



Purpose: Subcontracting is often a time-consuming, lengthy and bureaucratic process. Issuing and receiving subcontracts from our most frequent partners, with whom we share long and low-risk relationships, can be streamlined in order to refocus our management efforts on riskier situations. The majority of subcontract amendments need little revision and negotiation, and often do not need the extra layers of review and signature that bilateral agreements require.

Benefits: Bypassing the need for subcontractor signature and return of the amendment to the issuer should provide quicker turnaround times on account setup and modification, and reduce delays in invoicing.

Considerations: For Partners, unilateral amendments should be sent to mghgcontracts@partners.org (MGH) or bwhtsubs@partners.org (BWH). Unilateral amendments to subcontracts are for existing and future subcontracts regardless of sponsor. However, amendments shall be signed by BOTH parties in the following circumstances:

- terms and conditions have changed
- scope of work has changed
- the budget requires a cut of greater than 10% due to prime award budget cuts or the subcontractor’s budget is cut by a higher percentage than the cut to the overall prime award budget. In this case, the bilateral modification will include language indicating that the reduced subcontract budget is the result of a X% cut in the prime award.

For BIDMC, CHB and DFCL, unilateral amendments are limited to:

- no-cost extensions
- carryforwards

Standards of Service: Incoming amendments should be reviewed and the issuing institution notified of any changes within 5 business days of distribution to department personnel for review. Amendments where HSPH is the prime should be issued within 10 business days of distribution of NGA to department personnel for review.

Process Steps for sending out subs:

Step	Role	Task/Activity
1	SRA	Clicks Create amendment in the Subagreement module in GMAS and records information about the amendment to be created.
2	SRA	Drafts amendment document and signs using Adobe Electronic Signature.
4	SRA	Emails document to sponsor and gmastdoc@camail.harvard.edu . Records Date Sent to Subcontractor in GMAS and moves document to amendment repository. E-mails gdgroup@hsph.harvard.edu to process sub. Subject line of e-mail should include ‘Unilateral sub out’

Process Steps for receiving subs: same as Award Receipt Process