

MCRI Subrecipient Process (Sponsored Programs)

	STEP	ACTION	RESPONSIBLE PARTY
PREAWARD	1	Identify the entity the project will work with and complete the Subrecipient Determinant Questionnaire to determine if the entity will be functioning as a subrecipient or as a contractor. <ul style="list-style-type: none"> • Subrecipient – Continue with this process, Step 2; • Contractor – Contact SP Grant and Contract Specialist to establish proper paperwork. 	Principal Investigator (PI)
	2	Verify that the subrecipient is registered with SAM (System for Award Management) and that they are not debarred or suspended from working with the Federal Government. Print off the record from SAM.	SP Grant & Contract Specialist
	3	Have subrecipient organization complete and authorize the Subrecipient Commitment Form for submission with the full proposal to SP for final review. **Proposal will not be submitted without this form. **	SP Grant & Contract Specialist
POST AWARD	4	With project awarded, submit to SP a Request to Establish a Subaward form	Principal Investigator (PI)
	5	Evaluate Subrecipient Risk Assessment Financial Questionnaire .	SP Grant & Contract Specialist
	6	Determine level of subrecipient monitoring needed. Complete the Subrecipient Risk Analysis & Compliance Record form	SP Grant & Contract Specialist
	7	Email Principal Investigator risk analysis results.	SP Grant & Contract Specialist
	8	Complete subaward template.	SP Grant & Contract Specialist
	9	Issue Subrecipient Award document to subrecipient for review and authorization. Send Welcome letter w/sample invoice.	SP Grant & Contract Specialist
	10	Monitor subrecipient financial invoicing and reporting.	Principal Investigator (PI)
	11	Request subrecipient award modifications as needed, change in key personnel, change in scope of work, change in project period, etc.	Principal Investigator (PI)
	12	Close out project and subrecipient award.	Principal Investigator with SP Grant and Contract Specialist