PI/Department	Pre-Award	Post-Award

Proposal
Outbound subaward scope, budget, justification and deliverables obtained for each subrecipient

Checks website to determine if subrecipient is participating in FDP Pilot

Subrecipient participating in pilot?

Yes → Subrecipient completes pilot form

No → Subrecipient completes UM Subrecipient Commitment Form

Prints Entity Profile, attaches Pilot Form and includes both in proposal package

PI/Dept. Routes to ORA

Confirms appropriate docs are included and completed correctly

Info from Forms is captured in the InfoEd Proposal Tracking System

Enters info in the Expanded Clearinghouse Phase I Tracking Form
(See Awarding page 2)

PI/Department

Pre-Award

Post-Award

Awarding

SI provides list of awarded federal proposals with anticipated outbound subawards

Sends communication to PI/Dept. reminding them of Subawarding process and encourages them to initiate process ASAP

Subawarding

Confirms sponsor has approved subrecipient, scope, period of performance, budget justification and deliverables

Verifies subrecipient is an approved UM vendor

Prepares UM **Outbound Subaward/JHS Work Order Request Form** and attaches relevant documents

Sends package to ORA Pre-Award at **MRA@med.miami.edu**

Contract Officer will review Entity's information and completes the FDP Risk Assessment Questionnaire to determine risk level (Low or High)

Contract Officer drafts the subaward agreement and may incorporate additional terms and conditions into the agreements for High Risk entities/projects to ensure appropriate oversight and compliance

Contract Officer negotiates subaward and obtains all required signatures

If any budget changes are requested by subrecipient, Contract Officer will advise and obtain revised documents/approvals from the PI/Department

Contract Officer will enter into Workday, generate unique Supplier Contract ID, fully execute and disseminate

PI/Dept. will be informed if/when subrecipient/ project is determined to be High Risk as this may result in more diligent oversight and possibly stricter terms and condition

Contract Officer captures Risk Assessment determinations and FFATA information within Workday

Contract Officer enters the relevant information into the Expanded Clearinghouse Phase I Tracking Form if/ when the subrecipient is participating in the Pilot

Subrecipient Commitment Form/FDP Subrecipient Pilot Form, SAM Print Screen, Risk Assessment Questionnaire, Audit, Entity Profile, etc. -saved into OnBase within the "Subrecipient Monitoring" document type and Workday
(See Award Management page 3)

Subrecipient Monitoring Plan

PI/Department	Pre-Award	Post-Award

Award Management

Request/Review Audit

Monitors the subward throughout the life cycle of the project

Regularly schedules calls/meetings/site visits with each subrecipient to ensure appropriate review of performance, address any questions or concerns, etc. as appropriate

PI/Dept. should escalate to **ORA Post Award** regarding areas of concern - deliverables/milestones are not met; technical reports do not correspond with the scope; subrecipient is unresponsive; invoices do not correspond with the budget; inappropriate costs are contained within the invoice; supporting documentation is not sufficient; etc.

ORA Post-Award seek guidance from ORA Pre Award Contract Officer as needed

Post Award monitors medium and high risk subrecipient invoices **(See Close-Out page 4)**

PI/Department	Pre-Award	Post-Award

Close-Out

Post Award works with PI/Department on Subrecipient Closeout

PI/Department reviews and approves final docs to ensure accuracy and completeness

Errors or concerns exist?

No

Yes

PI/Department must facilitate a resolution with the subrecipient, involving ORA as needed

Once final docs are obtained and determined to be acceptable, these docs will be uploaded into OnBase's "Closeout Reports" document type