

Sponsored Programs Monthly

Subaward, Consultant & Service Agreements



Why are written agreements important?

1. To meet federal regulations of sponsored programs by including the terms & conditions of the prime award.
2. To protect the university and department by setting an agreed price and statement of work.

For more information, visit our [website](#).

Questions?
Contact [Laura Hohenbary](#)

The magic number is \$5,000.

Any work to be done on a sponsored project by an outside entity or individual that will total \$5,000 or greater will require a signed agreement. First, it must be determined what type of agreement is needed. Click the link to read the [key factors for determining if the work should be considered a subaward, consultant or procurement](#).

Subaward: Your dept can work directly with Rex Goff in PreAward Services. Rex will assign an “S” # to be referenced on payment docs and our office will assign a separate grant project for all subawardee expenditures.

Consulting or Professional Service Agreement: Your dept will need to take two steps (in this order):

1. Contact Purchasing (2-6214 or kspurch@ksu.edu) to complete the bid process or request approval for a Prior Authorization, better known as "sole source approval". State of Kansas and K-State Purchasing rules apply to grants. If a consultant is mentioned by name in the proposal narrative and/or budget, sole source approval should be obtained through the Purchasing office by referencing the award proposal or budget. If there is not a specific consultant named, bids must be taken or specific sole-source approval must be received from the sponsor. Purchasing will issue an approved prior authorization form or RFQ number for reference purposes. See PPM Chapter [7050.070](#) for more information.
2. After completing step one through Purchasing, contact [Rex Goff in PreAward Services](#) to request the development and approval of a consulting or service agreement. Rex will assign a “C” or “SA” # to be referenced on payment docs.