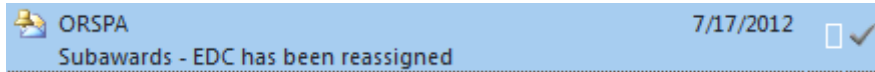


Preparation and Distribution of Subaward Agreements

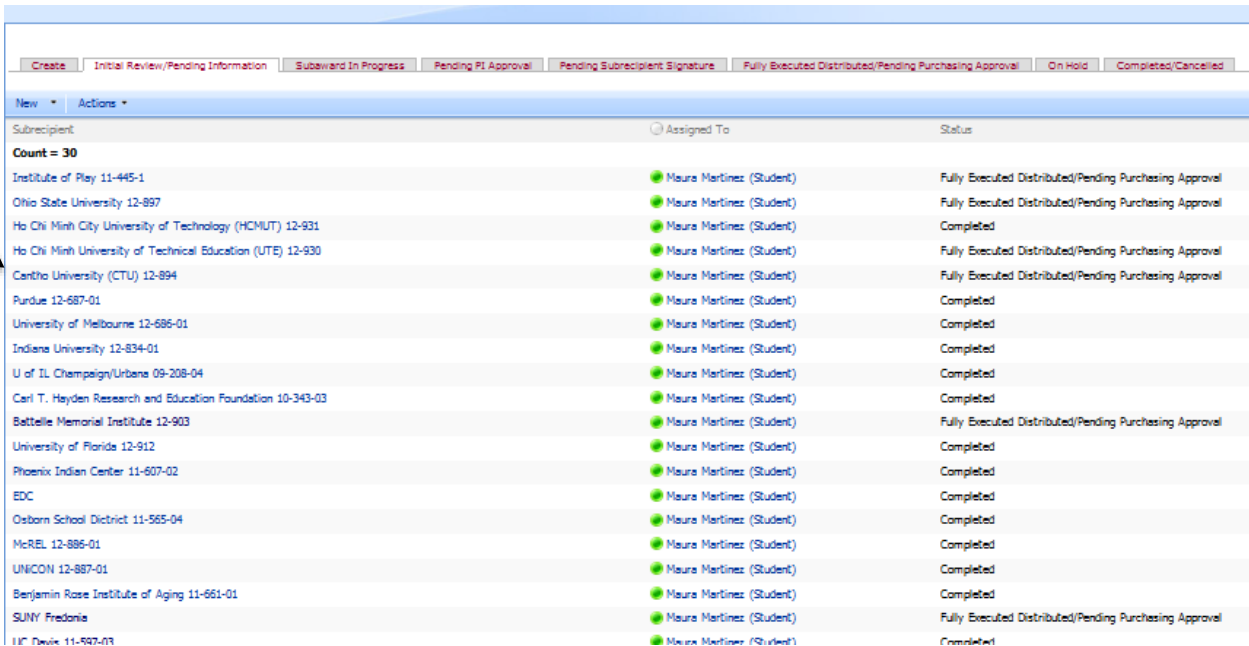
Preparing Subaward Agreement for Signature

Student Worker receives assignment of Subaward Task from Grant and Contract Officer (GCO) requesting the partially executed subaward agreement be prepared for Assistant Director (AD) signature.



Student Worker will perform the following steps:

1. Locate the Subaward in the Sharepoint Subaward task list.



Subrecipient	Assigned To	Status
Count = 30		
Institute of Play 11-445-1	Maure Martinez (Student)	Fully Executed Distributed/Pending Purchasing Approval
Ohio State University 12-897	Maure Martinez (Student)	Fully Executed Distributed/Pending Purchasing Approval
Ho Chi Minh City University of Technology (HCMUT) 12-931	Maure Martinez (Student)	Completed
Ho Chi Minh University of Technical Education (UTE) 12-930	Maure Martinez (Student)	Fully Executed Distributed/Pending Purchasing Approval
Cantho University (CTU) 12-894	Maure Martinez (Student)	Fully Executed Distributed/Pending Purchasing Approval
Purdue 12-687-01	Maure Martinez (Student)	Completed
University of Melbourne 12-686-01	Maure Martinez (Student)	Completed
Indiana University 12-834-01	Maure Martinez (Student)	Completed
U of IL Champaign/Urbana 09-208-04	Maure Martinez (Student)	Completed
Carl T. Hayden Research and Education Foundation 10-343-03	Maure Martinez (Student)	Completed
Battelle Memorial Institute 12-903	Maure Martinez (Student)	Fully Executed Distributed/Pending Purchasing Approval
University of Florida 12-912	Maure Martinez (Student)	Completed
Phoenix Indian Center 11-607-02	Maure Martinez (Student)	Completed
EDC	Maure Martinez (Student)	Completed
Osborn School District 11-565-04	Maure Martinez (Student)	Completed
McREL 12-886-01	Maure Martinez (Student)	Completed
UNICON 12-887-01	Maure Martinez (Student)	Completed
Benjamin Rose Institute of Aging 11-661-01	Maure Martinez (Student)	Completed
SUNY Fredonia	Maure Martinez (Student)	Fully Executed Distributed/Pending Purchasing Approval
U of Nevix 11-997-03	Maure Martinez (Student)	Completed

2. Review top of the task to see if this is the first issued subaward agreement or a modification to an existing subaward.

Type of Action Required	Modification
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Preparation and Distribution of Subaward Agreements

- From the Subaward task scroll down to the "Subaward Files" and click on "Link."

Primary Place Performance	
Activation	Link
Subaward Files	Link
Award	Link

- Open either the Original documentation folder or the appropriate Modification folder

Awards

New ▾ Upload ▾ Actions ▾

Type	Name	Modified	Created By
	Original	5/17/2012 3:36 PM	Kristy Macdonald

Awards

New ▾ Upload ▾ Actions ▾

Type	Name	Modified	Created By
Folder	Invoices	8/23/2010 3:56 PM	Shana Clark
Folder	Mod 1	7/25/2011 5:13 PM	Heather Hogan (Student)
Folder	Original	8/23/2010 3:56 PM	Shana Clark

- If more than one mod, always select the last one.

- Click on "Partially Approved Subaward" and print out the signature page only.

	APS0027- Item C- Cost Price Analysis and Sole Source Justification
	APS0027- Item D - G210
	APS0027- Item E- W9
	APS0027- Item R - Partially Executed Subaward
	APS0027- Item S - Fully Executed Agreement Sent to POC
	APS0027- Item T - Request to Purchasing to Issue SC Number

Preparation and Distribution of Subaward Agreements

November 2010 EOP

Research Subaward Agreement

Institution/Organization ("Prime Recipient")		Institution/Organization ("Subrecipient")	
Name: Arizona Board of Regents for and on behalf of Arizona State University Prime Award No.: DRL-1139426		Name: Education Development Center, Inc. Subaward No.: 12-854 CFDA #: 47476	
Awarding Agency: National Science Foundation ORSPA, Box 878011, Tempe, AZ 85287-8811		Award Period: From: 05/15/2012 To: 04/30/2013 Estimated Project Period (if incrementally funded): From: To:	
Subaward Period of Performance: Budget Period: From: 05/15/2012 To: 04/30/2013		Project Title: COMPU-GIRLS: Scale Up	
Reporting Requirements (Check box if applicable) <input type="checkbox"/> Raw Absorption <input type="checkbox"/> PPIATA (Attachment 2B) <input type="checkbox"/> APRA Funds (Attachment 4A)			

Terms & Conditions

- Prime Recipient hereby awards a cost reimbursable subaward, as described above, to Subrecipient. The statement of work and budget for this subaward are (check one): As specified in Subrecipient's proposal dated _____ or as shown in Attachment 1 to its performance of the subaward work. Subrecipient shall be an independent entity and not an employee or agent of Prime Recipient.
- Prime Recipient shall reimburse Subrecipient not more than monthly for allowable costs. All invoices shall be submitted using Subrecipient's standard invoice, but all reports must include current and cumulative costs (including cost sharing), subaward number, and certification as to truth and accuracy of invoice. Invoices that do not reference Prime Recipient's Subaward Number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachments 2A & 2B.
- A final statement of cumulative costs incurred, including cost sharing, marked "FINAL," must be submitted to Prime Recipient's Financial Contact, as shown in Attachments 2A and 2B, NOT LATER THAN sixty (60) days after subaward end date. The final statement of costs shall constitute Subrecipient's final financial report.
- All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.
- Matters concerning the technical performance of this Subaward should be directed to the appropriate party's Principal Investigator, as shown in Attachments 2A and 2B. Technical reports are required as shown above, "Reporting Requirements".
- Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts stated in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachments 2A and 2B. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official as shown in Attachments 2A & 2B.
- Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
- Other party may terminate this subaward with thirty days written notice to the appropriate party's Administrative Contact, as shown in Attachments 2A & 2B. Prime Recipient shall pay Subrecipient for termination costs as allowable under ORSPA Circular A-21 or A-122 or 45 CFR Part 74 Appendix E, "Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals" as applicable.
- All cost extensions require the approval of the Prime Recipient. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachments 2A & 2B, not less than thirty (30) days prior to the desired effective date of the requested change.
- This Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2.
- By signing below Subrecipient makes the certifications and assurances shown in Attachments 1 and 2. Subrecipient also agrees that it will comply with applicable state and regulatory requirements specified in the Research Terms & Conditions Appendix C for all subawards.

Signature of Assistant Director of Prime Recipient:  Date: 7/1/2012

Signature of Subrecipient Official of Subrecipient:  Date: 7/1/2012


Home > Research Admin > ORSPA > Subawards > EDC

Subawards: EDC

The content of this item will be sent as an e-mail message to the person or group assigned to the item.

Close

New Item | Edit Item | Delete Item | Workflows | Alert Me

Type of Action Required	New Award
LOU	No
Status	Completed
Subrecipient	EDC
ASU Subaward Number	2012914
Coeus Award Number	025305
Proposal Number	11090549
Assigned To	Maura Martinez (Student) 
Team	Team 3
Sponsor	NSF
Sponsor Award Number	1139426
Project Title	COMPU-GIRLS: Scale Up
Lead PI	Kimberly Scott
Department	School of Social Transformation
RA	Tami McKenzie; Melissa Weimer
Notification Email Address	sstspnsored@asu.edu
ORSPA Contact	Mary Graci
Subrecipient PI	Debbie Woodward
Multi-year	Yes
Cost Share Required	No
Parent Agency/Org Account	APS0022
Child Agency/Org Account	APS0027
Current Period of Performance Start	5/15/2012
Current Period of Performance End	4/30/2013

Only print the page where Assistant Director must sign.

Print the first page of the **Task List** page and paper clip the partially executed signature page to each other.

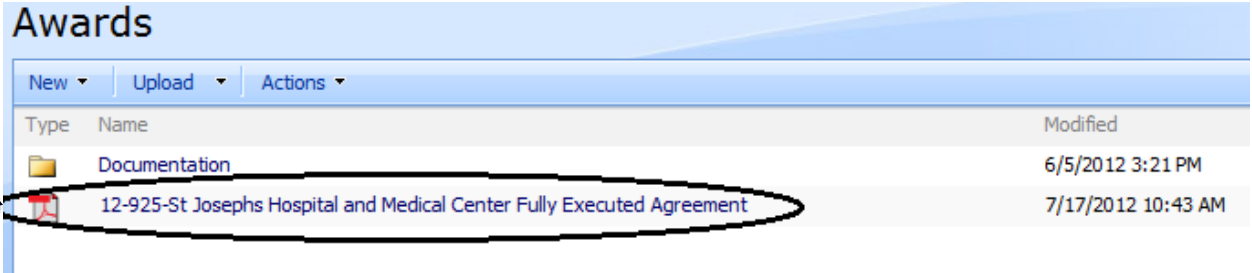
6. Give print out to AD for signature.

Distribution

1. Scan fully executed signature page of subaward agreement and save file to temporary local folder (desktop or other).
2. Replace the signature page of the partially executed Subaward with the fully executed signature page.
3. Move Partially Executed Subaward or Subaward Modification to the documentation folder.

Preparation and Distribution of Subaward Agreements

4. Save a copy of the fully executed agreement outside the documentation folder using the appropriate naming convention.



5. Inside the documentation folder, go to the "Partially Executed Agreement/Mod received from Subrecipient" email.

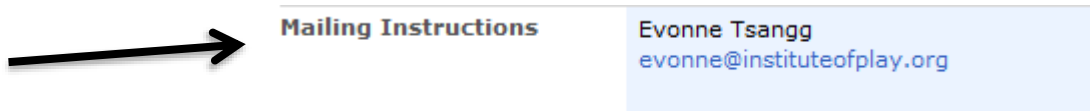


6. REPLY TO ALL in this email and state the following, "Please see the attached fully executed agreement for your records" and attached a copy of the fully executed agreement/modification.
 - a. If GCO is listed on the reply list please remove.

7. If no email, use email template "Subrecipient_ Fully Executed Agreement"



- i. To find who to send the email to refer to "mailing instructions" found on the SharePoint task.

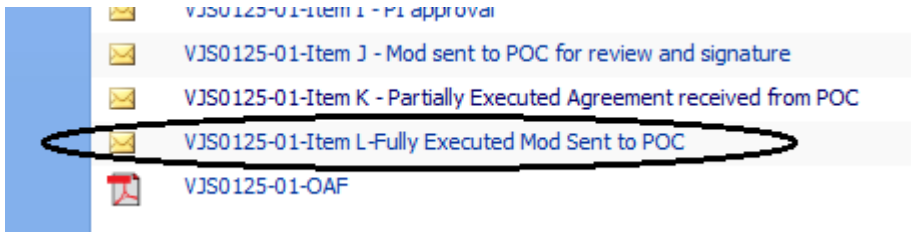


- ii. CC the PI and the RA's listed on the SharePoint task.

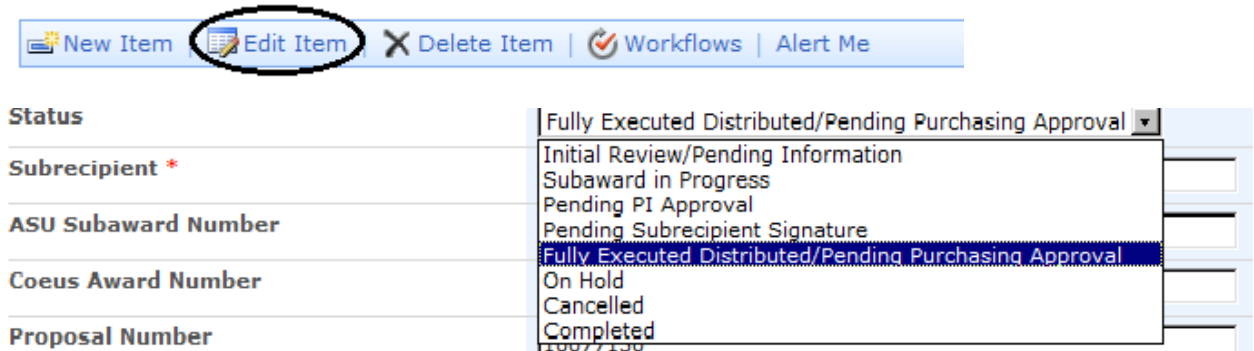


Preparation and Distribution of Subaward Agreements

- Sent Email should be saved in the documentation folder as follows:
 - Account #- Item X- Fully Executed mod Sent to POC



- Go to the Subaward task and click on “Edit” and change status from “Pending Subrecipient Signature” to “Fully Executed Distributed/Pending Purchasing Approval”.



- On the Subaward task insert the date the Subaward was fully executed (the date AD signed the agreement).



- On the Notes section insert a note such as – Subaward fully executed, copies sent to subrecipient and department and request sent to purchasing to issue SC number (or to incorporate Modification into SC (Ex: Increase PO or Extend POP)).

Review Comments

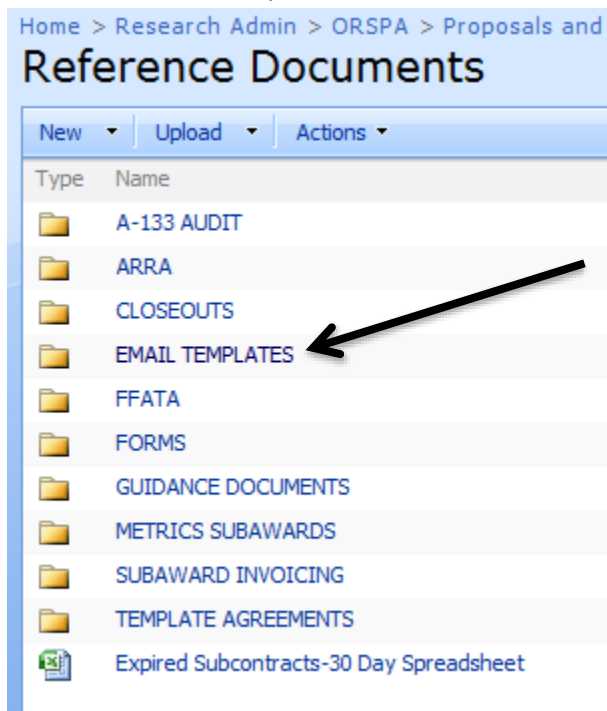
6/29/12 MAM- Subaward fully executed, copies sent to subrecipient and department. Coeus has been updated to reflect change of PI. Subaward mod task is now complete.

Preparation and Distribution of Subaward Agreements

12. Next, Go back to the Subawards Reference Documents folder on SharePoint and click on "SUBAWARDS."




13. Locate the E-mail templates.



Preparation and Distribution of Subaward Agreements

14. Find an email template for Purchasing.

- If new Subaward the email template is "Purchasing_ **New Subaward** Request for SC – a – Karen Ashe."

 [Pruchasing_new subaward request for SC](#)

- For the New Subaward email template, the **vendor number** can be located in the documentation folder.



- Vendor Number is Found at the top of the Advantage Desktop PDF File




- For a modification, use the email template entitled "Purchasing PO Modification Request – Karen Ashe." Fill out the appropriate info asked for on the email template and send to Karen Ashe.

 [Purchasing PO Modification Request](#)

15. Save the email sent to Karen to the documentation folder following naming convention as before.


- a. Account #- Item X- Request Sent to Purchasing to Extend POP and Increase PO or to Issue SC Number

 [APS0027- Item T - Request to Purchasing to Issue SC Number](#)


16. ASU Purchasing (Karen Ashe) will confirm that she has entered the modification or she will confirm that the Original Subaward is entered and it will have the following SC number (i.e. 341112M00126)

RE: Vendor No. 042241718 | SUBRECIPIENT SUBAWARD# 12-914 | APS0027

Karen Ashe

 Follow up. Completed on Wednesday, August 01, 2012.

Sent: Tue 7/31/2012 5:17 PM

To:  Maura Martinez (Student)

Hi Maura, The PO # is 34113M00008. Thanks,

Karen S. Ashe

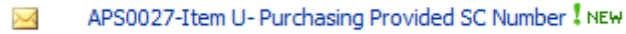
eCommerce Group
ASU * Purchasing and Business Services
University Services Building
PO Box 875212
Tempe, AZ 85287-5212
(v)480-965-3270

SunRISE Helpline 480-727-7473 or Email sunrise@mainex1.asu.edu (fax 480-223-6232)
PCard Helpline 480-965-0658 or Email pcard@asu.edu (fax 480-223-6231)

Preparation and Distribution of Subaward Agreements

17. Save the email from Karen to the documentation folder and follow the naming convention previously used.

a. Account #- Item X- Purchasing Confirmed Increase in PO and Extended POP



18. Next update COEUS.

19. In COEUS open Subcontract List click on "Edit."

a. If New Award:

i. Change the status from pending to ACTIVE

ii. Go to the Amount Info tab and select "Change"

Obligated:	\$139,999.00	Anticipated:	\$139,999.00	Change
Released:	\$13,644.65	Available:	\$126,354.35	

iii. Insert the "effective date" to reflect the date the agreement was fully executed.

iv. Insert the Purchase Order which is the SC number provided by Karen.

v. Insert the obligated change and the anticipated change which is the amount reflected on the subaward agreement.

vi. For the "Comments" section type in Date, Initials- Original Agreement Fully Executed

Subcontract PO Changes - Line Number 4

Effective Date: _____ Purchase Order: SC19110M00354

Obligated Change: .00 Anticipated Change: .00

Comments: _____

OK Cancel

Preparation and Distribution of Subaward Agreements

- b. If Mod:
- i. Go to the Amount Info tab and select "Change"

- ii. Insert the "effective date" to reflect the date the modification was fully executed.
- iii. Insert the obligated change and the anticipated change which is the amount reflected on the subaward modification.
- iv. Next in the comments section type date (fully executed date), hyphen then Modification change, hyphen student initials (i.e. 4-18-12 – Mod 3 increased Subaward by \$10,000 and extended end date to 1/31/13 – MAM).

20. Next, for a modification, if you change the end date you will need to go to the first page of COEUS "Subcontract" and update the End Date (this is not automatic – dollar figures change but not end date).

21. Go back to the Subaward task and change the status from Fully Executed Distributed/Pending Purchasing Approval to Completed.

Preparation and Distribution of Subaward Agreements

22. Make note down in comments section. Today's date, note about new Subaward or Mod.
Example: if new Subaward – 1-18-12 Received SC 34112M0013 from ASU Purchasing, updated COEUS and task and now the task is complete.

Review Comments

6/27/12 MAM- Purchasing increased PO and POP, updated Coeus. Subaward Mod task is now complete.

23. If NEW AWARD, Date, Initial-Execution of basic agreement complete.

Review Comments

06.13.12 KM - Purchasing provided SC. Updated subaward module in coeus. Subaward task complete.