**CHS Office of Research and Scholarship**

**Incoming Sub-awards**

If you are going to be included as an investigator on a grant proposal that is being submitted from another university grant, please notify the Office of Research and Scholarship (ORS) as soon as possible, and no later than 30 days before the requesting university’s deadline. We encourage you to share our contact information with your faculty colleague as early as possible and ask your colleague to connect us with their grants’ office. Due to the high volume of requests and the potential for confusion, ORS is requiring a notification from the other university’s grants office (i.e. OSPA or departmental grant personnel) before we will begin to work through the sub-award proposal process, effective October 1, 2022.

The request from the partnering university should include:

* Program Announcement from the Prime Sponsor
* Project title
* Project period of performance
* Budget parameters
* List of required documents
* Deadline for receipt of the documents

Incoming sub-award proposals must complete the internal approval process and meet all internal deadlines for review. We must follow the deadlines provided by the partnering university and NOT the prime sponsor. This allows the partnering university to incorporate UK’s approved sub-award documents into their final proposal. This deadline can fall several weeks before the sponsor’s deadline so please factor that into your work process.