

## **Intercampus Subcontract/award Process**

The Boulder and Denver/Anschutz CU campuses have executed a Master Collaboration Agreement to establish one set of terms and conditions that will be used each time we wish to subcontract work between the two campuses. For each new subcontract or award, a Task Order is drafted to document the work between the two campuses and the terms and conditions of the MCA are referenced in each. This Task Order template is used in place of a formal subcontract template for work between the two campuses.

Request an Intercampus Subcontract the same way you would a standard subcontract by using the formstack link below. Be sure to specify in the details that this is a subcontract with Boulder and we will use our Task Order template to capture the details of the project for processing. The pass through campus is required to sign the Task Order, but not the subrecipient campus.

[https://ucdenverdata.formstack.com/forms/subcontract\\_request\\_form](https://ucdenverdata.formstack.com/forms/subcontract_request_form)

Here is some additional information on this new process:

### **Are we still subcontracting between CU Anschutz and CU Boulder?**

It depends on the viewpoint. From the viewpoint of a sponsor, then yes, we are still subcontracting between our two entities as we have different DUNS#s and are considered separate entities in that regard. For example, CU Anschutz would still list CU Boulder as a subcontractor on a proposal budget to NIH.

However, we no longer use a subcontract document to flow funding between the two entities. The contracting has been simplified to be a Task Order under a Master Collaboration Agreement. In that sense we are no longer subcontracting to each other.

### **How is the subcontracting process different for department administrators?**

The main difference is with budgeting, as both CU Anschutz and CU Boulder have agreed to waive F&A on the first \$25,000 of the money flown to the other entity via a Task Order.

The subcontract/Task Order request is the same as requesting a normal subcontract. The draft will come back from the Subcontracts team on a Task Order template instead and the task order is signed unilaterally.

### **How do signatures work on Task Orders?**

The Task Orders are issued unilaterally, so the Pass-Through Entity signs but the subrecipient does not.

### **Is a purchase order in CU Marketplace is still required?**

Setting up a PO in CU Marketplace is still required. The only change in this process is there is no longer a need for the F&A split because F&A is not charged on intercampus subs.