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://vimeopro.com/user43881429/click-grants/video/467468718](https://vimeopro.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.