



## ***POLICY***

### **Property in the Possession of Subrecipients**

Topic: <b>Sponsored Awards Admin &amp; Mgmt</b>	Category: <b>Subawards</b>	Policy No: <b>5.70.02</b>	Effective Date: <b>12/26/14</b>	Page No: <b>1 of 1</b>
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**Purpose:** Subawards and/or subcontracts are usually predicated on the prime award. The terms of the prime award flow down to the subrecipient. If there are unusual property requirements, they will be stated in a special conditions attachment to the subaward / subcontract. These will include title restrictions and reporting requirements.

**Policy:**

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that any equipment purchased or constructed by a subawardee or subcontractor with funds must be approved in the budget
2. Each subaward / subcontract entered into by BTI whereby federal or state government property may come under the control of a subrecipient must contain specific provisions concerning the subcontractor's responsibility for the custody of that equipment.
3. A copy of the prime award is generally attached to the subaward / subcontract agreement.
4. If property is federally owned, the subrecipient is required to comply with federal regulations (per to OMB 2 CFR Part 200.312): Federally-Owned and Exempt Property) to adequately care for and maintain that property and assure that it is used only as authorized by the contract.
4. The subcontractor's approved property control system must include procedures necessary for accomplishing this responsibility.
5. Equipment reports must be submitted to BTI's Business Office for referral to the sponsoring agency, as required by the prime award and/or at contract closeout.