- GCO reviews Activations SharePoint site, Awards SharePoint folder, and/or Proposal SharePoint to confirm the following required documents and data are available. If not available, GCO begins gathering and/or requesting the information from available resources. Any information not able to be obtained from RA, will then be requested of Subrecipient to provide.

Data Elements To Be Obtained for Subaward Task and Agreement (Which may be obtained from documentation above or carried over from Activation task):

- Subrecipient
- Proposal Number
- Sponsor Name
- Sponsor Award Number
- Project Title
- ASU Lead PI
- ASU Department
- Subaward Amount
- Subaward Period of Performance
- Cost Share Required
- Multi year (yes or no)
- ARRA "Yes" or "No" (check in COEUS Awards Module under the "Other" Tab, Item "14. Special Program" field, as if it is ARRA funded, then it will state "ARRA"; this can also be verified by looking at the prime award document to see whether it includes ARRA requirements)
- FFATA Funds (yes or no)
- Data Universal Numbering System (DUNS #)
- System for Award Management database (SAM) verification
- Automatic Carry Forward (yes or no)
- EIN Number
- Institutional Type
- Congressional District
- Subaward Principal Investigator (PI) **(NOTE: Verify that lead PI of award is not the Lead PI for the Subaward)**
- Subaward Principal Investigator (PI) Contact Info (Name/Address/Phone/Fax/Email)
- Subaward Sponsored Office Contact (if different from above)
- Subaward Sponsored Office Contact Info (Name/Address/Phone/Fax/Email)
- Review Comments (Any Comments from Subawards Notes section of the Activations task will automatically populate into the Subaward SharePoint Task "Review Comments" field, this will eliminate the need for GCO to retype information into the task notes.
- Other data as detailed in Subawards SharePoint record
- CFDA No.: CFDA (Catalog of Federal Domestic Assistance) number is required on all Federal/Subfederal projects and is required to be included in all federally funded subaward agreements (it is inserted on the facepage of all FDP Subaward Agreements). The Coeus field is formatted for "xx.xxx", only five characters should be entered, no period is required. Information about and listings of CFDA numbers can be found at http://12.46.245.173/cfda/cfda.html if not included on the award notice.
    - If the award is Federal/Subfederal and no CFDA number can be found on award notice, open a web browser and go to cfda.gov.

- Search for the CFDA number by Sponsor Name. Select the number that corresponds to the Sponsor and award program.
- If no number for the specific award program can be found, the first 2 numbers that correspond to the agency and RD are used.

GCO updates the Sharepoint record as follows:

GCO enters the following information in Subawards SharePoint Record:

- Type of Action Required as "New Award"
- LOU "Yes" or "No" (Yes, if Subaward is being issued to UofA or NAU)
- Status
- ASU Subaward Number (from Coeus)
- Coeus Award Number
- Proposal Number
- Assigned to
- Lead PI
- RA
- ORSPA Contact
- Parent Agency/Org Account
- Child Agency/Org Account
- Current Period of Performance Start
- Current Period of Performance End
- Current Subaward Amount (amount of activation)
- Subaward Anticipated Amount
- ARRA "Yes" or "No"
- FFATA "Yes" or "No"
- PHS FCOI – if prime is a PHS agency
- A-133 Audit Documentation Received
- Mailing Instructions – Insert administrative contact information from the Subrecipient Commitment form
- Required Documents Received (or N/A) – only check boxes for those documents which have been received or do not apply.

Other data as detailed in Subawards SharePoint record

- **IMPORTANT: GCO confirms the link in Subawards Record to the respective subawards folder is correct.**
- Once task is assigned to GCO the GCO will determine what documents are available on the Awards and Proposal SharePoint site and which documents are not.
- If GCO cannot locate the primary Subaward documents (Subreceipient Commitment Form, Budget, Budget Justification, and SOW) the GCO will notify RA which documents are missing.
- The Subaward SharePoint record should not be moved to "Subaward in Progress" until all primary Subaward documents are received.
- As the Subaward is processing the GCO is responsible for moving the status to "Pending PI Approval", "Pending Subreceipient Signature", "Fully Executed Distributed/Pending Purchasing Approval", and Completed as applicable.

- The GCO should also be updating the status weekly as with why items may be still with PI or still with Subrecipient for Approval.

GCO enters Subaward information into COEUS as follows:

On COEUS Subcontract Tab:

1. From drop down menu select "Maintain... Subcontract"
2. Press "cancel" within the "Subcontract Search" box which appears
3. Select "Edit" button in Header and select "New Subcontract"
    3.1. Set "Status" to Pending
    3.2. Account No. (child account from activation)
    3.3. Subcontractor name

If Subcontractor name not in COEUS you must enter it:

1. From drop down menu select "Maintain ... Rolodex"
2. Press "Cancel"
3. Use the "Edit" button from drop down
4. Select "Add" new subcontractor
5. Enter information on subcontractor
6. Click "Ok"
7. Write down Rolodex number (you will need later)
8. Need to insert Organization so go to the drop down menu and select "Admin...Maintain Organization"
9. Press "cancel"
10. Use the "Edit" button from drop down menu
11. Select "Add" button
12. Fill in information under the following tabs:
    12.1. "Name and Address" (Be sure to add Congressional District, Be sure to add Zip+4)
    12.2. "Organization-2" - enter DUNS number (DUNS+4 number if applicable to subrecipient)
    12.3. "Type" - insert type of award
    12.4. "Question" - There are 4 questions which are to be answered prior to distribution of subaward (Information to answer these questions will be able to be obtained when subrecipient returns completed Subrecipient A-133 Audit Form and Financial Status Questionnaire to ASU, from the Subrecipient Commitment Form, and/or from within the FDP Subaward Agreement.
13. Click "Ok"
14. Write down ID # (you will need later)
15. "X" out of "Maintain Organization"
16. "X" out of "Rolodex" (now you will be back to the "New Subcontract" entry area)
17. On the "Subcontract" tab, click on the magnifying glass icon then Enter ID number into the ID field
18. Click "Ok"

Continue with entry of "New Subcontract"

1. Insert: Start and End Dates

2. Subaward Type - Select from dropdown menu (this can be determined by reviewing the COEUS Award Module)
3. Title (this can be found on Grant Summary Report G210-W Report)
4. PI name (use search function)

On Funding Source Tab:
1. Click the "Add" button and enter the Account No

On the Contacts Tab:
1. Click on the "Add" button
2. Enter the Last Name of the Administrative Contact (Administrative Contact will be stated on the Subrecipient Commitment Form) and hit "Find"

If not in Contacts you will need to:
1. From the drop down menu select "Maintain...Rolodex"
2. Insert Rolodex number
3. Click "Edit"
4. Click "Add"
5. Put in contact information
6. Click "Ok"
7. Click "Add"

From the dropdown menu under "Contact Type" select "Administrative Contact"

On the Others Tab:
1. Payment Type dropdown menu - Select the correct payment type
2. Risk Assessment Level dropdown menu - Select the correct level
   (NOTE: After Risk Assessment is conducted, GCO will need to return to this field and update to appropriate Risk Assessment Level
3. After the above information is entered hit the save icon

GCO creates subawards folders within Awards SharePoint site

Using approved Award Folder Structure and Naming Conventions as follows:

1. Agency Org (ex ABC0123)
2. Subawards
3. Original
4. Agency/Org Original (ex ABC01234 Original)
5. Documentation folder (i.e. Agency/Org SOW, Agency/Org Email to...)
6. Invoices
7. Closeouts

GCO updates Subcontractor information

Within COEUS by updating the Maintain Organization Rolodex as follows:

- Name & Address Tab: Insert Congressional District

- Organization-2 Tab: Insert Duns #; Insert Duns+4 # (Data Universal Numbering System)
  (The Congressional District and DUNS# (as well as DUNS+4# if applicable) are to be completed on the Subrecipient Commitment form)