

## Post Award Subcontract Routing Process

### New Awards

1. Post-Award enters all necessary information on the subrecipient tab in SAP. If a revised SOW, budget and budget justification was received for the subrecipient, these documents will be uploaded to the IP record and a note will be placed in the comment box of the subrecipient tab for contracting. Also upload the orange Regulatory route sheet in the IP record if applicable.
  - A. Subrecipient Risk Analysis Review process
    - i. Fill in the necessary blanks (sub name, prime sponsor, subaward # and date).
    - ii. For Section B, check the Federal Audit Clearinghouse S:\bs\common\users\SPS\SPS Collaboration\Subrecipient Monitoring\Risk Analysis\Subrecipient Risk Analysis Information Portal to confirm that a current single audit report has been submitted. If the entity is not in the portal, check the sub commitment form to verify what was marked. If there is no commitment form email the sub and provide a commitment form to have completed and returned.
    - iii. If you are uncertain whether the entity receives direct federal funding you may try to google the company to help determine (are they new? Or established?). If you answered 'yes' to both 1& 2 then go to Section C to determine if this is high risk. If you answered 'no' to 1& 2 then proceed to question #3.
    - iv. Go to System for Award Management, Sam.gov to confirm the entity and all named parties for the subagreement are not debarred or suspended; take screenshots to show this has been completed; mark appropriately on worksheet for #3.
    - v. Consider any special considerations, if the project contains items in the special review tab, be certain that all matters are resolved through the proper office. Additionally, check the grant documentation in Perceptive Content for document type "SPS Subcontract Regulatory Worksheet" to confirm any need for special language. If there are, and/or if #3 was marked as 'yes,' then Section C should be completed and marked accordingly. Enter the reasons/issues/concerns you want to further explain in the 'Comments from Post-Award' box. If you answered 'no' to 3 & 4, then Purdue has determined the sub is lower risk and it does not get forwarded to Risk Analysis Committee (RAC).
    - vi. Once the worksheet is completed, forward the sheet as a word document to the area's Research Manager.
      - a. Note: Make sure all subcontract documentation is uploaded to the Institute Proposal record if it wasn't originally uploaded in the Proposal Development record.
      - b. **Additional note: if regulatory is included: Any SPS Subcontract Regulatory Worksheets must be attached to the email.**
    - vii. The manager will review, initial and if determined to be high risk, will forward all documents to [rqa@purdue.edu](mailto:rqa@purdue.edu) and copy the specialist.
    - viii. The specialist can follow up as needed if a response is not received within 2 business days.
    - ix. If it is not determined to be high risk the Manager will push to contracting in SAP and upload all documents to PC.
    - x. Once RAC makes a determination, an email (this will come from Kate) will be sent to the area Manager who will then push the subagreement to contracting and upload the Risk Assessment Analysis form and any other documents related to the subcontract to Perceptive Content.

2. Post-Award via SAP generates an email to [spscontr@purdue.edu](mailto:spscontr@purdue.edu).
  - A. Prime Grant Coeus IP number
  - B. Grant number
  - C. Sponsored Program number
3. Contracting clerk opens subrecipient tab in SAP to review set-up information and print if needed. This contains all information previously included on the Cost Analysis Worksheet.
4. Contracting clerk opens Coeus IP module and prints subrecipient Statement of Work (SOW), Budget, and Budget Justification.
  - A. Information could be housed in either the development record or IP record. The location of the documents will be notated in the comments section of the subrecipient tab.
  - B. Post-Award will indicate any Prime Grant Coeus Negotiation number(s) for amendment(s), if applicable
5. While in Coeus, the Contracting clerk will print the prime award document and amendments, if applicable, from the negotiation record.
6. Contracting clerk drafts the sub agreement if a FDP template is being utilized; Otherwise, the Contract analyst will prepare the agreement
7. Contracting clerk creates the negotiation record and routes to Contract analyst.
8. Contract analyst reviews and/or preps agreement.
9. Contract analyst routes back to Contracting clerk who sends to subrecipient.
10. When subrecipient returns signed agreement, contracting clerk routes back to Contract analyst in the event it is not already signed by Purdue.
11. If appropriate, Contract analyst signs and routes back to Contracting clerk.
12. Contracting clerk fully executes negotiation and routes hard copy to Post-Award area.

#### **Amendments –Federal/State (including flow through)**

Post-Award prepares subcontract amendment (Account Manager will prepare and send reviewer an email with path to amendment). If a revised SOW, budget and budget justification was received for the subrecipient, these documents will be uploaded to the IP record and a note will be placed in the comment box of the subrecipient tab. Also upload the orange Regulatory route sheet in the IP record if applicable. Risk Analysis assessment is completed.

1. Post-Award reviewer approves and forwards via email to [spscontr@purdue.edu](mailto:spscontr@purdue.edu).
  - A. Subject of email will be “Amendment #X for 4XXX-XXXXX on Grant XXXXX”.
  - B. Body of email will include negotiation numbers for previous subagreement amendments.
  - C. Email will also state “Contact information can be located on the subrecipient tab of SP 8XXXXXXXX.”
  - D. The file location path will be stated rather than attaching the amendment.
2. Contracting clerk prints the documentation, creates the negotiation record, and routes to Contract analyst.
3. Contract analyst reviews amendment.
4. Contract analyst signs amendment and routes back to Contracting clerk who sends to subrecipient.
5. When subrecipient returns signed amendment, Contracting clerk fully executes negotiation and routes hard copy to Post-Award area.

#### **Amendments – Non-Federal**

Post-Award Account Manager prepares email and forwards to reviewer. If a revised SOW, budget and budget justification was received for the subrecipient, these documents will be uploaded to the IP record and a note will be placed in the comment box of the subrecipient tab. Also upload the orange Regulatory route sheet in the IP record if applicable. Risk Analysis assessment is completed.

1. Post-Award reviewer approves and forwards via email to [spscontr@purdue.edu](mailto:spscontr@purdue.edu).
  - A. Subject of email will be "Amendment #X for 4XXX-XXXXX on Grant XXXXX".
  - B. Body of email will state the purpose of the amendment (i.e. increase, NCE, administrative change).
  - C. Body of email will include negotiation numbers for previous subagreement amendments.
  - D. Email will also state "Contact information can be located on the subrecipient tab of SP 8XXXXXXX."
2. Contracting clerk creates the negotiation record and routes to Contract analyst.
3. Contract analyst prepares amendment and routes to separate analyst for review.
4. Contract analyst signs amendment and routes back to Contracting clerk who sends to subrecipient.
5. When subrecipient returns signed amendment, Contracting clerk fully executes negotiation and routes hard copy to Post-Award area.