Award Management/ Subawards

Key: **O = Ultimate Owner of the Process/Activity**
P= Primary Contributor to the Process   **X = Contributor to the process**

Award Management/ Subawards	PI and/or Co-PI(s)	Dept /College Staff	OSPAN	ORSP	Grants Accounting	Others (Purchasing, A/P, Contracts, Legal Counsel, COI)
Prepare, negotiate, and execute outgoing subawards				O/P		X
Establish Subaward contract In Workday (SPC)				X	O/P	X
Manage programmatic aspects of subaward	O/P					
Receive Invoice from Subrecipient					O/P	
Review and approve subaward invoices for payment in Workday	O	P			X	
Subrecipient Risk Assessment				O/P	X	
Subrecipient Monitoring	X	X		X	O/P	
Award Management						
Implement projects/program activities	O	P				
Prepare purchase requisitions/spend authorizations		O/P				X
Execute payments		O/P				X
Clean up any unliquidated obligations/PO lines		O/P				X
Payroll Allocation entered into Workday		O/P				
Prepare Payroll Accounting Adjustments (PAA)		O/P				
Review and regularly monitor expenditures (lifecycle procurement)		O/P	X			X
Regularly monitor expenses and make any expense corrections		O/P	X			X
Provide monthly financial reports to the PI and department			O/P			
Review and Approve financial transactions	X	O/P			X	