

Subaward/Subcontract Updates

Semi-annual Networking Event
June 2018

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Subcontract Manager



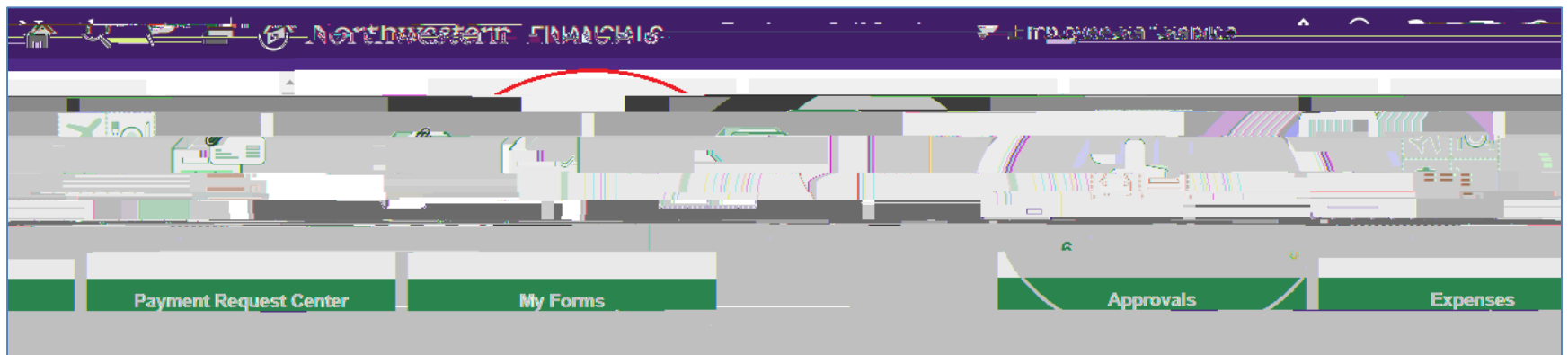
Subaward Invoice
PI Certification
Pilot Program

Subaward Invoice PI Certification

- NUFinancials Workflow
 - Voucher transactions will be tied to the Purchase Order
 - Approvals will be tracked electronically
- ASRSP currently testing, followed by a pilot department
- Process expected to create efficiencies
- Queries will allow ASRSP to track the

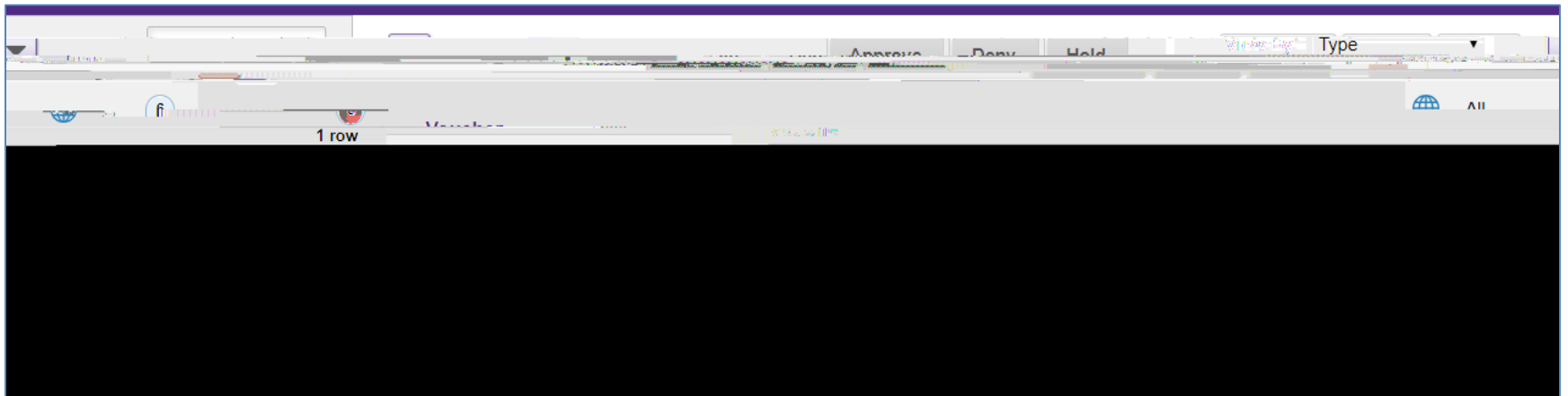
Subaward Invoice PI Certification

- Approvals will be done through NUFinancials Workflow.
- A system-generated email notification will also be sent.



Subaward Invoice PI Certification

- Invoices will be received as a Voucher transaction.



Subaward Invoice PI Certification

400 00. USD

Approve Deny

Header: Pending

Summary

Invoice Number: 5678

Created By: Watson Kathryn B

OSU COLUMBIAN STATE UNIVERSITY

Workflow Routing

ASRSP > Dept RA > PI > ASRSP > Accounts Payable

Subaward Account Codes

Subaward Account Codes

1. Subaward budget and expense account codes

BUDGET ACCOUNT CODES	EXPENSE ACCOUNT CODES	DESCRIPTION
78641	78640	Subawards < \$25,000
78643	78642	Subawards < \$25,000 Waived F&A
78651	78650	Subawards > \$25,000

2. Requisition (REQ) for a Purchase Order (PO)

- Use subaward expense account codes:
 - 78640 = \$ < \$25k
 - 78642 = \$ < \$25k no F&A (used on exception only basis)
 - 78650 = \$ > \$25k
- Must attach copy of agreement/amendment
- Must attach Single Source Justification (SSJ) when REQ > \$25,000 (Important Note: threshold changes to \$10k effective 9/1/2018)
- If using 78642, attach communication authorization that indicates F&A has been waived

3. Two common reasons when 78642 is okay to use:

- F&A has been waived by NU (Dean's office, VPR & OSR approval)
- The Sponsor has specified F&A is not allowed to be charged

Subaward Account Codes

If you're unsure which account codes to use when setting up a new REQ, please contact a Senior Accounting Representative.

ASRSP-subk-EV@northwestern.edu

ASRSP-subk-CH@northwestern.edu

ASRSP Subrecipient Monitoring

ASRSP Subrecipient Monitoring

- Uniform Guidance Compliance
 - Pre-award Risk Assessments
 - Post-award Annual Single Audit
- Sponsor-initiated Audits (e.g. NIH)

Thank You