



Office of the Vice President for Research
Standard Operating Procedure

Incoming Subawards
#1021
Effective Date: 01/01/2019

I. Purpose

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

II. Introduction

Incoming subawards typically fall into two categories: a subaward from a Federal Demonstration Partner (FDP) on a federally funded project or a subaward from a source in which the prime sponsor is not federal. The GO Center is responsible for processing and managing all incoming subawards in the Agiloft system.

III. Procedure

Subaward from a Federal Demonstration Partner (FDP)

When a subaward comes in from an FDP, the PAS will process it in Agiloft. The first action is to review for correct contract dates, addresses, and reporting due dates. The PAS needs to include an updated 3B attachment. Then the PAS reviews the PI's budget, budget justification, and scope of work to the subaward. At this point, these documents are uploaded into Agiloft for appropriate institutional reviews and approvals. Once the approvals are obtained, then the AOR is notified via DocuSign that the subaward is ready to sign. If the Prime has signed the FDP agreement prior to sending it to SLU, then once the AOR signs the document it is considered fully executed (or a FEA). The PAS will need to send the FEA back to the prime organization and upload to Workday to continue with the appropriate processes referenced in the job aids. If the Prime has not signed the FDP agreement prior to sending it to SLU, then the PAS can either send back to the Prime via email for signature or the PAS can send the Prime the same DocuSign envelope they send to the AOR to obtain signature. Either way the PAS needs to monitor for the FEA and when received, ensure it is uploaded to Agiloft and Workday, as well as continue with the appropriate Workday processes.

Non-Federal Subaward

Non-federal 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 to a federal or non-federal subaward is sent to SLU, 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 |
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