

Subrecipient New Award Process

1. The Funding Administrator will review the subrecipient documents in the grant file to confirm all documents has been received. If any documents are missing from the imaged grant file, the Funding Administrator will check the Coeus Proposal Development records and Coeus Institute Proposal record (Attachments section). If the document is not located in the grant file or in Coeus, the Funding Administrator will reach out to the subrecipient to obtain all missing documents.
 - Letter of Intent
 - Entity Profile (if not in FDP Clearinghouse)
 - At proposal time the Entity Profile is sent to the SPS Operations & Research Manager to upload in to Perceptive Content under the SPS Subrecipient Monitoring Portal. This will be uploaded under the Subrecipient Entity Profile document type for that Subrecipient Number and name.
 - Statement of Work
 - Budget & Budget Justification – Verify the Budget amount in the subrecipients proposed budget documents match the amount Purdue is funding the subrecipient. This review will also help to identify and document special considerations such as proprietary overhead rates, advanced payments and fees.

Note: If there is a discrepancy, then new budget and budget justification documents need to be obtained from the subrecipient.
2. If a subrecipient indicates they do not have a COI policy the Funding Administrator will need to include the subrecipient in the PDD.
3. The Funding Administrator will complete the [Subrecipient Risk Analysis Form](#) (see the [Subrecipient Risk Analysis Form Instructions](#) if you have any questions completing the form). Once complete the Subrecipient Risk Analysis Form will be uploaded in to Perceptive Content and routed to the manager for review.
4. Prior to routing the Subrecipient Risk Analysis Form, the Funding Administrator will complete the subrecipient tab in GMPROGRAM appropriately. High risk should be indicated when confirmed through the risk assessment and comments should be provided on the Subrecipient Risk Assessment Form.
 - A panoramic SnagIt will be taken of the Subrecipient Tab and uploaded in to Perceptive Content for this grant. Be sure to include the sponsored program number in the custom properties.
5. The manager will review the subrecipient tab information, the subrecipient documents, the Subrecipient Risk Analysis Form and sam.gov documentation in Perceptive Content. When approved the manager will click on the button to email contracting.
 - If a change is made on the Subrecipient tab a new panoramic SnagIt will be taken of the Subrecipient Tab and uploaded in to Perceptive Content for this grant. Be sure to include the sponsored program number in the custom properties. The previous incorrect SnagIt will be deleted from Perceptive Content.
6. Contracting will review the documents and notes to complete the Subaward. Contracting will make notes on the Subrecipient Mitigation Strategy document and email the document to the SPS Support Group along with the fully executed agreement.

7. The SPS Operations Support Team will upload the Subrecipient Mitigation Strategy in to the SPS Subrecipient Monitoring Portal and they will upload the fully executed Subaward in Perceptive Content and route to the appropriate Post Award area.
8. The Funding Administrator will then complete the FFATA requirements,
9. The Funding Administrator will update the subrecipient tab with the Coeus number in the table.
10. The Funding Administrator will update the negotiation record to show the record as fully executed, and mark the Coeus negotiation record as 'Awarded'.

Subrecipient Amendment Process

Unilateral

A unilateral amendment is appropriate for the following actions: No cost extension, Period of performance extension, Incremental funding increase, and Authorization of carryover. Please note if there is a change in the scope of work or additional work is being added, a bilateral amendment should be used.

1. The Funding Administrator will complete the Amendment template, the [Risk Analysis Form](#), obtain a snippet of the active Sam.gov registration for the subrecipient and upload them to Perceptive Content (PC).
2. The Funding Administrator will create the negotiation record listing themselves as the negotiator. Create a negotiation activity with the type as 'To Account Manager'.

The Agreement Type will be either:

Subcontract Amendment – Federal

Subcontract Amendment - Foreign

Subcontract Amendment – Govt Flow-through

Subcontract Amendment - Industrial

Subcontract Amendment – Industrial (non-foreign)

Subcontract Amendment – State

3. The Funding Administrator will email the amendment template to the manager for review and signature.
4. The manager will review the Amendment, Risk Analysis Form and sam.gov registration to ensure there is no changes that would need further review from contracting. The amendment will be signed by the manager or sent to the Director if above the delegated amount and then sent back to the Funding Administrator.

Note: If there are changes that need contracting's review then you will need to upload a SnagIt of the Subrecipient Tab to provide Contracting with the latest updates and email the amendment to Contracting for their review.

5. The Funding Administrator will send the Fully Executed (FE) amendment to the appropriate subrecipient contact.
6. The Funding Administrator will update the negotiation record by uploading the email and template and update the activity type to show as 'Awarded' status and the Negotiation status to 'Fully Executed.' The subrecipient tab will be updated to reflect the latest amendment, and FFATA will be updated if it is applicable based on cumulative dollar amount at or exceeding \$25,000 at the time of the amendment. If applicable, a pdf of the successful FFATA submission will be put into PC.
7. The Funding Administrator will complete the transaction by routing the amendment in PC as document type subaward amendment to the manager queue to review.
8. The manager will make sure the negotiation record shows as FE, the subrecipient tab is updated and the FFATA pdf is filed, when applicable.

Bilateral

1. The Funding Administrator will complete the Amendment template, the [Risk Analysis Form](#), obtain a snippet of the active Sam.gov registration for the subrecipient and upload them to Perceptive Content (PC).
2. The Funding Administrator will create the negotiation record listing themselves as the negotiator. Create a negotiation activity with the type as 'To Account Manager'.

Mark Agreement Type as one of the following:

Subcontract Amendment – Federal

Subcontract Amendment - Foreign

Subcontract Amendment – Govt Flow-through

Subcontract Amendment - Industrial

Subcontract Amendment – Industrial (non-foreign)

Subcontract Amendment – State

3. The Funding Administrator will email the amendment template to the manager for review and signature.
4. The manager will review the Risk Analysis Form and sam.gov registration in PC to ensure there is no changes that would need further review from contracting. The amendment will be signed by the manager or sent to the Director if above the delegated amount and then sent back to the Funding Administrator.

Note: If there are changes that need contracting's review then you will need to upload a SnagIt of the Subrecipient Tab to provide Contracting with the latest updates and email the amendment to Contracting for their review.

5. The Funding Administrator will send the amendment to the appropriate subrecipient contact.
6. The Funding Administrator will upload the email and template in Coeus and mark the record as pending. The subrecipient tab will be updated to reflect the latest amendment, and FFATA will be updated if it is applicable based on cumulative dollar amount at or exceeding \$25,000 at the time of the amendment. If applicable, a pdf of the successful FFATA submission will be put into PC.
7. A weekly report from Coeus will be provided so the Funding Administrator can follow up on the pending amendments. The Funding Administrator will follow up with the subrecipient on any pending amendments.
8. Once the signed subrecipient amendment is returned Coeus will be updated to show the activity type as 'Awarded' status and the Negotiations status to 'Fully Executed,' and the Funding Administrator will complete the transaction by routing the amendment in PC as document type subaward amendment to the manager queue to review.
9. The manager will make sure the negotiation record shows as FE, the subrecipient tab is updated and the FFATA pdf is filed, when applicable.