

Contract Paid Through Grant Fund Procedures

Procedures for subcontracts and service contracts: Personal and Professional (henceforth called contracts)

- The PI first submits a request to their department and then to Academic Affairs for a sub contract or service contract to be awarded to an individual.
- Once Academic Affairs approves the contract request that information is forwarded to the Office of Sponsored Programs for processing.
- The budget and award information is reviewed to ensure that contractual services are included in the grant.
- Depending on the amount of the contract request (over 1,499) the information also has to be approved by the Attorney.
- The contract information required to complete the document is the name, address and tax ID for the individual. Also, the amount of the sub contract and statement of work is required including the mode/frequency of payment.
- A budget and budget narrative should be included along with the collaborating PI or authorized official for the agency.
- As far as terms and conditions, we flow down applicable requirements from the sponsor.
- A contract is generated then reviewed and approved by the Director of Sponsored Programs before processing.
- Once the approved contract is signed, the Director of Sponsored Programs signs them and they are forwarded to Academic Affairs, then on to the Attorney or Business and Finance depending on the amount of the contract.

Note:

Subagreements to other universities need only Sponsored Programs signature, the contractor, PI and Academic Affairs **regardless of the amount**.

Contracts for services **under \$1,499** requires signatures from Sponsored Programs, the contractor, PI and Academic Affairs.

Contracts for services **over \$1,499** once approved by the Director of Sponsored Programs are forwarded to Academic Affairs for processing. These contracts may be personal or professional depending on the type of service. Contracts to hire event speakers, bus drivers, boat captains etc are personal service contracts. Contracts to pay a business for services are professional contracts. In order to pay a school or non-profit organizations to do a portion of the work on a grant you would request a subagreement. Any work that a UNC institution provides on a grant will be done through the prior approved UNC master subagreement.

Remember, if you did not include contracts in your proposal, then don't request a contract until you have documented approval from the sponsor. Also, an invoice from the contractor is required before Business and Finance will make a payment on a contract.