Sub-Award Process

When NOGA is received, RDS confirms with PI that the subaward/ICA should be initiated on the project.

PI finalizes budget with financial mgr.

Financial mgr sends final budget to RDS and follows up with OSR for work tags.

RDS emails sub institution or consultant for final budget and supplier id setup.

RDS completes Eligibility Determination Google Form.

RDS completes Email Repository Google Form and follows up with sub site.

RDS receives budget from sub and sends to PI for review.

PI approves sub’s final budget.

RDS initiates the sub/ICA in STARS.

OSR reviews the Eligibility Determination, Award Specific & Organizational Risk Assessments.

OSR completes the Pre-Award Risk Assessment Google Form.

SAO completes the Post Award Risk Assessment Google Form.

SAO completes the Final Score form to determine the risk of the sub.

OSR completes the file and transmittal review.

OSR creates the sub GR number.

OSR confirms the supplier id and sub site address in GMS, if needed will request change.

OSR drafts the subaward or ICA.

OSR Grants Manager reviews and signs the draft.

OSR sends partially executed agreement.

RDS follows up with PI for 4 week status update.

If needed, OSR follows up with sub site or ICA.

OSR receives the fully executed agreement and uploads in STARS.

OSR Grants Officer obligates in GMS.

OSR Grants Officer amends award line in GMS.

OSR Grants Officer amends budget line in GMS.

SAO approves award amendment in GMS.

OSR creates or amends supplier contract.

OSR completes FFATA review and lists as “complete”

SAO receives invoices from the sub site and enters into GMS.

SAO approves subawardee’s invoices.

PI approves subawardee’s invoices.

Financial mgr reconciles payments and notifies the PI of issues with over or under spending.

RDS

PI

OSR

SAO