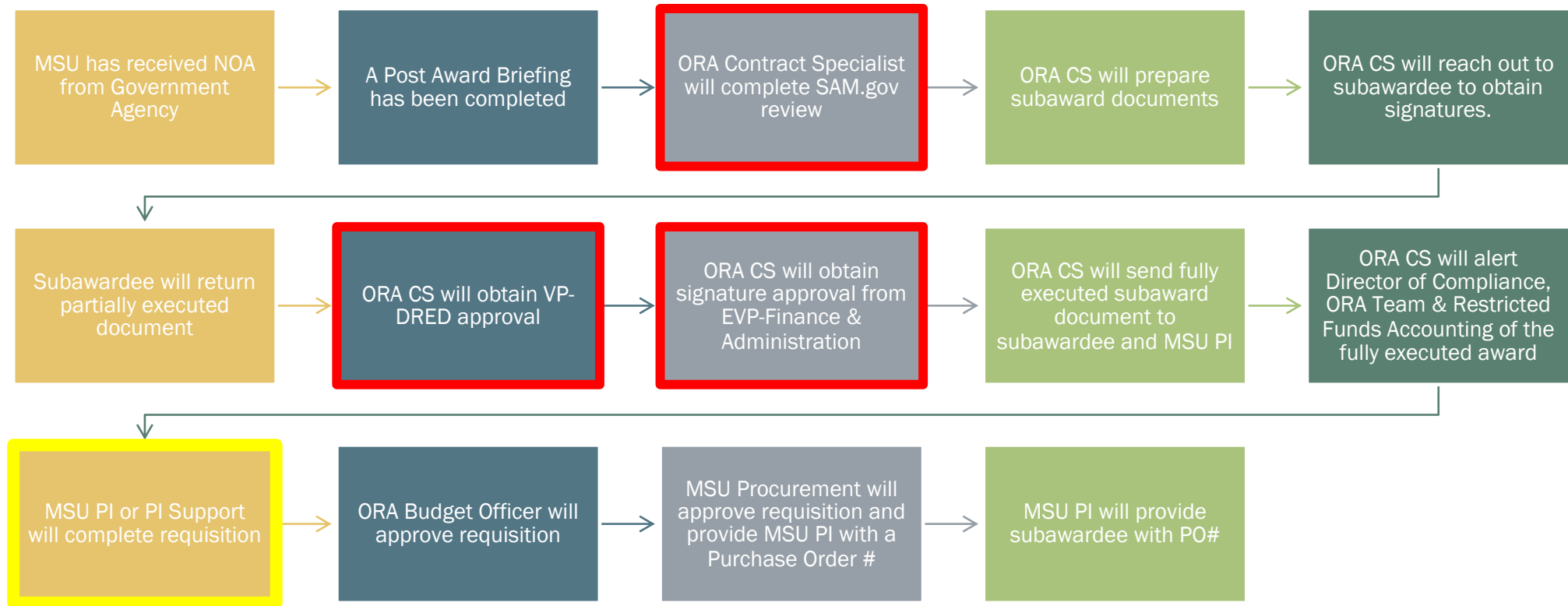
- P Card use
- Participant Cost
- Stipends/ Salaries
- Compliance Training
- Etc.

Receive Budget Code and Index Number

- May receive in trailing email

FLOW CHART

MORGAN AS PRIME



OTHER SUPPORTED ITEMS.....

- Amendments and Modifications
 - Financially Impacting
 - Administrative
- Non-Disclosure Agreement
 - Allows Morgan and partner agency to exchange capabilities and other information
- Memorandum of Understanding/ Teaming Agreements
 - Details target program or project for Morgan and Partner agency
- Representation and Certifications
 - Confirms Morgan is in good financial standing and has acceptable finance management system
 - Ensures that Morgan has active policies around OCI, Export Controls, etc.
- Insurance Certificate
- Contract Close Out
 - Confirm final payment details
 - Confirm final technical reports
 - Releases partner from further payment

** Service Contracts should be processed through the Procurement Office**



WHAT'S THE DIFFERENCE?



GRANT	COOPERATIVE AGREEMENT	CONTRACT
A flexible instrument designed to provide money to support a public purpose. Assistance with few restrictions.	A flexible instrument designed to provide money to support a public purpose. Assistance with involvement between parties.	A binding agreement between a buyer and a seller to provide goods or services in return for consideration (usually monetary). Procures goods or services.
Governed by the terms of the grant agreement	Governed by the terms of the cooperative agreement	Governed by Federal Acquisition Regulations
Conceived by PI. Flexible as to scope of work, budget, and other changes	Conceived by PI. Typically flexible as to scope of work, budget, and other changes	Conceived by sponsor. Relatively inflexible as to scope of work, budget, and other changes
Diligent efforts are used in completing research and the delivery of results	Diligent efforts are used in completing research and the delivery of results	Significant emphasis placed on delivery of results, product, or performance
Payment awarded in annual lump sum	Payment awarded in annual lump sum unless otherwise specified in the cooperative agreement	Payment based on deliverables and milestones



RESOURCES

- University Application Information

- https://www2.morgan.edu/research_and_economic_development/office_of_research_administration/pre-award/university_application_information.html

- Internal Routing Form

- <https://powerforms.docuSign.net/22355bc2-2968-4724-97d9-313815e8ec36?env=na2&acct=91e00bed-fb84-48ab-9c47-f3a2c0621225>

- Morgan State University Contract

- <https://www2.morgan.edu/Documents/ADMINISTRATION/OFFICES/procurement/forms/MSU%20Contract%20v0119.pdf>

- PI Handbook

- <https://www2.morgan.edu/Documents/ADMINISTRATION/DIVISIONS/RED/2020/PI%20Handbook%208.14.20.pdf>

QUESTIONS

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THANK YOU

