

# Subaward Roles and Responsibilities

Wayne State University – Sponsored Program Administration

## Departments/PIs

- ✓ PI requests proposal package from proposed subrecipient and evaluates selection.
- ✓ PI / Dept. verify FCOI policy and/or obtain FCOI Forms 1 & 2 if sponsor uses PHS FCOI regulations
- ✓ PI / Dept. indicate subawards on PRF.
- ✓ PI prepares proposal and sends to SPA
- ✓ PI / Dept. provide additional information required for subaward issuance
- ✓ PI monitors subrecipient technical progress and performance
- ✓ PI / Dept. monitor subrecipient's adherence to terms and cost sharing requirements
- ✓ PI / Dept. verify compliance approvals are current for subrecipient's portion of statement of work (human subjects, animal subjects, biosafety)
- ✓ PI / Dept. monitor receipt of invoices and reviews that expenses are aligned with technical progress and all required reports are received
- ✓ PI reviews, signs, and dates invoices
- ✓ PI / Dept. send approved invoice to SPA mailbox [subkinvoices@wayne.edu](mailto:subkinvoices@wayne.edu) for processing or returns to subrecipient for more detail or documentation
- ✓ PI Assesses need to modify statement of work or budget
- ✓ PI / Dept. plan for timely closeout and obtain prime no cost extension if needed (follow up on missing reports, receipt of final invoice)
- ✓ PI promptly alerts SPA when problems arise (inability to obtain satisfactory invoice, non-performance)

## Sponsored Program Administration

- ✓ SPA reviews and submits proposal
- ✓ SPA verifies FCOI policy and reviews Forms 1 & 2
- ✓ SPA works with COI office to verify FCOI training and disclosures
- ✓ SPA negotiates with sponsor and accepts prime award
- ✓ SPA follows-up with PI / Dept. to obtain any additional required documentation/data required for subaward
- ✓ SPA reviews risk levels and, if necessary, modifies subaward agreements
- ✓ SPA prepares, negotiates, issues and distributes subaward agreement
- ✓ SPA collects, maintains, and reports FFATA data
- ✓ SPA activates/encumbers subaward funds in financial system
- ✓ SPA assists PIs and departments with monitoring subawards
- ✓ SPA requests and reviews annual audit reports
- ✓ SPA verifies corrective action plans are implemented (if necessary)
- ✓ SPA notifies department administrators if the invoices are incorrect
- ✓ SPA tracks and processes invoices with PI approval
- ✓ SPA prepares, negotiates, issues, and distributes amendments
- ✓ SPA modifies subaward encumbrances in the financial system
- ✓ SPA completes closeout
- ✓ SPA resolves problems that arise during performance