Offic e of th e Vice President for R esear ch

Standard Operating Procedure

I. Purp ose

The purpos e of th is St a ndar d O pe rating Pro ced ure (SOP) is to describe how P ost- Aw a rd

Spe cial ist s (PAS) handl e out going sub award cont racts . Th is proc ess will promot e a

cons istent app roach and un derstanding to ensu re all o utg oing s uba wards are hand le d

th e same w ay t hroug hout the G O Center s in the Ag iloft sys tem.

II. Int roduc tio n

Outg oing subaw ards ty pically fa ll in to two categ ories: a sub awa rd t o a Federal

De mons tr ation P art ner (FDP) on a feder ally funded pr oject o r a s ub awa rd t o a s ource

wh ich is not a n FDP . The GO C ente r is r espo nsibl e fo r processing and m anaging a ll

out going sub award s in the Agiloft system.

Non - Federal Ou tgoin g Suba ward

No n-feder al outg oing suba wards are process ed in A giloft a nd th e PA S is respon sible f or

pr ocessing these in A giloft alon g w ith up loading the requ ir ed d ocum enta tion need ed by

th e OVPR C ontr acts team a s not ed in th e Agiloft Goog le dri ve. The PA S wil l moni tor the

processing of t his suba ward and work with the P I an d OVPR Contr acts team as needed.

Once the sub award is full y e x ecuted th en t he P A S wi ll ens ure it i s up loaded to A giloft

and Wor kday, as well a s cont i nue with t h e appr opria te W o rkda y pr ocesses.

A mendments to Fe deral o r Non-Federa l Sub awards

If a n am endm ent n eeds to b e issued to a feder al or non -fed eral subaw ard, th en t h e PAS

wi ll pro c ess thi s in Agiloft for in stituti onal r eview s and app rovals according to the

app ropriate job aid/Agiloft pro cesses. T he PAS will mon itor the processing o f this

suba war d and work w ith t he PI and OVPR Contracts t eam, a s neede d. O nce the

suba war d is fully executed th en t h e P AS wi ll en sur e it i s uploaded to A giloft and

W orkda y, a s wel l as c ontinu e with t he appr opri ate W orkda y proc esses.

IV. Versio n Hi story

Ve rsio n Date A p pr oval D ate Summary Change s

[01 /01/2019] [01/01/2019] I ni tial Ve rsi on

[06 /22/2021]

[06 /25/2021] Upda te d to ref lect the contr act revision p rocess in

Agiloft