

SUBAWARD ROLES & RESPONSIBILITIES

After Prime Award Received



Departments / PI	Office of Sponsored Programs (OSP)	Procurement Services (PS)
<ul style="list-style-type: none"> • Create & Submit SAGE subaward request • Provide info to OSP as requested • Include Ariba Contract Request CR# <ul style="list-style-type: none"> • Ensure subrecipient is a registered Supplier with UW & is enabled in Ariba. • DRAFT Ariba (CR) • After Subaward Fully Executed (FE) agreement received, submit Ariba CR • Revise CR if rejected & resubmit 	<ul style="list-style-type: none"> • Review subaward request & follow up with PI/Dept. • Prepare, issue & negotiate agreement (with CR#) • Fully Execute & attach in SAGE 	<p>Facilitate new supplier readiness.</p> <p>Receive CR request:</p> <ul style="list-style-type: none"> • Verify FE in SAGE • If No, PS rejects CR • If Yes, CR becomes BPO • Subrecipient can invoice
<p>Monitor & Manage:</p> <ul style="list-style-type: none"> • Progress, performance & adherence to terms & requirements. • Review & approve invoices in Ariba • Alert OSP of problems: inability to obtain satisfactory invoice, non-performance etc. <p>Subrecipient Monitoring: GIM 8</p> <p>Submit:</p> <ul style="list-style-type: none"> • Progress reports • Agreement modification requests via SAGE • Invoicing /payment changes via Ariba so payments line up with agreement 	<ul style="list-style-type: none"> • Collect, maintain & report FFATA data • Request & review audit reports • Verify corrective action plans • Facilitate resolution of any performance problems • Follow up with PI/Department • Prepare, negotiate, issue & distribute amendments 	<p>Facilitate invoicing process.</p> <p>Buyer approves changes to existing CR / BPO requests.</p>