

DSP Contracts and Sub-awards RAMS Meeting October 9, 2007

- Changes to selected contract amendment routing requirements
- PI checklist for contracts
- Contract flowchart
- Contract Log
- Sub-award Log
- Sub-award flowchart
- Sub-award sole source justification

Change in DSP Contract Routing Requirements

- Contract no-cost extensions
- JPL/NASA/DOD incremental funding contract amendments

Contract No-Cost Extensions

- Proposal routing form is not required
- Send no-cost extensions to DSP for processing; please include a transmittal note with your name
- You may choose to route for tracking purposes

JPL/NASA/DOD Contract Incremental Funding Amendments

- Proposal routing form is not required for incremental funding amendments that meet defined criteria
- Incremental funding:
 - Full contract dollar amount was originally routed through DSP
 - Sponsor awarded a contract that states the estimated total cost
 - Sponsor only authorizes spending a portion of the funds in each amendment

JPL/NASA/DOD Contract Incremental Funding Amendments

- Amendment must be two pages or less
- Amendment must not change the total cost, terms and conditions (other than amount available to spend) or the statement of work
- Sponsor must be Jet Propulsion Laboratory (JPL), National Aeronautics and Space Administration (NASA) or Department of Defense (DOD)

JPL/NASA/DOD Contract Incremental Funding Amendments

- Send these incremental funding contract amendments to DSP for processing; please include a transmittal note with your name
- You may choose to route for tracking purposes
- A proposal routing form is still required for amendments that do not meet the above defined criteria
- Current procedures for routing grants are not affected

Additions to the DSP Website

- From the DSP home page:
<http://www.research.uiowa.edu/dsp/>
- Contracts & Sub-awards (on the left bar)
- Industry Research
 - Contract Flowchart
 - PI Contract Checklist

Contract Log and Sub-award Log

- Preview of the latest revision to the focus group next week
- After review the logs will go live to campus
 - Tiered access
 - Training upon request

Outgoing Sub-awards

- Flowchart will be posted to the DSP website
 - From the DSP home page, <http://www.research.uiowa.edu/dsp/>, go to Contracts & Sub-awards on the left bar
 - Flowchart is posted to the Purchasing website under Purchasing Policy

Outgoing Sub-awards

- Sub-award sole source justification form is posted to the Purchasing website under Purchasing Policy
http://www.uiowa.edu/~purchase/purchase/For%20Faculty_Staff/Subawards.htm
- Will be posted to the DSP website under Contracts & Sub-awards on the left bar
- Required for PReqs over \$10,000

DSP Contracts and Sub-awards

- General e-mail address for contract and sub-award questions: dsp-contracts@uiowa.edu
- Questions or comments on today's presentation:
- wendy-beaver@uiowa.edu
- 335-2122