

Subawards Policies and Procedures

Johns Hopkins University Research Administration

2016

I. Introduction

Sponsored project awards made to The Johns Hopkins University (“JHU” or “University”) are generally conducted within the physical boundaries of JHU by University faculty and staff. Frequently, however, a significant portion of the required work may need to be provided outside the University by a third party. The third party is made responsible for a discrete portion of the project award, providing the leadership and direction of a responsible investigator and the resources necessary to conduct that portion of the work. Costs associated with this work may include personnel costs, supplies, equipment, travel, and overhead. Such an arrangement is carried out through the issuance of a subaward.

The U.S. Government Office of Management and Budget (OMB) requires JHU as the Prime Recipient to analyze and monitor funds going to subrecipients. In the case of subawards, the Office of Naval Research audits recipients’ compliance with this requirement. The guidelines and specific procedures set out in this manual have been developed by the Johns Hopkins University Research Administration (JHURA) for establishing subawards (subgrants and subcontracts) for research, development and services under federal prime grants and contracts awarded to JHU to assure compliance with U.S. Government regulations. These instructions should also be used as guidance in establishing international subawards and subawards under non-federal prime awards.

A. Definitions

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200, et al., Referred to as the “Uniform Guidance” (UG). The [Office of Management and Budget \(OMB\)](#) issued [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) in the [Federal Register](#). The UG replaces the administrative, accounting, audit rules and principles currently promulgated in the OMB Circulars, including A-21, A-110, and A-133. The UG took effect on December 26, 2014. Foreign and for profit subrecipients have additional applicable provisions.

Award: Financial assistance received directly from a Federal or non-federal sponsor that provides support to accomplish a purpose. The term award includes grants, cooperative agreements, contracts and other agreements whereby funds are given to JHU by the sponsor.

Competitive Bid: Requires the PI to solicit proposals from a number of sources and make a final selection based on technical merit and cost objectives.

Contract: A legal agreement used to procure goods or services. Subs under contracts are referred to as subcontracts.

DUNS number:

F&A: Otherwise known as indirect costs, “IDC” or F&A. These are costs incurred by the institution which support the research projects but are not specifically identified with a particular sponsored project. Institutions of higher learning and many non-profits have their indirect rate negotiated and set by and with the Government.

Fringe Rate:

Pass-through Entity: Known as PTE or Prime Recipient. A direct recipient of funding, and may pass on funds to a subrecipient.

Prime Award: A governing agreement between the prime recipient and the awarding agency.

Purchase Order: Used in cases of purchased services from an organizational entity but do not involve substantive, programmatic, or scientific research. For example, repetitive tests or activities requiring no discretionary judgment on the part of the provider. Utilized in purchaser-vendor relationships involving the procurement of goods or services when detailed terms and conditions are not required. For subawards, the Purchase Order is the identifying number and must be included in subrecipient invoices.

Risk Rating: After assessing subrecipient capabilities and resources, JHURA sets the risk rating for the subrecipient. For JHU, there are only two risk ratings: low and high. A high risk rating is for all subrecipients who have never done business with JHU previously plus all foreign sites and for profit sites and all entities that do not conduct a Single Audit.

SAM Registration:

Sole Source: A situation in the marketplace where there is clearly and legitimately only one source of supply that meets the necessary requirements. A sole source justification implies that any attempt to obtain bids would result in only one option.

Subaward: A legally binding executed agreement that transfers or delegates a portion of research or substantive intellectual effort of a prime award to another institution or organization. Subawards are not written to individuals. The term subgrant is used when the prime award is a grant and the term subcontract is used when the prime award is a contract.

Subrecipient: The recipient of a subaward awarded to a foreign or domestic organization (either a non-profit, educational institution, state or local government, or private industry) for the performance of a portion of the work statement covered by a prime agreement that is funded either directly or indirectly with sponsored funds. It does not include agreements with individuals for consulting services or purchase orders for equipment, materials or other services. A subrecipient receives an award of assistance from a pass-through entity and conducts its own scope of work. Also referred to as subawardee, subgrantee or lower-tier institution.

Subrecipient Monitoring: A UG and JHU compliance requirement which establishes that prime recipients have the responsibility to monitor the activities of subrecipients in accordance with the governing agreement and federal, state and local laws, to assure that awarded funds are used for

authorized purposes in compliance with the provisions of the agreement, and to ensure that performance goals are achieved.

B. Determining nature of relationship: Consultant v. Contractor v. Subrecipient

See Attached: Sub Determination Form and Quick Guide.

Before entering into a relationship with another entity under a sponsored award in which the other entity will provide goods or services or substantive, programmatic work to JHU as the prime recipient of funding, a determination must be made as to the nature of the legal relationship of JHU and other entity. This classification will determine the type of legal agreement required to document the relationship. Properly classifying the relationship is essential because it determines the allocation of responsibilities and influences the appropriate application of indirect cost rates, and is critical to ensure proper accounting for costs and compliance requirements. The University follows the requirements in the UG to determine subrecipient or contractor status. See 2 CFR sec. 200.330

In the case of a subaward, it is incumbent upon the prime recipient (JHU) to ensure that subrecipients conduct their portions of research projects in compliance with all applicable terms and conditions of JHU's Prime Awards and that project costs incurred by subrecipients are reasonable and allowable. Agreements with contractors for the purchase of services, however, typically do not bind contractors to the full set of sponsor terms and conditions, and are subject to competitive bidding procurement practices, to assure that funds paid to contractors do not exceed fair market value.

It is important that the correct agreement determination is made early in the process of preparing a grant application, as F&A treatment and monitoring requirements for these types of agreements vary and will impact the award budget and, in some cases, the statement of work. In addition, if specified in the award terms and conditions, sponsor approval may be required prior to executing a subaward; sponsor pre-approval is less frequently required for JHU to enter into a contractor agreement for purchase of services. Both forms of agreement should have a clear purpose and cost.

Activities performed by private individuals who are not employees of JHU are normally administered through a "Contract for Personal Services Rendered by a Consultant/Independent Contractor." For further information on consultants and independent contractors, please refer to the Independent Contractors Guide issued by the Office of the Controller, which can be found at: <https://apps.finance.jhu.edu/policyapp/displayGuideContents.do?guidelId=IND>

In cases where purchased services from an organizational entity do not involve substantive programmatic or scientific research, a purchase request may be appropriate. An example would be the performance of repetitive tests or activities requiring no discretionary judgment on the part of the provider, or which are related to the administrative support of the federal assistance program.

A **subrecipient** relationship may be appropriate when many of the following factors are present:

- Substantive, programmatic work or an important or significant portion of the research program or project is being undertaken by the other entity.
- The research program or project is within the research objectives of the other entity.
- The entity participates in a creative way in designing and/or conducting the research.
- The entity retains some element of programmatic control and discretion over how the work is carried out.

- The entity commits to a good faith effort to complete the design or conduct of the research.
- The entity makes independent decisions regarding how to implement the requested activities.
- A principal investigator has been identified at the other entity and functions as a “Co-Investigator”.
- There is the expectation that the other entity will retain ownership rights in potentially patentable or copyrightable technology or products that it produces in the course of fulfilling its scope of work.
- Publications may be created or co-authored at the entity.
- The entity provides cost sharing or matching funds for which it is not reimbursed by JHU.
- The entity has responsibility for compliance with Federal program requirements.
- The entity regards itself, and/or is regarded by JHU, as “engaged in research” involving human subjects under the [Common Rule](#) and therefore requires approval for its interactions with human subjects.

Subawards should have a detailed scope of work and a budget that specifies salary, fringe, supplies, and other direct costs, as well as appropriate F&A costs consistent with the subrecipient’s indirect cost rate. Terms and conditions from a Prime Award are typically imposed on the subrecipient to the same degree that they are imposed on JHU as the prime recipient.

A contractor relationship may be appropriate when many of the following factors are present:

- The entity is providing specified services in support of, or ancillary to, the research program.
- The entity has not significantly participated in the design of the research or program itself, but is implementing the research plan or program activities of the JHU investigator.
- The entity is not directly responsible to the sponsor for the research, or program, or for determining research results.
- The services are performed in the entity’s normal course of business and marketed to a range of customers, both for-profits and non-profits.
- Little or no independent decision-making is involved in the design and conduct of the research or programmatic work being completed.
- The agreement only specifies the type of goods/services provided and the associated costs.
- The entity commits to deliverable goods or services which if not satisfactorily completed will result in nonpayment or requirement to redo deliverables.
- The entity does not expect to have its employees or executives credited as co-authors on papers that emerge from the research or programmatic work.
- The expectation is that the work will not result in patentable technology or copyrightable products that would be owned by the entity.
- In the case of an individual vendor of consulting services, the person has no employment relationship with JHU, either academic or administrative in nature.

It is not expected that all of the characteristics will be present. The PTE must exercise judgment should be used in determining whether an entity is a subrecipient or contractor. See Uniform Guidance Sec. 200.330 (c). Further information regarding vendor procedures and relationships can be found at the Sponsored Shared Services Supply Chain website: <http://ssc.jhmi.edu/supplychain/policies.html>

Misclassification may result in delays of subaward processing, and failure to include or exclude Facilities and Administrative (F&A) costs will lead to significant errors in budget calculations. The Principal

Investigator (PI), through the department's administrative official, is expected to provide detailed information about the proposed vendor or subrecipient as well as a final Statement of Work to JHURA so that an accurate determination can be made. Any questions or concerns about this process should be directed to JHURA.

C. Process

1. Determinations are made on a case by case basis, ***at the proposal stage***, and a subrecipient determination form shall be completed for each entity. A determination for "TBD" organizations will still be made at proposal stage to be either a subrecipient or contractor based on a statement of work.
2. Before a proposal is submitted to an agency, JHURA will make the final determination, in consultation with the PI.
3. If organization is a subrecipient:
 - a. All parties will engage in discussions to ensure subrecipient can comply with all requirements.
 - b. If awarded, normal subaward process occurs, beginning with completion of the Subaward Request Form by the department, as described in this guide.
4. If organization is a contractor:
 - a. There will be no waiver of F&A on full amount.
Contractor may be paid directly through a PO or if the department needs to manage deliverables, JHURA may draft a Contract Services Agreement, which will be managed similar to a subaward, but will be signed by Purchasing Director Paul Beyer, rather than JHURA, which is entered into the purchasing system through an ECPO created by the department, instead of a SPPO.

II. Overview of the Subaward Process

A. Administrative Process

Administrative responsibilities at various stages in the process are shared by the PI/department administration, JHURA and the Controller's Office/Shared Services as indicated:

- The subrecipient's proposal to perform a portion of the project's work generally is sent directly to JHU's PI, who reviews the proposal, determines whether the cost/price is acceptable (see Section IV.A.2, Cost and Price Analysis), and incorporates it into his or her prime proposal. The prime proposal is forwarded to JHURA, which examines it for form, policy adherence and sufficient detail and submits.
- Subawards under prime government awards require competitive bidding or sole-source justifications for their selection (see Section IV.A.1). This documentation must be provided by the department/PI at the time of selection of the subrecipient to the sponsor if required at the proposal stage, or at the time the department prepares the subaward checklist. A copy should be sent to JHURA.
- Subrecipients which are foreign, for profit or have never done business with JHU must complete a Financial Subrecipient Questionnaire along with available audit documents. For JHU, there are only two risk ratings: low and high. A high risk rating is for all subrecipients who have never done business with JHU previously, all foreign sites and for profit sites, all entities that do not conduct a Single Audit. Subawards to any new subrecipients will not be sent out until the questionnaire is received by JHURA. In addition, shopping carts must be established before sub sent out.

JHURA will establish a risk classification for a new subrecipient, which will specify the additional monitoring terms required for the subaward. Existing subrecipient risk ratings are posted on the Controller's website. See Attached for sample risk rating spreadsheet.

- (https://apps.finance.jhu.edu/depts/frc/sub_risk_rating.html).
- If required under FAR Clause 52.219-9 (subawards exceeding \$650,000 issued under federally funded prime awards) the department must obtain a Small Business Subcontracting Plan from the subrecipient.
- Once the prime award is received, the JHSPH department requests a 96 I/O from Finance via the Subaward Checklist Form, found on the JHURA website. Complete the top portion of the form to request an I/O. *At Homewood and Nursing, depts. Initiate a request for a 96 IO number through webforms (an interface that oris supports). These forms are workflowed to SPSS for the 96 number and the Dept. is then notified of same.*
- The second portion of the Subaward Checklist Form is used by JHURA to initiate creation of a subaward. Departments should also create a shopping cart in SAP at this time. See Attached Sample Checklist
- For modifications to existing subawards, an I/O request is not necessary. Complete only the bottom portion of the Subaward Checklist Form.

- JHU is required to advise subrecipients of requirements imposed on them by Federal laws, regulations, and the applicable provisions of the prime award as well as any supplemental requirements imposed.
- JHURA drafts and negotiates the subaward, and once finalized, the subrecipient signs and returns the partially executed copy to JHURA. JHURA has sole signature authority to enter into the subaward. Work should not begin until the subaward is fully executed and, if new, the PO# has been issued. See attached Sample Domestic Cost Reimbursable USAID Subaward.
- Throughout the administration of the subaward, all award documentation and correspondence is maintained at JHURA, except for invoices and Single Audits. JHURA has the final signatory authority for all administrative aspects of the subaward.
- The PI is ultimately responsible for ensuring compliance by reviewing all invoices and the technical progress of work completed by the subrecipient, before payments are authorized. Each invoice requires completion of the “PI Certification for Payment and Performance Form” in order to be processed. See Attached.
- JHU remains accountable to the prime sponsor for funds management and compliance by subrecipients.
- Upon completion of the subaward, all appropriate closing documents are completed by the PI and JHURA and forwarded to the sponsor. The complete file is retained by JHURA for a predetermined period of time to satisfy all audit requirements.
- A Subrecipient Annual Audit Request will be sent annually by the Controller’s Office, to subrecipients with JHU pass-through federal funding in excess of \$500,000 per fiscal year.
- In accordance with the terms and conditions of each subaward, all subrecipients shall make financial records available for review or audit by Federal agencies or JHU as requested. See Attached.

B. Roles and Responsibilities

Principal Investigator/Dept.	JHURA	SPSS/FRC/Controller’s Office
Review subaward SOW for technical feasibility	Determine appropriate organization status and assign risk rating	Consult with JHURA regarding risk assessment when required
Perform cost and price analysis	Screen subrecipients to assure not debarred, suspended, OFAC restricted, or ITAR/Commerce restricted	Ensure receipt of all necessary subrecipient audit information
Provide competitive bid information or sole source justification	Draft, negotiate and execute subaward	Process invoices
Complete Subaward Checklist Form with all required information and attachments included	Final signature authority for all administrative actions including rebudgeting approval and subaward modifications	Approve and execute assignment and release forms at closeout

Monitor subrecipient technical performance; review and approve reports and deliverables	Collect additional closeout documents including final property and invention reports and assignment and release forms, as necessary	
Monitor subrecipient spending; review and approve invoices prior to payment, and financial reports including program income and cost sharing		
Confirm receipt of final technical report and all deliverables at closeout		

III. Policy

A. JHU Responsibilities

As a recipient of sponsored research funding, the University is required to ensure that funding is used for authorized purposes in compliance with applicable grant and contract terms, Federal and State regulations and University policies and procedures. As a pass through entity, JHU remains ultimately responsible and accountable to the prime sponsor for funds management and compliance by its subrecipients.

To satisfy the requirements of the UG, it is the responsibility of prime recipients of sponsored funding to advise subrecipients of requirements imposed on them by laws, regulations, and the provisions of contracts or grant agreements, and any additional requirements imposed.

Under the **Federal Funding Accountability and Transparency Act (FFATA)**, prime recipients of federal funding are required to report subawardee information to the FFATA Subaward Reporting System (FSRS). The data must be entered into FSRS the month following the date of the last signature. Subawards \$25,000 and over must be reported. The threshold for subcontracts is \$30,000. The data required to be submitted includes the DUNS number and confirmation of SAM registration for subawardees.

The terms of the subrecipient relationship shall be thoroughly documented in an agreement executed by JHURA and by an authorized representative of the subrecipient organization.

When a sub receives a high risk rating, JHU requires it to submit general ledger back up for each invoice. We also ensure the Subagreement contains broad termination and audit language. See Attached.

High Risk subrecipients who receive a cost reimbursement subaward from JHU under a Federal award will also receive a "Subrecipient Welcome Packet", which provides guidance on financial compliance with federal regulations and JHU policies. The Welcome Packet includes best practices, good financial principles, and sample worksheets for accounting for costs. See Attached.

B. Advance Payments

The University's preferred method of payment to a subrecipient is on a cost reimbursable basis. In situations where subrecipient entities lack sufficient capital, and the request has been approved by the respective Divisional Business Office, advances can be made. Contact Financial Research Compliance for more information. When a prime award explicitly approves an advance payment, ***federal regulations limit the advance to only funds for immediate need, which they define as 30 days***. Documentation of determination of immediate need should be retained in department files. General ledger detail is required for each invoice/reconciliation report in order to confirm the advance was properly expensed. In addition, the subrecipient is required to deposit funds into an interest-bearing account, and remit interest earned over \$250 per entity to JHU. JHU's FRC office will then remit interest to the government.

Advanced payments are allowable on non-federal prime awards. For initial advance payments of more than 20% of subaward value, written approval from the department chair is required.

C. Audits

The Controller's Office (Office of Financial Research Compliance) is responsible for obtaining and reviewing annual audit reports for the subrecipients. If their audit review reveals a problematic issue, they will contact JHURA and we may modify Subagreement language to deal with the issue.

Subrecipient entities are required to make financial records available for review or audit by Federal agencies or pass-through entities as requested, under the terms and conditions of their subrecipient agreement.

D. Subrecipient Monitoring

The PI is ultimately responsible for ensuring compliance by reviewing all invoices and the technical progress of work completed by the subrecipient, before payments are authorized. The PI is also responsible for monitoring requests for rebudgeting and reviewing the technical and financial reports of the subrecipient. The PI shall work with JHURA to request additional subawards or modifications if increases or decreases in time and/or support, or changes in the Scope of Work, are necessary for the collaboration.

JHU, as prime awardee, must maintain records of the receipt and disposition of all related program income generated by sponsor-funded activities and verify how cost sharing commitments are met. Accordingly, the subrecipient shall include the receipt of program income and cost sharing documentation, if applicable, on invoices and financial reports submitted to JHU.

When JHU departments have a field office that monitors subrecipients in a foreign country, the Chief of Party for that field office must certify annually that they are in compliance with all U.S. and country laws and regulations, and are not aware of any fraud.

IV. Procedures

A. Preaward/Proposal Stage

1. Selection of Subrecipient

The PI is responsible for the due diligence involved with selecting a potential subrecipient ***before the subaward is requested from JHURA***. It is the responsibility of the PI to ensure that the selection of a subrecipient is conducted in a manner to provide, to the maximum extent practical, open and free competition. The easiest way to do so is to competitively bid the work to be subcontracted out, which is appropriate when multiple possible sources exist for the work to be performed. Solicitations for proposals from possible subrecipients shall be based upon a clear and accurate description of the technical requirements for the service to be provided and should clearly set forth all requirements that the offeror must fulfill in order for his or her bid to be evaluated by JHU. Subsequent awards to subrecipients should be made to the offeror whose bid is most responsive to the solicitation and is most advantageous to JHU, price and other factors considered, including that the proposed subrecipient is technically qualified. Positive efforts also should be made to utilize small business and minority owned business sources.

Steps for Competitively Bidding a Portion of your Research Project
1. Collect ROEs (Rough Orders of Estimate) from all qualified entities.
2. Narrow the bidders based on those ROEs and submit to each a RFQ (Request for Quote) which includes specifications for the work. Include the financial questionnaire if necessary.
3. Collect responses and choose the appropriate entity based on a number of criteria, not just cost or price.
4. Document every step of your process for audit.

In cases where the nature of the program is collaborative with one or more outside entities, such collaboration should be clearly identified at the proposal stage. If the project requires performance from a single source because the required services or expertise are not available from other sources, the PI is required to provide sole source justification, identifying the need for the particular services and why the selected subrecipient is the only source available for those services.

Sole Source Justifications Must Include:
• Specific description of the supplies and services required to meet the needs
• A statement of facts that show the unique qualifications of subcontractor to meet those needs
• A description of efforts made to locate other sources of supply
• Documentation that the anticipated cost is fair and reasonable
• Any other information supporting the use of other than full and open competition

If subrecipient is a foreign entity, for-profit or small non-profit, a determination of the following must be made before deciding to engage them as potential recipients of federal funding:

- Are they qualified to receive Federal funds?
- Do they have internal controls in place to manage and track the funds?
- Have they ever received Federal funds?

A subrecipient questionnaire is used to gather this and other financial and accounting information about an organization to determine if the potential subrecipient is an organization with whom JHU should do business (see Appendix).

In the case of subawards on prime government contracts, JHURA requires that documentation concerning the selection (from a competitive bidding process or a sole source written justification) be included in the Subaward Checklist Form.

2. Cost and Price Analysis

The PI is responsible for conducting and properly documenting a cost and price analysis when selecting a subrecipient, both when competitively bidding and when using a sole source. Cost and price analysis is required to be performed each time a subrecipient is proposed or selected, in accordance with the UG. The PI will ultimately determine the appropriate price for the required services. Prior to selection, the PI may contact JHURA to determine whether or not the potential subrecipients are debarred or suspended from receiving federal funds.

Cost or Price Analysis should be done **at the proposal stage**, before a subaward is proposed.

Questions to Ask in Performing a Cost and Price Analysis
• Have multiple quotes been received and compared for the services?
• Has cost/price been compared to similar services available in the marketplace/industry?
• Has the subrecipient provided a copy of their indirect cost rate agreement?
• Have costs been evaluated for reasonableness, allocability and allowability?
• Have details been provided in response to the questions above?

Cost Analysis - the review of separate elements of cost and supporting data. Required for cost-reimbursement subawards.

- Review of each cost element and supporting information
- Determine whether each cost is necessary and reasonable
- Evaluation of cost trends and reasonableness of estimates
- Evaluate the application of audited and negotiated F&A rates, labor rates, etc.
- Comparison of proposed subrecipient costs with:
 - Actual costs previously incurred by subrecipient;
 - Previous cost estimates from the subrecipient or other subrecipients for similar items;
 - Other cost estimates received in response to the solicitation; or
 - Independent estimates by technical personnel

Price Analysis - the review of the entire contract price without looking at individual items of cost.

Appropriate when there is adequate price comparison. Required for fixed-price subawards.

- Used to evaluate the total price under fixed price awards (
- The review of the full price of the subaward without evaluating the individual cost elements
- Evaluate based on price comparisons:
 - Competitive bids
 - Published price lists
 - Compare to cost estimates
 - Market research
 - Historical data/experience

3. Incorporating the Subrecipient Proposal into the Prime Proposal

Statement of Work:

The PI and the subrecipient negotiate the Statement of Work (“SOW”) for the subaward and it is included as part of the proposal submitted to the prime agency. The Statement of Work should be a concise narrative abstract of the work to be undertaken by the subrecipient. It is imperative that SOWs are clear. The majority of disputes involving a subrecipient are the direct result of an unclear SOW.

In the case of a fixed price subaward, the Statement of Work should also contain performance standards and deliverable/milestone schedules. Again, it’s very important that the schedule is clear: they must list *how much* will be paid *when* for *what*. If you list deliverables in the SOW, those same deliverables should be included in your schedule.

Guidelines for the development of Statements of Work and deliverable schedules are attached as an Appendix.

Budget:

The costs related to subawards are included in JHU’s direct cost portion of the prime proposal. When the anticipated subaward will be cost reimbursement, a separate subaward budget should be attached within the JHU proposal, providing a detailed breakdown of budget categories, such as salaries, wages, fringe benefits, materials, supplies, equipment, travel and other direct costs that are required in order to accomplish the specific aspects of the research that the subrecipient has been requested to perform. Percentages of effort for personnel should also be included.

Indirect costs should be calculated using the subrecipient’s negotiated rate agreement, which must be submitted as part of the subrecipient’s proposal and attached to the Sub checklist request.

If cost sharing is required, the percentage and amount required should also be included in the subrecipient’s budget. JHURA will review the subrecipient budget for overall reasonableness in light of the proposed activity.

When the anticipated subaward will be fixed price, a cost/price analysis must be completed by the department prior to submitting the JHU proposal to the sponsor (see previous section). The fixed price amount can be listed as a single line on the JHU proposal budget, and described in the budget justification.

Some sponsors limit foreign subrecipients, or organizations without a federally negotiated rate agreement, from recovering indirect costs. Non-Federal Entities (see definition at 2 CFR 200.69) without a federally recognized indirect cost rate may elect to charge a de minimis indirect cost rate of 10% of modified total direct costs (MTDC), which may be used indefinitely. The department should review the sponsor rules to ensure all costs included in the subrecipient’s budget are allowable under the applicable federal rules and regulations. When including budgets for foreign subrecipients, all amounts must be listed in U.S. dollars (USD).

Other Documents

A Letter of Intent, signed by a designated business official of the subrecipient, may be included as part of the subrecipient's proposal. This individual should be someone who is authorized to commit the subrecipient's time and resources toward the work described in the subrecipient's proposal. For fixed price subawards, the subrecipient shall include a statement providing indicating that the attached quote will remain valid for a minimum of six (6) months from date of their proposal.

If required under FAR Clause 52.219-9, JHU must also obtain a Small Business Subcontracting Plan from the subrecipient and incorporate the Plan into the prime proposal when the total subrecipient budget will be \$650,000 or above over the life of the project.

JHURA reviews the subrecipient's proposal to determine compliance with solicitation instructions and federal and/or sponsor guidelines. Under federal law, agreements should be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed subaward. Consideration is given to matters such as subrecipient integrity, record of past performance, financial and technical resources and accessibility to other necessary resources. An online database is available to JHURA for checking the status of potential vendors and contractors to assure the organization is not debarred or suspended from receiving federal funds and to assure that the subrecipient is not otherwise considered a restricted party.

JHURA is responsible for ensuring that an analysis of the subrecipient's proposed budget or price has been performed by the PI. This is generally accomplished by review of the budget justification included in the proposal. Evaluation and verification may be necessary for each element of the cost/price to determine reasonableness, allocability and allowability.

At this stage of the proposal process, JHURA may require the subrecipient to submit a Certificate of Current Cost or Pricing Data, if applicable (subawards of \$700,000 and over on federal proposals).

The procedures outlined above are designed to accommodate the majority of subawards prepared by JHURA. In some cases, however, it may be necessary to issue a subaward which was not planned for or listed in the contract proposal. In such instances, these guidelines shall be followed as closely as possible and in consultation with JHURA.

DUNS Number and SAM registration for Subrecipients

For subagreements governed by the FFATA law (Federal Sponsors over \$25,000//\$30,000 for subcontracts), a DUNS (Dun & Bradstreet) number is required for each subrecipient, including foreign subrecipients, for regulatory compliance and reporting purposes. Dun & Bradstreet (D&B) provides a DUNS Number (Data Universal Numbering System), a unique nine digit identification number, for each physical location of a business. See fedgov.dnb.com

New DUNS numbers should be sent to the requesting party within a week. *JHURA has sole responsibility for entering relevant FFATA data into the FFATA Subaward Reporting System (FSRS).*

In addition, the Subrecipient must be registered in SAM.

B. Subaward Negotiation Stage

1. Submission of a Subaward Checklist Form

Once a fully executed prime award is received from the sponsor and set up in SAP, the department completes a Subaward Checklist Form, available on the JHU website, which is also used to request a "96" I/O from the Office of Financial Operations for a new subaward. (Homewood and Nursing divisions will utilize the Webform system to request a "96" I/O from Sponsored Projects Shared Services.) This form needs to be fully completed, with all appropriate attachments included. Based on the information provided on the form, JHURA drafts a Subaward and sends to the subrecipient.

Each sponsor has its own approval requirements regarding subawards. In some cases, approval is required for all subawards. This approval is often implied if the subaward was incorporated as part of the approved prime proposal budget. In certain instances, however, the sponsor's cognizant administrative official may require either the approval of the subaward document itself prior to execution or the provision of a copy of the executed document.

If the subrecipient is one with whom JHU has not previously done business, JHURA will require a completed/uploaded Financial Subrecipient questionnaire, (see Attached). JHURA may also request a copy of the most recent Single Audit or recent audited financial statements, as applicable from the Controller's office. JHURA will also require a completed Subrecipient Determination Form, (signed by the PI, for all new subaward requests if the form has not previously been provided.

2. Risk Assessments

JHURA shall establish a risk classification, High or Low, for each new subrecipient and communicate the rating to Financial Research Compliance, PI and department. Such subrecipient classification shall specify the additional monitoring that may be required in the subaward. FRC maintains a Subaward Risk Assessment Spreadsheet. The process for completing the risk assessment will include:

- Consulting the initial Subaward Risk Assessment Spreadsheet;
- Reviewing the Financial Subrecipient questionnaire;
- Reviewing last two years of Single Audits or financial statement audits

Contingent upon the specific subrecipient organization risk classification and the nature of the work proposed, JHU resources are focused on monitoring the subrecipients who demonstrate the greatest potential for non-compliance.

The following factors will be considered during the risk classification process: There are two classifications of risk: HIGH and LOW

Risk Factors to Consider
▪ Prior, favorable experience with the organization and staff
▪ Subrecipient membership in the Federal Demonstration Partnership
▪ Award size
▪ Prime award terms & conditions and applicable regulations
▪ Subrecipient is a foreign entity and/or performance location is foreign
▪ Foreign performance site has additional compliance requirements
▪ Subrecipient has a history of compliance problems as a recipient or subrecipient

Risk Factors to Consider
▪ Subrecipient will use a lower-tier contractor
▪ Subrecipient has well documented procurement guidelines, policies and procedures
▪ Start-up or for-profit status
▪ Subrecipient has policy and process to assure compliance with federal conflict of interest regulations
▪ Amount of Federal funding subrecipient has received
▪ Subrecipient audit

High Risk is defined as all foreign subs, domestic subrecipients without a formal compliance audit, entities with no prior JHU work history, for profit entites and entities who received less than \$1m in federal funding in either of the last two years.

All other subs would be deemed low risk, and are usually, other domestic universities and established, larger domestic not for profit organizations.

All high risk subs must include the high risk language. "Each invoice must be accompanied by a progress report, and: (i) be sequentially numbered; (ii) indicate the date(s) of performance by the Subrecipient; (iii) state the JHU Purchase Order number, the title of the project and the name of the JHU Principal Investigator; (iv) itemize costs in detail, in accordance with the Subagreement budget; (v) include both current costs and cumulative costs ; (vi) include the Subrecipient certification, with authorized official's signature, that costs are appropriate and accurate and that payment has not yet been received; and (vii)) **be supported by a general ledger report originating directly from the Subrecipient's** financial record keeping system. JHU may request supporting documentation in certain categories prior to or subsequent to approving the invoice. Supporting documentation includes, but is not limited to, travel receipts, purchase orders, invoices for services or supplies, or time records. All supporting documentation shall be retained and provided by Subrecipient to JHU upon request.

High risk language includes a review of general ledger (GL) with every invoice submission. In addition the Department must conduct a desk audit at least twice a year.

3. Drafting the Subaward

The prime award is reviewed by JHURA to determine any budgetary constraints; whether the terms and conditions that are included in the prime award (special provisions) are applicable to the subrecipient; whether any general provisions incorporated into the prime award are required to be flowed down to the subrecipient; and whether there are any certifications required of the subrecipient.

A subaward is drafted which is consistent with the terms and conditions of the prime award (type and provisions of award) and which is appropriate for the specific subrecipient (i.e. non-profit v. profit; risk category). Only JHURA is authorized to enter into negotiations with the subrecipient and execute the final subaward agreed to between the parties. See JHURA Subs Powerpoint attached.

Applicable general provisions of the prime award must be incorporated into the subaward.

PRIME AWARD TYPE	PRINCIPLES & PROCEDURES THAT APPLY:
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Federal Government Grant	Code of Federal Regulations Terms & Conditions of the Prime Agreement , Agency policy manuals
Federal Government Contract	Federal Acquisition Regulations (Title 48 of CFR) Terms & Conditions of the Prime Agreement
Private Sponsor	Sponsor Requirements Terms & Conditions of the Prime Agreement Generally accepted accounting standards or Government Accounting Standards

All applicable terms and conditions, special provisions and certifications detailed in the prime awards are required to be passed through to the subrecipient. These terms are included in the subaward (e.g. Cost Sharing, Program Income, Intellectual Property and Publications). Additionally, JHURA should review and confirm compliance with Conflicts of Interest or Conflicts of Commitment regulations.

As required by the UG, the subrecipient shall be informed of the prime award Catalog of Federal Domestic Assistance (CFDA) title and award name, award number (FAIN), award year, award type, prime sponsor, subrecipient name, subrecipient DUNS number, subaward period of performance start and end date, amount obligated, total amount of federal award, project description, name of federal awarding agency, whether the award is R&D, and indirect cost rate in accordance with UG 200.331.

The subaward will also include certifications for research involving the use of human subjects or vertebrate animals, conflicts of interest, debarment and suspension, research compliance and compliance with other flow down requirements by the subrecipient organization, as necessary. For all subawards written on DHHS prime awards, additional Conflict of Interest language is included which requires subrecipients to have an enforced Conflict of Interest policy, and requires all conflicts to be reported to JHU. No DHHS funds may be used by a subrecipient until all conflicts are adequately managed.

4. Subaward Payment Type

During your discussions with potential subrecipients, anticipated payment mechanism should be raised. Generally we issue subawards as either a cost-reimbursement subaward or a fixed-price subaward. Cost reimbursement subawards should be used when the work is general and few, if any, deliverables are anticipated other than progress reports. Fixed price subawards may be used when specific, well-defined deliverables are listed in the statement of work. Under the UG, (other than for NIH), the use of a fixed price Subaward requires prior approval and cannot be written for over \$150,000. (See 2 CFR 200.332

and 200.201) Cost reimbursement subawards involve much more monitoring of performance and cost during the life of the project, and each invoice must be analyzed for reasonableness and for determining whether adequate work is being completed. With fixed price subawards, due diligence is done at the proposal stage through a price analysis, and invoices are paid only when deliverables are received and approved.

Cost Reimbursement (CR)	Fixed Price (FP)
<ul style="list-style-type: none"> Provides for payment of allowable incurred costs to the extent permitted in the prime award 	<ul style="list-style-type: none"> Provides for a price that is not subject to any cost adjustment on the basis of the subcontractor's experience in performing the contract
<ul style="list-style-type: none"> Establishes an estimate of total costs for the purpose of obligating funds and establishes a ceiling that the subrecipient may not exceed 	<ul style="list-style-type: none"> Provides for the maximum incentive for the subcontractor to control costs and perform the work plan in the most effective manner
<ul style="list-style-type: none"> Work cannot be precisely defined or cost precisely estimated 	<ul style="list-style-type: none"> Appropriate if there can be a clear work scope, solid cost estimate and well-articulated deliverables
<ul style="list-style-type: none"> Allows greatest flexibility (add \$ or time and perform work within scope until funds/time are exhausted) 	<ul style="list-style-type: none"> Lower administrative burden for JHU
<ul style="list-style-type: none"> Common for other educational institutions, hospitals, and non-profits 	<ul style="list-style-type: none"> Common for foreign entities and for-profits. May be appropriate for small entities

Cost Reimbursement:

Why might you want to issue one?

- SOW cannot be sufficiently detailed at start to create specific milestones
- Cost analysis at proposal stage is easier
- More control over spending – can monitor by budget line item

Why might you *not* want to issue one?

- More onus on PI to ensure continued performance
- Increased reconciliation and financial reporting required
- If Subrecipient runs out of money, they aren't required to continue working

Fixed Price:

Why might you want to issue one?

- Subrecipient has freedom to rebudget within funding ceiling
- Limited financial reporting - less administrative burden, no reconciliations
- Risk is on Subrecipient to provide all work within established price
- Effective way to provide initial funds to cash-strapped organizations
- Payments tied to deliverables provide incentive to complete work

Why might you *not* want to issue one?

- Comprehensive price analysis needs to be done upfront, before subaward is issued
- SOW and deliverables/milestone schedule needs to be specific and detailed; the more milestones, the better
- Modifications on price cannot occur unless there is a corresponding increase in SOW tasks/deliverables
- Subrecipient must perform work for a fixed price – if they run out of money, they may lose incentive to complete performance

On rare occasion, a subaward can include elements of both cost reimbursement and fixed price. If the project is large and ongoing, JHURA can issue a master agreement and issue specific Task Orders for work. Task Orders under the same master agreement can be either cost reimbursement or fixed price, depending on the type of work.

Keep in mind that the subaward type does not have to match prime award type – JHURA can issue a fixed price subaward on a cost reimbursement prime award, and vice versa. Cost and/or price analysis, subrecipient risk assessment, and subrecipient statement of work should determine subaward type.

5. Human Subjects Research Conducted in Subaward

If the subrecipient's research plan involves human subjects research, JHU is "engaged in human subjects research" whether the PI is conducting the research or merely flowing money to an entity conducting the research. As such, the PI should contact the appropriate Institutional Review Board well in advance of requesting a subaward to assure that IRB approval is obtained.

C. Negotiating the Subaward

JHURA exercises final approval rights and issues and executes all subawards and modifications. To ensure that subrecipients conduct their portions of research projects in compliance with laws, regulations and that project costs incurred are reasonable and allowable, the subaward will outline the expectations and requirements of JHU as the prime recipient and the subrecipient.

Any changes or modifications to the subaward shall be approved and executed through JHURA. This includes all JHU PI/departmental and subrecipient requests for rebudgeting, foreign travel, equipment purchases, subrecipient PI changes, lower tier subawards and the hiring of consultants.

JHURA will keep contract documentation, stored in Oculus, in accordance with the University's Records Retention guidelines. Information about records retention is available online at:

http://www.controller.jhu.edu/acct_recon/acct_reconciliation_guide/Chapter_2_Reconciliation_Guidelines.pdf

D. Subaward Administration

1. JHURA Subaward Monitoring Responsibilities

JHURA holds final approval rights in the administration of the subaward. This includes requests for approval for rebudgeting, foreign travel, the purchase of equipment, and the hiring of consultants. JHURA will consult with the PI before approving or rejecting such requests. Sponsor approval may be necessary for certain changes.

During the course of the subaward, it may be necessary to issue subaward modifications. JHURA is responsible for the issuance and execution of all subaward modifications.

2. PI Subaward Monitoring Responsibilities

The PI holds final approval rights for all technical components of the subaward. The PI is responsible for reviewing subrecipient invoices, and providing payment approval via a "PI Certification for Payment and Performance" form, signed by the PI and included with each invoice. This enables the PI to monitor the rate of expenditure to determine if costs are reasonable, confirm that the work is progressing as planned and in accordance with spending, and if there will be sufficient funds for the duration of the project. The PI is responsible for monitoring all work in progress. Generally this will entail informal contact between investigators, although it may be desirable to request monthly or quarterly technical reports in the subaward document if the PI deems necessary. The PI should ensure compliance with the reporting requirements and inform JHURA if he or she needs assistance in attaining compliance from the subrecipient. For audit purposes, documentation of any communication with the subrecipient during the course of the subaward should be maintained.

Prior to issuing a subaward modification, the PI must determine if the proposed modification will involve a change in scope of work or objectives which will impact the project. In such a case, JHURA may be required to obtain sponsor approval prior to issuing a subcontract modification.

3. Communication with Subrecipient

Information contained in the subaward states the deliverables required, administrative requirements and applicable laws and regulations with which the subrecipient must comply. This agreement and the referenced prime award define the subrecipient relationship. The PI and any designees administering the subaward should be familiar with the terms and conditions of the agreement. Communication should continue throughout the collaboration through telephone calls, emails, letters and site visits, as necessary. Any potential conflicts or issues regarding noncompliance should be immediately brought to the attention of the PI and JHURA.

In the event of noncompliance, nonperformance, or inadequate performance by the subrecipient, the PI should immediately contact JHURA to discuss possible courses of action, which may include withholding payment, suspending work, or terminating the subaward. Notice of such actions can only be issued by JHURA, and the PI and/or department should not discuss such possibilities with the subrecipient without first speaking with JHURA because of potential legal implications.

4. Invoice and Payment Processing

See Sample Cost Reimbursable and Fixed Price Invoice Attached.

When approving invoice payments to subrecipients on cost reimbursable subawards, the validity of expenses must be verified along with achievement of scientific and technical progress by the PI or

department designee. This verification should be indicated by the responsible party signing and dating every invoice. Furthermore, detailed review of the time period being invoiced is important since the majority of advance payments are prohibited. Departments are encouraged to request and review general ledger detail for each invoice to confirm the validity of expenses, however, general ledger detail shall be required with high risk subrecipients.

When approving invoice payments to subrecipients on fixed price subawards, it is essential that the PI confirms that the subrecipient has completed satisfactorily all work required for a particular payment, and all deliverables and reports were submitted by the subrecipient and accepted by JHU.

Each approved invoice must be accompanied by a "Subrecipient Payment and Performance Certification" form, signed by the PI. See the Appendix for a copy of the form. **Invoices should not be approved if subrecipient work was not performed, was performed unsatisfactorily or substandard, or was not accepted.** Each certification form should be scanned and uploaded into SAP so that invoices can be processed.

Be sure all subrecipient invoices include the following standard data elements:

Checklist of Required Information for Subrecipient Invoices	
<input type="checkbox"/>	Name of the subrecipient
<input type="checkbox"/>	JHU Purchase order number
<input type="checkbox"/>	Date of the invoice
<input type="checkbox"/>	Invoice number and project title
<input type="checkbox"/>	Period of performance covered by the invoice*
<input type="checkbox"/>	Description of work performed and/or deliverables completed during the invoice period of performance
<input type="checkbox"/>	Invoice amount requested
<input type="checkbox"/>	Breakdown of costs in accordance with expenditure categories*
<input type="checkbox"/>	Previous, current period costs and cumulative project costs*
<input type="checkbox"/>	Cost sharing, if applicable
<input type="checkbox"/>	Program income generated, if applicable
<input type="checkbox"/>	Cash balance & interest earned (for advanced payments)
<input type="checkbox"/>	Contact person for invoice questions
<input type="checkbox"/>	Certification as to the truth and accuracy of the invoice, such as: "As an authorized representative of the organization, I certify that all Deliverables and required work product due to date have been submitted, and expenditures reported (or payments requested) are for appropriate purposes and in accordance with the Statement of Work, Approved Budget and other requirements as set forth in the Subagreement."

*This information is not required on fixed price or fixed fee agreements.

In addition, invoices should be reviewed for financial accuracy, which include the following:

Subrecipient Invoice Review for Financial Accuracy	
<input type="checkbox"/>	Expense in line with budget category amounts
<input type="checkbox"/>	Amounts aren't round dollars solely based on a percentage of budget

Subrecipient Invoice Review for Financial Accuracy	
<input type="checkbox"/>	Previous expense + Current expense = Cumulative expense for each budget category
<input type="checkbox"/>	Column totals equal the amount of individual column amounts in total
<input type="checkbox"/>	Fringe cost are in line with salary expense for the agreed upon fringe rate
<input type="checkbox"/>	Facilities and Administrative (F&A) costs are in line with applicable costs for the agreed upon F&A rate
<input type="checkbox"/>	Period of performance invoiced is not in advance of the current calendar date unless Immediate cash needs are being met. If so, cash balances and interest must be tracked and reconciled before additional payments can be made

As mentioned, high risk subrecipients with cost reimbursable awards must submit a general ledger (GL) detail with every invoice. Summary review should be performed by comparing GL detail to the invoice amounts. Review should be performed at the sponsor class level (i.e. salaries, supplies, equipment, travel, F&A, etc.), total amount invoiced should be compared to the total per GL. Any discrepancies from this review should prevent invoice from being approved. Discrepancies should be resolved with the subrecipient and follow up actions properly documented.

For high risk subrecipients, detail review should be conducted twice a year, which includes summary review described above, detail review of selected line items to confirm if the cost are allowable, allocable, reasonable, approved in budget or within rebudgeting criteria as it relates to the terms and condition of the award and agency guidelines. Discrepancies from this review may trigger a desk audit, which is 100% review of expenses and corresponding supporting documentation for selected invoice. This may also include review of F&A agreement, time cards, effort, reporting, receipt for supplies and travel, etc. If issues are encountered, the subrecipient can be required to provide additional backup documentation, or other steps can be taken to ensure financial compliance. If you discover any issues during a desk audit of your subrecipient, please contact the Controller's office immediately.

Failure by the subrecipient to submit any deliverables or required reports by the due date or an invoice with inadequate information is considered just cause for JHU to withhold any payments due or terminate the subaward. Incomplete invoices should be rejected by the PI and a new invoice should be obtained or additional information may be attached to the original invoice. No subaward invoices should be approved if the review notes discrepancies; these discrepancies and any other questions should be addressed directly by the PI and JHURA for resolution.

5. Program Income and Cost Sharing

JHU, as the prime awardee, must maintain records of the receipt and disposition of all grant related income generated by sponsor funded activities and documentation regarding how cost sharing obligations are met, if applicable. The subrecipient shall maintain appropriate records to support JHU in fiscal compliance and responsibility under the prime award. The subrecipient shall include the receipt of program income and cost sharing on invoices submitted to JHU.

6. Annual Subrecipient Monitoring (Compliance reports)

Tracking the status of subrecipients for the completion of audit reporting status shall be coordinated by Financial Research Compliance in the Controller's Office.

Risk Monitoring:

A Subrecipient Annual Audit Request will be sent annually to University subrecipients by the Controller's Office. Upon receipt of the completed Subrecipient Annual Audit Request, the Financial Research Compliance office will coordinate on-going risk management initiatives.

7. Close Out of Subawards

JHURA reviews the subaward to determine what closing actions and documents are required from the subrecipient. The following reports are typically required for closeout within 60 days of termination:

- Final technical report – sent to PI
- Final equipment report – requested by department if necessary
- Final patent report – sent to JHURA
- Final voucher – sent to PI
- Release documents – requested by JHURA if necessary

The PI is responsible for seeing that an acceptable final report and all deliverables are received from the subrecipient. If there is a problem getting a final report from the subrecipient, the PI should engage the assistance of JHURA. The PI reviews and approves the final invoice for authorization of the final payment to the subrecipient. The department performs a final desk audit of expenditures and, if necessary, may request that there be a full audit of the subaward. The department and JHURA each retain the file for a predetermined period of time to satisfy all audit requirements.

The subrecipient award closeout process shall begin promptly upon the conclusion of the period of performance. Final invoices must be submitted to JHU in accordance with the time period specified in the subaward. Deliverables include audit documentation, performance reports, technical reports, financial reports, final invoices, property and invention reports, and Contractor's Release forms. Final payments to subrecipients shall not be approved until all closeout documents and deliverables have been received and approved by JHU.

V. Divisional Subaward Procedures

JHSPH Subaward Process Summary
1. Department submits Subaward Checklist Form for "96" IO (if new) and to initiate a new subaward or the modification of an existing subaward.
2. Finance reviews IO request against sponsored award documentation. If Finance discovers discrepancies or has questions they will request clarification from the department.
3. SPSS establishes "96" IO and sends email confirmation to department, Finance and JHURA.
4. JHURA, Finance and department receive notification of subaward IO creation from Shared Services.
5. Department initiates shopping cart using type SPPO.
6. SPPO shopping cart is workflowed to JHURA for review.
7. Subaward Assoc. Director assigns Checklist Form to responsible staff.
8. JHURA utilizes information from Checklist Form to create new subawards or subaward modifications.
9. Ensure all required uploads are attached, including financial subrecipient questionnaire.
10. JHURA assess risk and provides risk rating to Controller's office and PI/Dept.
11. Any questions or requests for missing information are sent to the department contact listed on the Checklist Form.
12. When complete, the subaward is emailed to subrecipient for signature.
13. Once partially executed subaward has been received by JHURA, it is processed for JHU signature.
14. The Subaward Specialist reviews the shopping cart corresponding to the subaward to confirm recipient and amount. The shopping cart is approved or rejected.
15. Approved shopping carts are routed to Purchasing for final approval and become purchase orders after their approval; rejected shopping carts are sent back to department. Approved modifications are updated in system by Subaward Specialist-- increases PO by adding a new line to PO ; emails a copy of the fully-executed agreement to the department and Subrecipient
16. For new subawards, Subaward Specialist confirms PO# and notifies department and subrecipient of the number and emails a copy of the fully executed agreement.
17. The fully executed subaward is then scanned into Oculus under the RA Subagreement profile. The original hard copy is maintained in JHURA's files.
18. Departments are responsible for processing invoices and financial reports once PI approves activity.
19. Approved invoices are sent to Accounts Payable with PI Certification Form for processing.
20. Upon termination of a subaward, department contacts JHURA via email to remove PO encumbrance (if necessary). JHURA reviews request and removes encumbrance through delegated buyer role.

Homewood Subaward Process Summary
1. Department submits Subaward Checklist to initiate a new subaward or the modification of an existing subaward. Ensure all required uploads are attached, including financial subrecipient questionnaire, subaward determination form if not in Coeus, budget, SOW, rate agreement.
2. Subaward AD assigns Checklist Form to responsible staff.
3. Department completes Webform to request "96" IO if new.
4. SPSS establishes "96" IO and sends email confirmation to department and JHURA.
5. Department initiates shopping cart using type SPPO if new.
6. SPPO shopping cart is work-flowed to JHURA for review.
7. JHURA utilizes information from Checklist Form to create new subaward or subaward modification.
8. JHURA assesses risk and provides risk rating, confirming with Controller's office.
9. Any questions or requests for missing information are sent to the department contact listed on the Checklist Form.
10. When complete, the subaward is emailed to subrecipient for signature.
11. Once partially executed subaward has been received by JHURA, it is processed for JHU signature.
12. If new, the Subaward Specialist reviews the shopping cart corresponding to the subaward to confirm recipient and amount. The shopping cart is approved or rejected.
13. Approved shopping carts are routed to Purchasing for final approval and become purchase orders after their approval; rejected shopping carts are sent back to department. Approved modifications are updated in system by Subaward Specialist-- increases PO by adding a new line to PO ; emails a copy of the fully-executed agreement to the department and Subrecipient
14. For new subawards, Subaward Specialist confirms PO#, adds the number to the subaward and notifies department and subrecipient of the number and emails a copy of the fully executed agreement.
15. The fully executed subaward is then scanned into Oculus under the RA Subagreement profile. The original hard copy is maintained in JHURA's files.
16. Departments are responsible for processing invoices and financial reports once PI approves activity.
17. Approved invoices are sent to Accounts Payable with PI Certification Form for processing.
18. Upon termination of a subaward, department contacts JHURA via email to remove PO encumbrance (if necessary). JHURA reviews request and removes encumbrance through delegated buyer role.
School of Nursing Subaward Process Summary

1. SON SrRSA submits Subaward Checklist to initiate a new subaward or the modification of an existing subaward. Ensures all required docs are attached, including where applicable, financial subrecipient questionnaire, subaward determination form, budget, SOW, rate agreement.
2. Associate Director assigns Checklist to member of Subagreements team.
3. SON SrRSA completes Webform to request "96" IO if new subagreement.
4. SPSS establishes "96" IO and sends email confirmation to SON SrRSA and JHURA.
5. SON SrRSA initiates shopping cart using type SPPO
6. SPPO shopping cart is work-flowed to JHURA for approval
7. JHURA utilizes information from Checklist to create new subaward or subaward modification.
8. JHURA assesses risk and provides risk rating, confirming with Controller's office.
9. Any questions or requests for missing information are sent to SON SrRSA listed on the Checklist.
10. When Subagreement is written and complete, it is emailed to subrecipient for signature with a copy to SrRSA and Nursing PI
11. Once partially executed subaward has been received by JHURA, it is countersigned by an authorized signatory of JHU.
12. If new, the Subaward team reviews the shopping cart corresponding to the subaward to confirm recipient and amount. The shopping cart is approved or rejected.
13. Approved shopping carts for new subs are routed to Purchasing for final approval and become purchase orders after their approval; rejected shopping carts are sent back to SON SrRSA. For new subawards, Subawards team confirms PO#, and emails a copy of the fully executed agreement with the PO number to the Subrecipient, copying the SrRSA
14. JHURA will update POs for sub modifications. Fully executed sub modifications are sent out by JHURA with a copy to the SrRSA
15. Where applicable, JHURA enters data into FSRS for FFATA.
16. The fully executed subaward is then scanned into Oculus under the RA Subagreement profile. The original hard copy is maintained in JHURA's files.

17. SON SrRSAs are responsible for processing invoices and financial reports once PI approves activity.
18. SON SrRSAs forward approved invoices to Accounts Payable with PI Certification Form for processing.
19. SON SrRSAs complete a Goods Receipt in SAP as final approval for the sub invoice once Accounts Payable has entered the invoice into SAP.
20. Upon termination of a subaward, SON SrRSA contacts JHURA via email to remove PO encumbrance (if necessary). JHURA reviews request and removes encumbrance through delegated buyer role.

VI. References and Attachments

Federal Demonstration Partnership Homepage
<http://www.thefdp.org/index.html>

FDP Subaward Forms
http://sites.nationalacademies.org/PGA/fdp/PGA_063626

UG, Cost Principles, and Audit Requirements for Federal Awards
<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

Federal Audit Clearinghouse Homepage
<http://harvester.census.gov/sac/>

Excluded Parties List Service
<http://www.sam.gov>

JHU Office of Financial Research Compliance
<http://finance.jhu.edu/depts/frc>

Visual Compliance
<https://www.visualcompliance.com/logon.html>

Attachments

- A. Sub determination form and Quick Guide
- B. Financial Subrecipient Questionnaire
- C. Sub checklist form
- D. Subrecipient Welcome Packet
- E. JHU Sub Monitoring Policies and Procedures: Controller's Office
- F. Invoice Review: Controller's Office
- G. PI Certification of Payment and Performance Forms
- H. Sample pages from Risk Rating Spreadsheet: Controller's Office
- I. Sample Cost Reimbursable and Fixed Price Invoice
- J. 2016 JHURA Subs Powerpoint Training
- K. Sample USAID Domestic Cost Reimbursable Subaward
- L. Sample High Risk Language
- M. Statement of Work Guidelines

