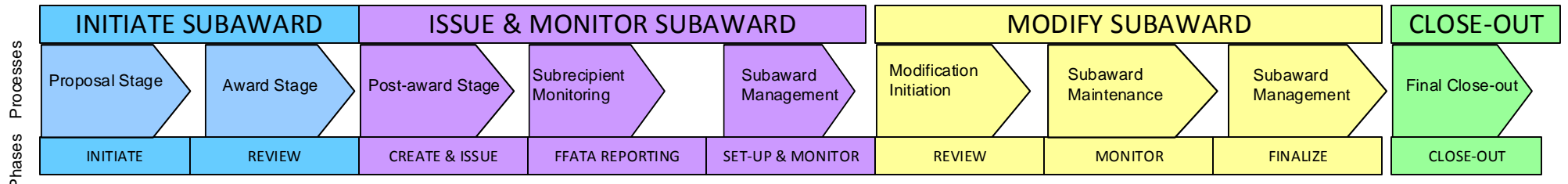


# Current Subaward & Subrecipient Monitoring Process Workflow



Steps & Tasks	<p>Review the following:</p> <ul style="list-style-type: none"> <li>• LOI</li> <li>• Scope of Work</li> <li>• Budget &amp; Justification</li> <li>• Subawardee F&amp;A Rate Agreement, if applicable</li> <li>• Enter Subrecipient name in Resources in PeopleSoft</li> </ul>	<ul style="list-style-type: none"> <li>• Check with PI that a new subaward should be issued</li> <li>• Send out subrecipient monitoring profile (per entity)</li> <li>• Review A-133 annual certification and reports</li> <li>• If applicable, IRB &amp;/or IACUC approved protocols must be in place before sub is issued</li> </ul>	<ul style="list-style-type: none"> <li>• Create subaward agreement</li> <li>• Send fully executed back to sub contact</li> <li>• Send memo to PI (copy admin, dean, purchasing) to create PO</li> <li>• Include account code (obtain from PIN in award file) for over and under \$25K as applicable</li> <li>• Create yellow folder – include agreement, letter, invoices, PO (printed from BuyWays)</li> <li>• Add copy of agreement and mods in back of main award folder</li> <li>• Inform Subrecipient contacts of PO # to use on invoices</li> </ul>	<ul style="list-style-type: none"> <li>• When agreement is returned with signature, then update FFATA page in PeopleSoft – enter date when agreement is fully signed</li> <li>• Run and check monthly FFATA reports &amp; save on shared drive</li> <li>• Submit FFATA report before last day of month</li> <li>• Update Subrecipients Log as applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices are stamped at SPA, scanned to PI for approval and signature, and returned to SPA</li> <li>• Invoice is reviewed and approved – verify sub is current and \$\$ are sufficient in BuyWays</li> <li>• Verify &amp; Write PO # on invoice, make copy, and date original is sent to AP.</li> <li>• Check on Sub cost sharing if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Follow same process as award setup – check with PI, issue amendment</li> <li>• Review A-133, IRB, IACUC, etc., as applicable</li> <li>• Prepare a change order form on original PO to extend dates or change amounts</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor, review &amp; approve invoices</li> <li>• Continue to update Subrecipient log as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare for close-out process, coordinate with Grants Managers, PIs &amp; admins, as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Final invoice is received and should be marked final. If not marked Final, request it to be resent marked FINAL.</li> <li>• Close-out form is sent to the PI when the main award is closed.</li> <li>• Follow up emails sent to PI</li> </ul>
	Expected Results & Deliverables	<ul style="list-style-type: none"> <li>• Review &amp; approve</li> </ul>	<ul style="list-style-type: none"> <li>• Subrecipient Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Fully executed subaward agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Be proactive &amp; expert to the team members &amp; research departments</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively communicate &amp; coordinate with all appropriate parties internal &amp; external</li> </ul>	<ul style="list-style-type: none"> <li>• Be attentive &amp; aware of new agency requirements &amp; updates to be made</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize</li> </ul>

Considerations	WPLANNING
	RISK MANAGEMENT
	QUALITY CONTROL & MANAGEMENT
	COMMUNICATIONS
	COSTS and BUDGET MANAGEMENT
	CHANGE CONTROL & MANAGEMENT
	DATA INTEGRITY & CONSISTENCY
	REPORTING
	CUSTOMER SERVICE