

Subaward Standard Operating Procedure

University of South Carolina – Office of Sponsored Awards Management

PROPOSAL Stage:

1. Administrator verifies whether or not subawards are proposed on the effort. If there is/are subaward(s) listed the Administrator forwards to the Subaward Administrator the name and if available the EIN of the Subrecipient(s).
2. The Subaward Administrator checks to see if the Subrecipient(s) is/are on the USC vendor list. If not, the Subaward Administrator sends a Supplier Information Forms package to the potential Subrecipient with a request to complete and return to USC in anticipation of receiving an award.
3. Upon receipt of the completed Supplier Information Forms Package the Subaward Administrator forwards the package to Anita Thatch in Purchasing so that the vendor can be added to the USC vendor list.

NOTICE OF AWARD or Just-in-Time RECEIVED IN SAM:

1. Administrator checks to see if there are any subawards in the budget. If there are subawards in the budget, the Administrator confirms that the following are in USCeRA:
 - a. Certification form
 - b. Commitment letter from Sponsored Programs Office, or Financial Office
 - c. Scope of work, budget and budget justification

If any items a – c are missing, the Administrator obtains the documents from the PI and/or Subrecipient.
2. The Subaward Administrator performs the following tasks:
 - a. Search SAM.gov to verify that Subrecipient is registered and to ensure that it is not an excluded entity. If not registered, notify the Subrecipient of necessity to register.
 - b. Obtain Subrecipient's A-133 Audit from the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/default.aspx>. If not available, the equivalent audit information should be requested as part of the Subrecipient Commitment Form.
 - c. Prepare and send Subrecipient Commitment Form requesting pertinent information.

GENERATE A PURCHASE REQUISITION/ORDER (Performed by Subaward Administrator):

1. Enter Subaward in USCeRA Subaward module.
2. Upon receiving all required information, including approved scope of work/budget, completed Commitment Form and other pertinent sub-recipient monitoring documents, the Subaward Administrator generates a purchase requisition.
3. Complete purchase requisition.
4. Submit purchase requisition to Administrator for approval.
5. Email the purchase requisition to USC Purchasing Department.
6. Create subaward file.

SUBAWARD AGREEMENT:

1. The Subaward Administrator prepares the subaward agreement using the proper template for the funding source and provides subaward to Administrator.
2. The Administrator reviews the subaward to ensure that all appropriate terms and conditions are included based on funding source and Subrecipient type. If necessary the Administrator negotiates the subaward with the Subrecipient.
3. Submit final approved subcontract to an authorized USC official for signature.
4. Subaward Administrator scans and emails the partially executed agreement to the Sponsored Programs Office or Financial Office of the Subrecipient's designated contact for signature. Administrator is copied on the email.
5. Subaward Administrator is responsible for following up with the Subrecipient and ensuring that the fully executed subaward is returned to USC in a timely manner (typically within 7 -10 days).

June 23, 2015