

# Scenarios

## **Boston University Faculty and Payroll:**

- Boston University (BU) Faculty are employees of BU and receive their paycheck from BU. BU Faculty whose home institute is Boston Medical Center (BMC) as indicated by the PI Lookup submit their proposals through BMC and are charged to BMC Grant Accounts via the salary exchange process of using 994xxxxxxx Internal Order Numbers. BU and BMC have a monthly process in place to ensure BU Faculty Salary is charged accordingly on BMC Sponsored Research accounts each month.
- BU Faculty whose home institute is BU as indicated by the PI Lookup submit their proposals through BU and are charged to BU Internal Order Numbers beginning with either 9500xxxxxx or 9550xxxxxx.

## **Standard subcontract relationship:**

1. A BMC PI submits a grant application to a sponsor. BMC PI wants to collaborate with a BU PI (School of Public Health (SPH), School of Medicine (SM), or Charles River Campus (CRC)) as defined by the PI Lookup.  
***BMC is the recipient of the grant (prime), and will issue a subcontract to BU. BU should provide subcontract documents to BMC at the time of proposal and be budgeted accordingly as a subaward.***
2. A BU PI (SPH, SM, or CRC) submits a grant application to a sponsor. BU PI wants to collaborate with a BMC PI as defined by the PI Lookup.  
***BU is the recipient of the grant (prime), and will issue a subcontract to BMC. BMC should provide subcontract documents to BU at the time of proposal and be budgeted accordingly as a subaward.***

## **Support staff from opposite institution:**

3. A BMC PI submits a grant application to a sponsor. BMC PI wants to include a project manager who is paid by BU.  
***BMC is the recipient of the grant, and the BU support staff (project manager) is listed on the BMC budget. As long as a BU PI is not overseeing the work, the BU Project Manager would be paid via the 994xxxxxxx salary exchange process as indicated above in bullet #1.***
4. A BU PI (SPH, SM, or CRC) submits a grant application to a sponsor. BU PI wants to include a project coordinator who is paid by BMC.  
***BU is the recipient of the grant, and BMC support staff (ie, program coordinator) is budgeted on the BU budget. As long as there is no BMC PI is overseeing the work, the BMC Project Coordinator can be paid directly from the BU grant. BMC is working on a similar process to the 994xxxxxxx salary exchange process as managed by BU and updated guidance will follow shortly.***

# Scenarios

## No subcontracts allowed/Faculty effort only:

5. A BMC PI submits a grant application to a sponsor. BMC PI wants to collaborate with a BU PI (SPH, SM, or CRC). The sponsor guidelines do not allow subcontracts.  
*BMC is the recipient of the grant, and the BU PI collaborator is listed on the BMC budget. Exceptions would be sponsor driven. If yes, 994xxxxxx salary exchange process applies and would be acceptable*
6. A BU PI (SPH, SM, or CRC) submits a grant application to a sponsor. BU PI wants to collaborate with a BMC PI. The sponsor does not allow subcontracts.  
*BU is the recipient of the grant, and the BMC PI collaborator is listed on the BU budget. Exceptions would be sponsor driven. If yes, 994xxxxxx salary exchange process applies and would be acceptable*

## No subcontracts allowed/Support staff from opposite institution:

7. A BMC PI submits a grant application to a sponsor. BMC PI wants to include a project manager who is paid by BU. The sponsor does not allow subcontracts.  
*BMC is the recipient of the grant, and the BU support staff (ie, project manager) is listed on the BMC budget. Exceptions would be sponsor driven. If yes, 994xxxxxx salary exchange process applies and would be acceptable*
8. A BU PI (SPH, SM, or CRC) submits a grant application to a sponsor. BU PI wants to include a project coordinator who is paid by BMC. The sponsor does not allow subcontracts.  
*BU is the recipient of the grant, and the BMC support staff (ie, program coordinator) is listed on the BU budget. Exceptions would be sponsor driven. If yes, the BMC process would be followed and BMC is working on a similar process to the 994xxxxxx salary exchange process as managed by BU and updated guidance will follow shortly.*

## BEDAC: (Service Center)

9. A BMC PI is planning to submit a grant application to a sponsor and wants to engage BEDAC (SPH Service Center).  
*The BMC investigator should engage BU/BEDAC investigator(s) to determine whether or not a subcontract to BU is needed. As a service center, BEDAC can be listed on the BMC budget as a line item/service provider and the BMC budget line item should reflect BEDAC rates established with BMC. However, BU/BEDAC may determine that other BU resources are needed and therefore a subcontract to BU is needed where the BEDAC service center costs are included as a line item on a subcontract to BU.*