 ASU Knowledge Enterprise Development <small>ARIZONA STATE UNIVERSITY</small>	Page 1 of 6	
	PREPARED BY: Shyla Lang	APPROVED BY:
DOCUMENT TITLE: Preparing Subaward Agreement for Signature Visual Job Aid	DEPARTMENT: Subawards	EFFECTIVE DATE: April 1, 2021

Purpose

This Visual Job Aid will instruct the Subawards GCO on how to prepare Unilateral and Bilateral subaward agreements for signature.

Scope

- Unilateral Subaward Modification Agreements
- Bilateral Subaward Modification Agreements
- Initial Subaward Agreements (Bilateral)

Definitions

Terms unique to this process or procedure


Subaward agreement:	Agreement between ASU and a Subrecipient, where ASU is the Pass-Through Entity (PTE)
Unilateral agreement:	Agreement which only needs to be signed by ASU
Bilateral agreement:	Agreement which needs to be signed by both the Subrecipient and ASU

Responsibilities

- Subawards GCO prepares subaward agreements for signature by someone who has signature authority (Authorized Official)
- Authorized Officials may include the Assistant Director, Associate Director, or Executive Director

Requirements / Steps

- Seek PI approval first for both Unilateral and Bilateral agreements
- Upload PI approval to task on “Finalize Subaward Task Request” page by either selecting “+Add” or drag-and-drop email

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Finalize Subawards Task Request

1.0 Approvals and Distribution of Fully Executed Subaward Agreement:

a. PI approval email:

Name	Description
There are no items to display	

Unilateral Subagreement

- Add name and title of Authorized Official and date to agreement

If there is a change in scope, the PTE must
For clarity: all amounts stated in this amendm

All other terms and conditions of this Subaward A

By an Authorized Official of PTE: <hr style="width: 50%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> Name Kristy Macdonald Title Assistant Director </div> <div style="width: 30%; text-align: center;"> <div style="background-color: yellow; padding: 2px 5px; display: inline-block;">10/16/2020</div> Date </div> </div>	The am not Sub a re
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- Compose Email to Authorized Official, including the link to the task ID and Subrecipient name

Please review and sign this subaward agreement:

[SMU00001716](https://keep.sp10.asu.edu/sites/Operations/QualityManagement) Michigan State University

- Attach agreement and send to Authorized Official

Bilateral Subagreement (Initial Agreements and Bilateral Modifications)

- Partially Execute the Agreement by sending the agreement to the Subrecipient for signature
- Select "Email" from the My Current Actions list in ERA task

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My Current Actions


-  Reassign Owner


-  Unassign Owner


-  Move to External Parties


-  Move to Negotiating


-  Move to Signature Process


-  Copy Task Request


-  Generate Agreement

-  Suspend Task

-  Cancel Task

-  **Email**

-  Finalize Agreement

-  Create Snapshot

- Select the Subrecipient POC Email as the To address and Copy the GCO Agreement Reviewer and the RA

1. Email Distribution *(select all that apply)*

a. * To:

- GCO Agreement Reviewer assigned
- GCO Reviewer
- AMT GCO
- FOT (Fiscal Oversight Team)
- PI
- RA
- Other Contacts
- ORIA
- Lead Unit Notifications
- Subrecipient POC Email
- ASU Project Manager

Subrecipient POC Email on record: david@cbio.io

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for Signature Visual Job AidDEPARTMENT:
SubawardsEFFECTIVE DATE:
April 1, 2021**b. Copy:**

- GCO Agreement Reviewer assigned
- GCO Reviewer
- AMT GCO
- FOT (Fiscal Oversight Team)
- PI
- RA
- Other Contacts
- ORIA
- Lead Unit Notifications
- ASU Project Manager

- Select "REQUIRES ACTION" under 2. Subject Line, a. Prefix wording

2. Subject Line**a. Prefix wording** *(optional)*

- FINALIZED
- IMPORTANT
- REQUIRES ACTION
- URGENT


[Clear](#)**b. * Subject:**

SUB00001316 - SUBAWARD# Child Acct# GR38946

- Select "For External Review/Signature" under 3. Email Body

This hard copy is for reference use only. The electronic version reflects the latest official copy.

Check <https://keep.sp10.asu.edu/sites/Operations/QualityManagement> to verify that this is the correct version prior to use.

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Please provide as much detail as possible on the action you need or information being requested.

Select Email Content:

- For External Review / Signature
- Distribute Fully Executed
- FOT Audit Risk
- Request PI Approval

[Clear](#)

*** Email Message:**

Attached find subaward for project noted above with your principal investigator David Charlot.

Please review and either: (a) email a signed copy to my attention ASAP, or (b) email a version with comments to be discussed further.

Once ASU receives your signature then a fully executed copy will be obtained and returned for your files. If you should have any further questions please feel free to contact GCO Agreement Reviewer listed above.

- Attach agreement to Section 4. by either selecting “+Add” or drag-and-drop document

4. Attach any relevant emails/documentation:

+ Add

Name	Version
There are no items to display	

Note: Email message will go out FROM User logged in email address.

- Select “OK” to send Email to Subrecipient with attached agreement for review/signature

OK

Cancel

- Follow up with Subrecipient every 5 business days to obtain a partially executed agreement from the subrecipient

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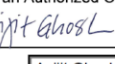
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- Add name of Authorized Official and date to partially executed agreement once it has been received from Subrecipient

9. Either party may terminate this Subaward with 30 days written notice. PTE notice shall be directed to the Administrative Contact, and Subrecipient notice shall be directed to the Administrative Contact as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Unifio Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.

10. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency referenced in Attachment 2. The parties further agree that they intend this subaward to comply with all applicable laws, regulations, and requirements.

By an Authorized Official of the PTE:		By an Authorized Official of the Subrecipient:	
Name: <u>Kristy Macdonald</u>	Date: <u>10/26/2020</u>	Name: <u>Avijit Ghosh</u>	Date: <u>10/26</u>
Title: <u>Assistant Director</u>		Title: <u>Comptroller</u>	


 Signature of Comptroller Delegate FDP (

- Compose Email to Authorized Official, including the link to the task ID and Subrecipient name

Please review and sign this subaward agreement:

[SUB00001241](#) University of Illinois: Urbana-Champaign

- Attach agreement and send Email to Authorized Official