Subrecipient Risk Analysis Process for Contracting

1. The RAC Contract Analyst will review the worksheet completed by Post Award (or Pre Award), along with any supporting documentation to determine the nature of the risk.

2. Based on issue of risk, the Contract Analyst will provide language to be included in the subcontract on the RAC worksheet**.

Some examples of instances where high risk language is needed are:
   a. International agreements  
   b. Export Control or Regulatory requirements  
   c. High risk financial issues (i.e. large cost sharing)  
   d. Site visits  
   e. Special payment terms or considerations  
   f. Other special terms and conditions which may pass through to a subrecipient

3. The information for the subrecipient and subaward should be reviewed and verified in SAP (for high risk indication, FDP status, etc.). Any changes needed to the Subrecipient tab in SAP, will have to be noted on the worksheet for Post Award.

4. The Contract Analyst will include any notes that should be added to the Portal on the worksheet as well.

5. Once the worksheet is complete, it should be routed back to the Post Award Manager, with a cc: to rqa@purdue.edu.

6. The RAC Contract Analyst should follow through with the assigned analyst once the contract is pushed through and assigned.

** In the event Regulatory/Export Control is also asked to perform a risk analysis, the Contract Analyst should wait for their recommendations prior to specifying contract language.