

NAVIGATING CONTRACTS

Information for Principal Investigators/Project Directors with Subcontracts to Institutions or Non-SFA Personnel Paid from Grants, Contracts, or Other Sponsored Agreements

- The PI/PD is responsible for initiating subcontracts and consulting contracts related to their external award(s).
 - Please coordinate development of subcontracts and consulting contracts with ORSP personnel.
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Subcontracts and Contracts for Professional or Consulting Services

Subcontracts must be completed for all INSTITUTIONS that will perform a sponsor-approved portion of a grant, contract, or other sponsored agreement.

Consulting contracts must be completed for all NON-SFA PERSONNEL that will be paid for any reason from a grant, contract, or other sponsored agreement.

Contracts must be prepared for ALL payments to non-SFA employees, including travel reimbursements. Subcontracts and consulting contracts must be fully executed (signed by all parties) prior to the start date specified in the contract and BEFORE work begins.

- All externally funded or grant-related subcontracts and consulting contracts first must be reviewed by ORSP. After review, ORSP will route the contracts through General Counsel (legal office) for review. General Counsel will obtain the SFA President's signature. ORSP will return a PDF version of fully executed contracts to the PI/PD.
- Only the President can sign contracts on behalf of SFA.
- Contracts for a single individual that exceed \$25,000, or that cause the individual to reach a cumulative total of \$25,000 or more in contract funds from SFA (including contracts with other departments), are considered **Major Consulting Agreements** and **require a minimum of a 30-day posting** by the Office of the General Counsel.
- ORSP must have an original copy of all contracts, including subcontracts and consulting services agreements that use grant, contract, or sponsored agreement funds.
- You may enter purchase requisitions as soon as the contract has been signed by the SFA president. When you receive a purchase order, you are accepting the work of the contractor as complete and satisfactory.
- All contracts must have ORSP-assigned numbers. Please contact ORSP, ext. 6606.
- **Information** and **templates** for various types of contracts are available at: <http://www2.sfasu.edu/orsp/External/PostAward/contracts.html>

Please contact ORSP, ext. 6606, if you have any questions about grant-related subcontracts or consulting contracts.

You may contact General Counsel, ext. 4305, if you have any special issues or concerns related to subcontracts or consulting contracts.