

Subrecipient New Award Process

- The Funding Administrator will review the subrecipient documents to confirm all information has been received. If any documents are missing, the Funding Administrator will reach out to the subrecipient to obtain. If a subcontractor indicates they do not have a COI policy the Funding Administrator will need to include the subrecipient in the PDD.

Note: The Funding Administrator will notify contracting of the upcoming subcontracts that will need issued for urgent requests so drafts can be initiated while Post Award works to obtain finalized documents.

- Letter of Intent
 - Entity Profile (if not in FDP Clearinghouse)
 - Statement of Work
 - Budget & Budget Justification
- The Funding Administrator will complete the Risk Analysis Form. If the subrecipient is not listed in the portal, the Funding Administrator will email RQA using the template that provides the Subrecipient Name, Number and EIN and request the portal be updated with the Subrecipient Audit Risk summary. The Funding Administrator will obtain a snippet of the active registration in Sam.gov for the subrecipient, complete the new subaward checklist and upload these documents into the Subrecipient queue in Perceptive Content (PC).
 - The Funding Administrator will complete the subrecipient tab in GMGRANT appropriately. High risk should be indicated when confirmed through the risk assessment and comments should be provided on the risk assessment form.
 - The manager will review the subrecipient tab information, the subrecipient documents, the Risk Analysis Form and sam.gov registration in PC and click on the button in the subrecipient tab in GMGRANT to send to contracting. Contracting will review the documents and notes and work directly with RQA if further review is needed.
 - Once contracting has Fully Executed the subaward it will be sent to the manager queue in PC and then routed to the Funding Administrator.
 - The Funding Administrator will then complete the FFATA requirements, the subrecipient tab is updated to show the record as fully executed, and mark the coeus negotiation record as 'Awarded'.

Subrecipient Amendment Process

Unilateral

- The Funding Administrator will complete the Amendment template, the Risk Analysis Form, obtain a snippet of the active Sam.gov registration for the subrecipient, the sub amendment checklist and put the Risk Analysis Form and Sam.gov snippet into the Subrecipient queue in Perceptive Content (PC).
- 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
- The Funding Administrator will email the amendment template to the manager for review and signature.
- The manager will review the Amendment template, Risk Analysis Form, sam.gov registration and sub amendment checklist to ensure there are 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.
- The Funding Administrator will send the Fully Executed (FE) amendment to the appropriate subrecipient contact.
- 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 \$30,000 at the time of the amendment. If applicable, a pdf of the successful FFATA submission will be put into PC.
- The Funding Administrator will complete the transaction by routing the amendment in PC as document type subagreement amendment to the Subrecipient queue to review.
- 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

- 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 the sub amendment checklist and put the Risk Analysis Form and Sam.gov snippet into the Subrecipient queue in Perceptive Content (PC).
- 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
- The Funding Administrator will email the amendment template to the manager for review and signature.
- The manager will review the Risk Analysis Form, sam.gov registration and sub amendment checklist in PC to ensure there are 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.
- The Funding Administrator will send the amendment to the appropriate subrecipient contact.
- 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 \$30,000 at the time of the amendment. If applicable, a pdf of the successful FFATA submission will be put into PC.
- 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.
- 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 subagreement amendment to the Subrecipient queue for the manager to review.
- The manager will make sure the negotiation record shows as FE, the subrecipient tab is updated and the FFATA pdf is filed, when applicable.

Subrecipient Risk Analysis Process for Contracting

- The Contract Analyst will locate risk analysis worksheet in COEUS IPrecord.
- The Contract Analyst will review the worksheet completed by Post Award, along with any supporting documentation to determine the nature of the risk and appropriate template (risk mitigation strategy) to use.
- If risk analysis worksheet indicates Special Considerations, Contract Analyst should work with Post Award Specialist/ Manager to determinate nature of the special consideration. Add additional language to the contract as appropriate and outline risk mitigation strategy under Contracting Comments Section D. Elevate to Lead Analyst if you need assistance in determining additional language.
- The Contract Analyst will include any notes that should be added to the Portal on the worksheet as well.
- Once the risk analysis worksheet and draft subcontract are completed, risk analysis worksheet should be sent to RQA via rqa@purdue.edu.
- Upon final execution of the subcontract, the Contract Analyst will update RQA of any changes to the mitigation strategy.