Prepare technical report for the subaward proposal.

Put together the Budget and compile Statement of Work, Justification, and any other forms/documents required by prime school. Send all documents to SPO.

Approve and send forms to prime school.

Proposal - UCB is Subawardee

• This process document is current effective 3/13/2015
• If you have questions about this document please contact ptimaps@lists.berkeley.edu
PI is informed of Subaward grant through word of mouth and/or Request for Proposal (RFP).

Communicate with prime school on deadline of application.

Prepare technical report for proposal.

Put together Budget, and compile necessary documents such as the Statement of Work (SOW), Justification, and any additional forms required by the prime school.

Submit forms through Phoebe to SPO.

Sign and Approve respective documentation.

Send finalized proposal documentation to prime school.

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**Responsible:** owner of the task.

**Accountable:** the one ultimately answerable for the correct and thorough completion of the task.

**Consulted:** provides information and/or expertise necessary to complete the task.

**Informed:** needs to be notified of results
Informed of Subaward grant through word of mouth and/or Request for Proposal (RFP)

Prepare technical report for proposal

Communicate with prime school on deadline of application

Put together budget and compile necessary documents such as Statement of Work (SOW), Justification, and any additional forms required by the prime school

Submit forms through Phoebe to SPO

Sign and approve respective documentation

Send finalized proposal documentation to prime school