# 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

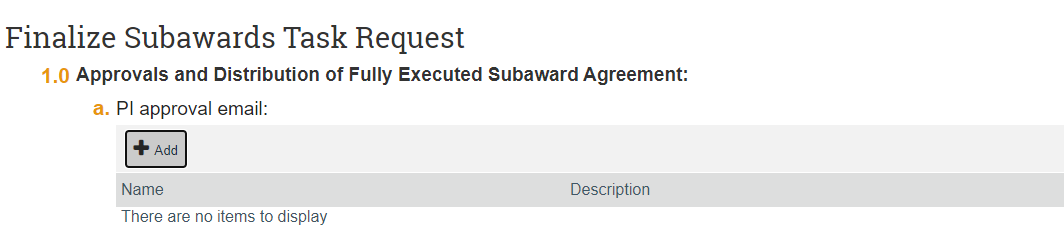
Bilateral agreement: Agreement which needs to be signed by both the Subrecipient and ASU

**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

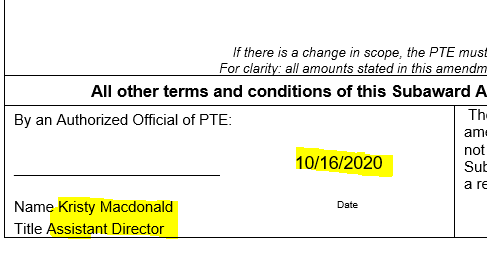
**Requirements / Steps**

* 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

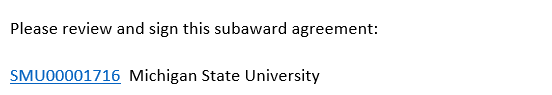


**Unilateral Subagreement**

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



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



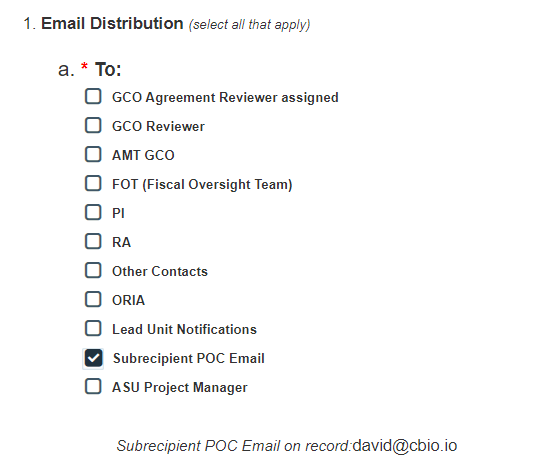
* Attach agreement and send to Authorized Official

**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

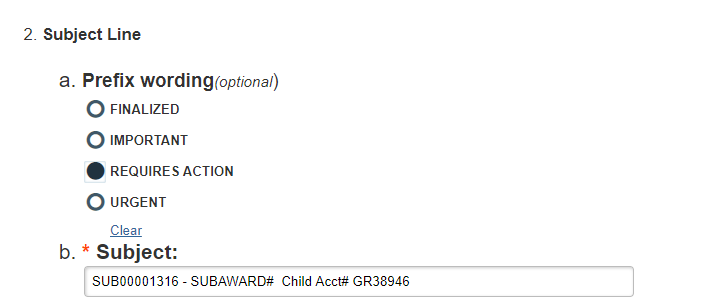


* Select the Subrecipient POC Email as the To address and Copy the GCO Agreement Reviewer and the RA

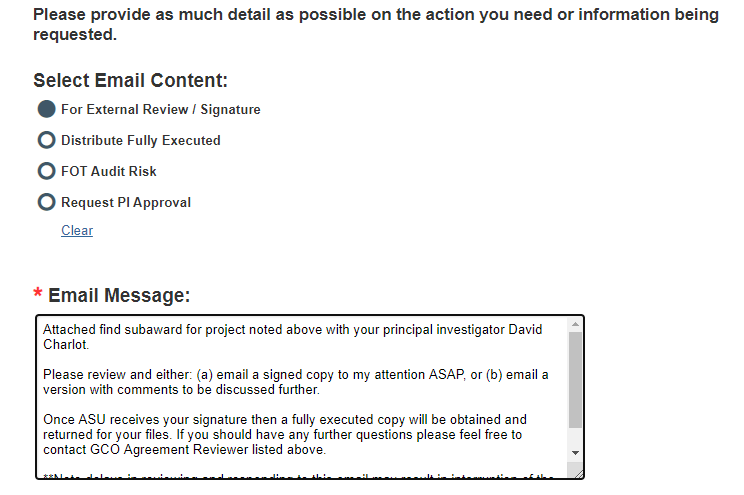




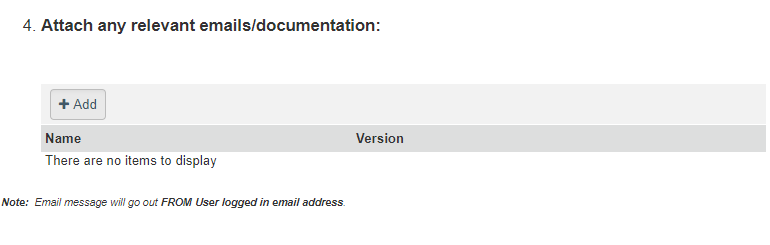
* Select “REQUIRES ACTION” under 2. Subject Line, a. Prefix wording



* Select “For External Review/Signature” under 3. Email Body



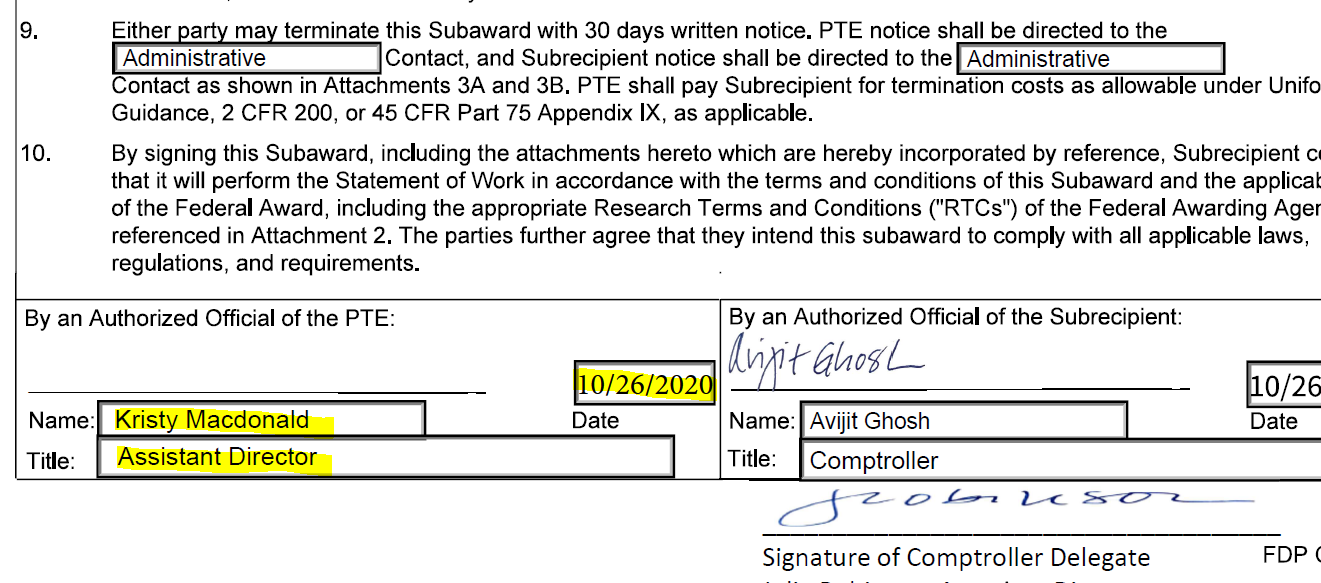
* Attach agreement to Section 4. by either selecting “+Add” or drag-and-drop document



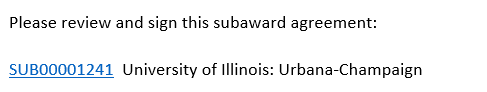
* Select “OK” to send Email to Subrecipient with attached agreement for review/signature



* Follow up with Subrecipient every 5 business days to obtain a partially executed agreement from the subrecipient
* Add name of Authorized Official and date to partially executed agreement once it has been received from Subrecipient



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



* Attach agreement and send Email to Authorized Official