OUTGOING SUBAWARD REQUEST WORKFLOW

BEGIN SUBAWARD REQUEST

1. **Begin subaward request**
   - Complete entry & submit (must include Ariba CR number)
   - In OSP for review
   - Assigned to OSP subaward admin & is complete
   - Issue to subrecipient
   - Review, negotiate, sign
   - Attach FE agreement in SAGE; notify campus requestor & subrecipient

   **OSP ACTIVITIES**
   - OSP
   - Grants Manager
   - Fiscal Specialist
   - Procurement Services

   **SAGE ACTIVITIES**
   - Ariba Activities

   **ARIBA ACTIVITIES**
   - Ariba

   **PROCUREMENT SERVICES ACTIVITIES**
   - Buyer

QUESTIONS:

SUBAWARD AGREEMENT OR MODIFICATIONS: OSPSUBS@UW.EDU
SAGE SYSTEM: SAGEHELP@UW.EDU
PROCUREMENT SERVICES: PCSHELP@UW.EDU

ACRONYMS:

BPO: BLANKET PURCHASE ORDER
CR: CONTRACT REQUEST
FE: FULLY EXECUTED
OSP: OFFICE OF SPONSORED PROGRAMS

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