

Guidance: Action Needed for Fully Executed Subcontract Agreement

When you are copied on an email that includes the attachment of a fully executed subcontract agreement, funds are now available for the subcontractor to spend. The funds obligated under the subcontract constitute a legally binding obligation on the part of the University, and funds must be set aside (encumbered) with a purchase order (PO). **Please forward this information to the appropriate financial contact in your unit.**

Action Needed by the Department:

- **New agreements:** New PO must be created at this time. Follow [this link](#) for information and basic instructions.
- **Amendments:** New PO may need to be created, or the existing PO may need to be revised depending on the type of amendment.
- **International subcontractors to be paid by wire:** PO is not required.
[Note: *A wire does not encumber the subcontract funding.* The department is responsible to monitor the subcontract funding and ensure it is not used for non-subcontract expenses.]

For assistance with POs and/or wires to international subcontractors, contact [Kathy Watson \(ASRSP\)](#).

Subcontract Management Responsibilities

Below is a list of subcontract management roles and responsibilities by unit. Please note that the following does not necessarily capture all management responsibilities but rather is intended to serve a reference point for units involved in managing outgoing subcontract activities.

For assistance contact [Kathy Watson \(ASRSP\)](#) or [Tyra Darville-Layne \(OSR\)](#).

Managing Department/School:

- Track and manage subcontract details, which may include use of subcontract spreadsheet template.
- Upon receipt of invoices forwarded by ASRSP, review and facilitate PI approval of invoices and return to [ASRSP](#). [Note: PI approval signature certifies that interim and/or final deliverables have been received from the subcontractor.]
- Route requests to issue a new subcontract or change a subcontract (to add funds, to extend, or to request other formal changes to a subcontract) to OSR via a new subcontract or subcontract amendment request in the [InfoEd](#) Change Request module.

ASRSP:

- Forward invoices from the subcontractor to the department-designated subcontract invoice contact for processing.
- Track subcontract agreement and invoice details.
- Provide guidance to department/school and OSR as it relates to PO creation, modification, and tracking (and guidance on wire payment, as applicable).

OSR:

- Manage issuance of outgoing subcontract agreements, including amendments.
- Provide guidance to department/school and ASRSP as it relates to subcontractor's performance or the terms and conditions of the subcontract agreement.