Initiating a Subaward

1. Title & Description

2. Defaults to preparer. Contact receives all notifications. Editable.

3. Performance Dates & Final Invoice date – refer to T&C typically no more than 60 days past expiration.

4. Select Subrecipient*

5. Select your dept.

6. Select Yes and complete all related fields.

7. Use Firefox or Chrome internet browsers.

The required fields in this section are:
- UW Department Contract Phone Number
- UW Department Contract Email Address (Email Address Defaults to preparer)
- FA Number
- UW Prime Award Recipient PI Name
- Subaward PI Name
- Subaward Type

See the next slide for summary of Subaward Types.
# Subaward Type Reference

<table>
<thead>
<tr>
<th>Subaward Type Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Brand new subaward.</td>
</tr>
<tr>
<td>Renewal</td>
<td>Subaward under a competing segment of the prime award.</td>
</tr>
<tr>
<td>PAS Transition</td>
<td>Creating a new BPO to transition existing subaward from PAS to eProcurement.</td>
</tr>
<tr>
<td>Edit</td>
<td>Change(s) to the BPO that do not require changes to the subaward agreement. Examples: Final Invoice Date Adjustments, Change departmental contact in eProcurement, Closeout w/Remaining Balance.</td>
</tr>
<tr>
<td>Modification-funding</td>
<td>Changes that require a modification to the subaward agreement to add or decrease funding. <strong>Examples:</strong> Supplemental Funding, Approved carry forward requests, Reducing funded amount, Early Termination that includes de-obligation of funds.</td>
</tr>
<tr>
<td>Modification-no funding</td>
<td>Changes which require a modification to the subaward agreement, but do not change funding. <strong>Examples:</strong> Extend Period of Performance (no additional $), Change of PI, Change in the Scope of Work.</td>
</tr>
</tbody>
</table>
4. OSP recommends 30-60 days prior to expiration to receive notices.
5. Indicate reminder intervals.

- **Minimum Commitment**
  
  Minimum Commitment applies to the entire contract. Notifications are sent when the Amount Spent does not meet the specified percentage of the Minimum Commitment.

- **Maximum Limit**
  
  Maximum Limit applies to the entire contract. Notifications are sent when the Amount Available does not meet the specified percentage of the Maximum Limit. The Tolerance is the percentage by which you can exceed the Maximum Limit.

  - Maximum Limit: [USD]
  - Tolerance: [%]
  - Send notification when Amount Available is at or below: [%]

- **Additional Approvers List**
  
  Add additional approvers to the approval flow if a release against the contract does not meet the overall (maximum) or release (minimum or maximum) limits.

- **Expiration Date Notification**
  
  Use notifications to give users advance notice that the contract expiration date is approaching.

  - Send notification: [0] days before the contract expires
  - Re-notify every: [0] days

- **Notification List**
  
  Add additional users, roles, or groups to receive email notifications if the contract does not meet any of the specified limits.

  - Send notifications to: [no value]

- **Preload Amount**
  
  Enter a preload amount to preset the spend accumulators for the contract, for example, to reflect prior spending on this contract.

- **Forecasted Spend**
  
  Use forecasted spend to estimate the amount spent on this contract over its lifetime.

1. Amount of Subaward in USD.
2. Tolerance = “0%”
3. Enter % at which you’d like a notification.
Best Practices & Guidelines

Ensure that you:

• Choose correct supplier, before submitting a Contract Request for approval.

• Review accuracy of performance periods, budgets, dollar amounts, contacts etc.

• Redact sensitive information from attachments.
1. Use “NA”
2. Select Subaward Commodity 99999
3. Select “each”
4. Enter a description for this item.
5. Amount of Subaward
6. Use “NA”
7. Select “each”
8. Amount of Subaward
9. Select “No”
10. Current as of 5/18/2015
1. Change from “Quantity” to “Amount”
2. Enter Amount of Subaward
3. Tolerance = “0%”
4. Defaults to 036200, this cannot be changed.
5. Select UW Budget Number for payment.
6. To pay from multiple UW budget’s.
Designate who else can edit this request in eProcurement. (Contact & Preparer automatically have edit access.)

1. Select Access Control or Hit Next 2x.
1. Attach required documentation.

2. You can attach appendixes to the entire contract request or to specific line items.

3. Check if you want Subrecipient to see attachments.

4. Save your attachment changes.
Attachments

• **Size Limitations**
  – 4 MB per document
  – 10MB total per CR / BPO

• **Recommendations on how to minimize**
  – Pay attention to resolution when scanning:
    • Records management requires 300 dpi minimum
    • For more information on attachment policies visit [http://f2.washington.edu/fm/ps/tools-for-reconciling/scanning/whitiba](http://f2.washington.edu/fm/ps/tools-for-reconciling/scanning/whitiba)
  – Compress files before attaching

Current as of 5/18/2015
Required Attachments

Attach all required documents:

- Letter of Intent (LOI) or PHS398 Face Page signed by the Authorizing Official of the subrecipient institution
- Scope of Work
- Budget
- Budget justification
- Negotiated F&A rate agreement that validates what the subrecipient entity is allowed to receive as F&A
Review Summary

CR1192: Super Subaward

Review and edit the contract request. When you are finished, submit the request for approval, or exit and save the request in a

Summary  Pricing Terms  Milestones  Approval Flow

DEFINITIONS

Title:  
Super Subaward

Description: 
Creating a Subaward

Related Contract ID: 

Contact:  
TAMARA RIVET

Effective Date:  
Sun, 1 Feb, 2015

Expiration Date:  
Sun, 31 Jan, 2016

Final Invoice Date:  
Wed. 30 Mar. 2016

Scroll down to review entire Contract Request & add Comments for Subrecipient.

Submit Contract Request after review.

Current as of 5/18/2015
Fully Approved CR Summary Page

CR914 - 2014-2016 Training Supplies and Materials

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print or export to Excel.

Click BPO914 link to view.
Best Practices for Comments

• **Internal Comments**
  – Internal Comments are not sent to the subrecipient entity.
  – Use Internal Comments for communication between departments and OSP.

• **Comments** field with *Visible to Supplier* alert
  – Comments entered into any **Comment** that has the red *Visible to Supplier* alert are sent to the subrecipient entity.
  – Use these comments only if you want the Subrecipient to see them.
Before you begin…

RECEIVING

• The Subaward Preparer or the Contact or the Central Receiver must Receive to allow invoices to be paid.
• Receiving releases the funds to allow invoices to be paid.
• Review AP’s guidance on receiving to ensure timely payment to Subaward recipients:
  http://f2.washington.edu/fm/ps/how-to-buy/receiving
• Do not receive incorrect invoices – request an invoice rejection via webform:

*NOTE: Do not receive ANY invoices until you get the follow up email from bporejects@uw.edu. Only AFTER the confirmation should other invoices for that BPO be received. If you try to receive an invoice before the rejection has been confirmed, you will release funds for the invoice you want to reject.
Reviewing Invoices

Search **Contract**.

Enter numeric # of BPO in Contract ID field.

Click BPO

Click “Search”
Reviewing Invoices

Select the "Invoices" tab. Do not click the "Invoice" Button!
### Reviewing Invoices

1. Sort the "Date/Time Created" so arrow points up.

2. Always Review & "Receive" the oldest "Created" Invoice in "Reconciling" status 1st.

3. Click on the Invoice # to review.

Receiving newer “Date/Time Created” invoices, will release funds to an older invoice and not the one you are reviewing.

<table>
<thead>
<tr>
<th>ID</th>
<th>Supplier Invoice</th>
<th>Date/Time Created</th>
<th>Supplier</th>
<th>Supplier Contact</th>
<th>Status</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV74284-2814</td>
<td>74284</td>
<td>02/24/2014 07:10:05 AM</td>
<td>University of Washington</td>
<td>University of Washington - test</td>
<td>Reconciled</td>
<td>$3,217.60 USD</td>
</tr>
<tr>
<td>INV74284 1-2816</td>
<td>74284_1</td>
<td>02/24/2014 10:52:03 AM</td>
<td>University of Washington</td>
<td>University of Washington - test</td>
<td>Reconciled</td>
<td>$3,217.60 USD</td>
</tr>
<tr>
<td>INV7687654-2835</td>
<td>7687654</td>
<td>03/04/2014 04:17:36 PM</td>
<td>University of Washington</td>
<td>University of Washington - test</td>
<td>Reconciling</td>
<td>$3,217.60 USD</td>
</tr>
</tbody>
</table>
Reviewing Invoices

Review the details of the invoice within Ariba.

2. “Download” attachments to review the copies of the physical invoice attached by subrecipient.
3. Use departmental internal controls to secure approval for payment prior to “receiving” invoice.

Current as of 5/18/2015
After Invoice has been departmentally approved for payment, navigate to the BPO via the “Contracts” tab. Click the “BPO” you wish to receive against. Click “Receive”.

Current as of 5/18/2015
Receiving

After careful review of the entire invoice ensuring accuracy and having secured departmental approvals:
• Enter only the amount to be paid in **Amt.Accepted** field, do not enter entire subaward amount.
• DO NOT include tax, even if it is indicated on the invoice.
• Optional comments may be added to the comments section.
• Click “Submit”.

![Image](image-url)
Reviewing Subaward Amounts

1. Navigate to the BPO summary to review.
2. Search -> Contracts, enter BPO number as “Contract ID”, navigate to Summary tab of BPO.

| Received Available Amount: | $12,000.00 USD |
| Received Amount:           | $0.00 USD     |
| Received Amount Percent Left: | 100%         |
| Reconciled Available Amount: | $11,800.00 USD |
| Reconciled Amount:         | $200.00 USD   |
| Reconciled Amount Percent Left: | 98.33%       |

Updates at 12:00 a.m. nightly.

Updated immediately after an invoice has been “received”

Current as of 5/18/2015
Receipt Approvals

Receipt Approver can add Approvers.

3 choices:
- Add approver in parallel to the entire approval flow
- Add approver before the selected approver in the approval flow
- Add approver after the selected approver in the approval flow

Click “OK” then review approval flow for the addition.

After Ad Hoc approver displays on approval flow click “Approve”.

Current as of 5/18/2015
Additional Resources

• Subaward-specific process: https://www.washington.edu/research/?page=pasToAriba
• Subaward related Ariba questions: aribasub@uw.edu
• Questions on Contract execution and Approvals: OSPsubs@uw.edu
• Vendor registration and eProcurement system questions: pcshelp@uw.edu

Current as of 5/18/2015
Subaward Request Status Report

• Excel spreadsheet of subaward requests that are pending or have been fully executed within the past month.
• Updated bi-weekly and posted on the OSP Website http://www.washington.edu/research/index.php?page=subContracts
• If the subaward request was submitted more than 2 weeks ago and is not on the list:
  • Email ospsubs@uw.edu and include the eProcurement/Ariba Contract Request Number, BPO Number or the PAS PO Number.
• Fully Executed subawards are saved to the parent eGC1 in SAGE under 'attachments'.

Current as of 5/18/2015