Subrecipient Grant Cycle

Upon Award, PO requisition is submitted, approved and a Subaward Number is determined

Subrecipient components added to proposal as per Sponsor requirements (i.e., Scope of Work, budget/justification, etc.)

Department Admin and C&G work together to obtain all requisite paperwork from PI and from Subrecipient

Subrecipient determination made and a sub is requested by PI as part of a proposal

**Monitoring Activities**:

**PI:** Corresponds with sub PI for reports

**DA**: corresponds with sub DA on any paperwork

**C&G**: Assures that monitoring is successful, compliant with Fed Regs follows up with DA and PI as needed

**Monitoring Activities, cont’d:**

Invoice is routed for approval: PI, DA and C&G check for accuracy on all aspects according to checklist

Contract is drawn between the Prime and Sub, signed by both parties: this includes the Subaward #

Subrecipient submits reports and invoices as specified in the contract

Payment is sent to the subrecipient ; payment schedules are tracked in UDataglance and on the Procurement Payment Activity site

RO **holds** invoice marked FINAL until Attachment 4 received (promising no further expenses and all reports submitted)

Subaward can move to closeout when final invoice is approved and the PO is closed out

Great Work!