

Office of Sponsored Programs
Subcontract Processing Procedures
05/30/06

1. Office of Sponsored Projects (OSP) receives a prime award with a subcontractor. OSP begins drafting subcontract agreement and will fax to PI for approval.

2. For new awards OSP emails award notification to Grant Accounting. (Continuations are sent by paper currently but will eventually be electronic.)

Grant Accounting creates chart string and emails chart string to OSP and to department contact.

An Event Summary Sheet is sent to the department with instructions in the comment section for an electronic Purchase Requisition (PR) for the subcontractor to be created for the dollar figure and date range awarded. Department is also notified that they may not authorize work on the PR/PO until they receive a fully executed copy of the subcontract agreement.

3. The Department creates the electronic PR/change order and sends to Procurement.

The comment section of the PR should state "This is a subaward on prime award/project number _____."

4. Procurement informs OSP (ospa@umbc.edu) that there is a PR/change order that needs to be reviewed and approved. OSP reviews PR/change order and emails Procurement with approval.

5. Procurement issues PO and emails OSP with PO number.

6. OSP issues subcontract documents with PO number referenced.

7. When fully executed subcontract is returned, OSP scans and emails copy to Department and Procurement. Included in e-mail to Procurement will be the completed Sole Source Determination Form.