SAINT LOUIS ✠ UNIVERSITY

Office of the Vice President for Research
Standard Operating Procedure

Outgoing Subawards **#1022** **Effective Date: 01/01/2019**

I. **Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) handle outgoing subaward contracts. This process will promote a consistent approach and understanding to ensure all outgoing subawards are handled the same way throughout the GO Centers in the Agiloft system.

II. **Introduction**

Outgoing subawards typically fall into two categories: a subaward to a Federal Demonstration Partner (FDP) on a federally funded project or a subaward to a source which is not an FDP. The GO Center is responsible for processing and managing all outgoing subawards in the Agiloft system.

III. **Procedure**

Federal Outgoing Subaward

Once a notice of award (NoA) is received from a federal sponsor with SLU as the prime awardee then the PAS will begin the process of completing the FDP packet for the appropriate subaward based on the NOA and previously submitted subcontractor documents. When the FDP packet is complete then the PAS will email this to the subaward (with no signature). The subaward completes their portion of the packet, signs it, and emails it back to SLU. At this point the PAS will start the process in Agiloft and upload the partially executed packet (PEA) along with the additional supporting documents (including the subrecipient risk assessment documents) to Agiloft for institutional reviews, approvals, and internal signature via DocuSign as denoted in the job aid on the shared Agiloft Google drive.   Once fully executed, the PAS will send a copy of the fully executed agreement (FEA) to the subaward and process it appropriately in Workday.

Non-Federal Outgoing Subaward

Non-federal outgoing subawards are processed in Agiloft and the PAS is responsible for processing these in Agiloft along with uploading the required documentation needed by the OVPR Contracts team as noted in the Agiloft Google drive. The PAS will monitor the processing of this subaward and work with the PI and OVPR Contracts team as needed. Once the subaward is fully executed then the PAS will ensure it is uploaded to Agiloft and Workday, as well as continue with the appropriate Workday processes.

Amendments to Federal or Non-Federal Subawards

If an amendment needs to be issued to a federal or non-federal subaward, then the PAS will process this in Agiloft for institutional reviews and approvals according to the appropriate job aid/Agiloft processes. The PAS will monitor the processing of this subaward and work with the PI and OVPR Contracts team, as needed. Once the subaward is fully executed then the PAS will ensure it is uploaded to Agiloft and Workday, as well as continue with the appropriate Workday processes.

IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
[06/22/2021]	[06/25/2021]	Updated to reflect the contract revision process in Agiloft