

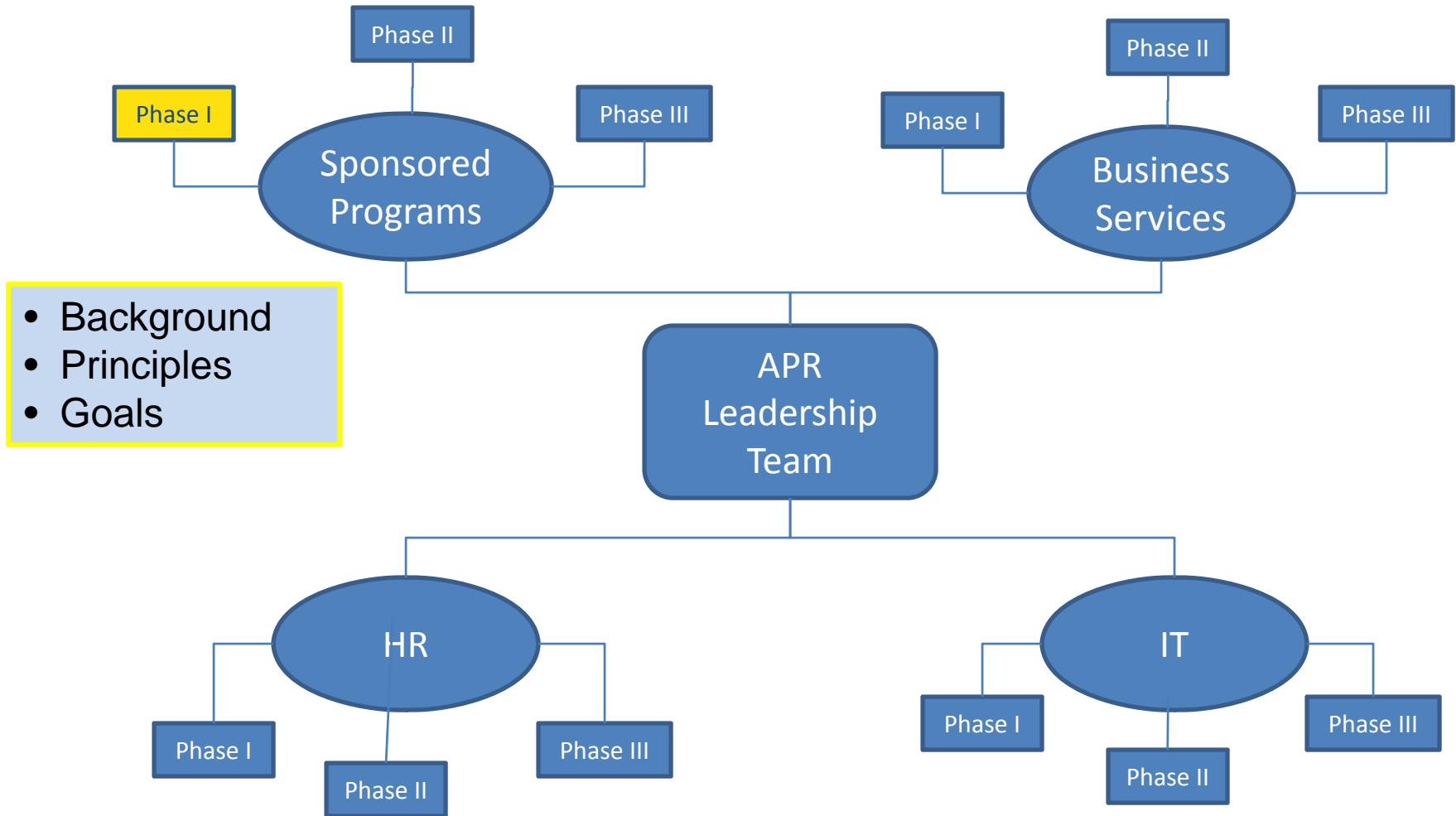


APR – Sponsored Programs  
Phase I Redesign Project: Outgoing Sub-Agreements  
**Pilot Phase**

Updated: 3/3/09

# Administrative Process Redesign (APR) Project

## Background to Outgoing Sub-Agreement Process Redesign



## Different Types of Agreements



Sub-Agreements

vs.

Fee-for-Service Agreements  
(FSAs)

vs.

Academic Support Services  
Agreements (ASSAs)

## Different Types of Agreements

Sub-Agreements	Fee-for-Service Agreements (FSAs)	Academic Support Services Agreements (ASSAs)
Perform a portion of the scope of work	No Scope of Work	Provides a mechanism to procure services of a sole source nature (independent contractors)
Adds intellectual content to the project	Does not add intellectual content to the project	Fills temporary need of unique nature
Collaboration relationship	Vendor relationship	No scope of work or research component
Performs portion of programmatic activity	Provides goods/services within normal business operations	Must be over \$5000
Responsible for programmatic decision-making	Operates in a competitive environment	Provide unique service on temporary basis
Terms and conditions attached	Routine tests or activities requiring little or no discretionary judgment on behalf of the service provider	Executed by Purchasing Services
Publications involved	No input into publication content	
Effort reporting, certifications, RSP billing	Dept does the invoicing	
Negotiated, signed and administered by RSP	Administered and signed by Business Services	
Must adhere to compliance requirements of the prime sponsor	Not subject to compliance requirements of the prime sponsor	
Intellectual property, copyrights, ownership of data belong to the Subaward University and/or faculty member	Ownership of output belongs to the prime sponsor	
F&A charged	F&A costs built into service	

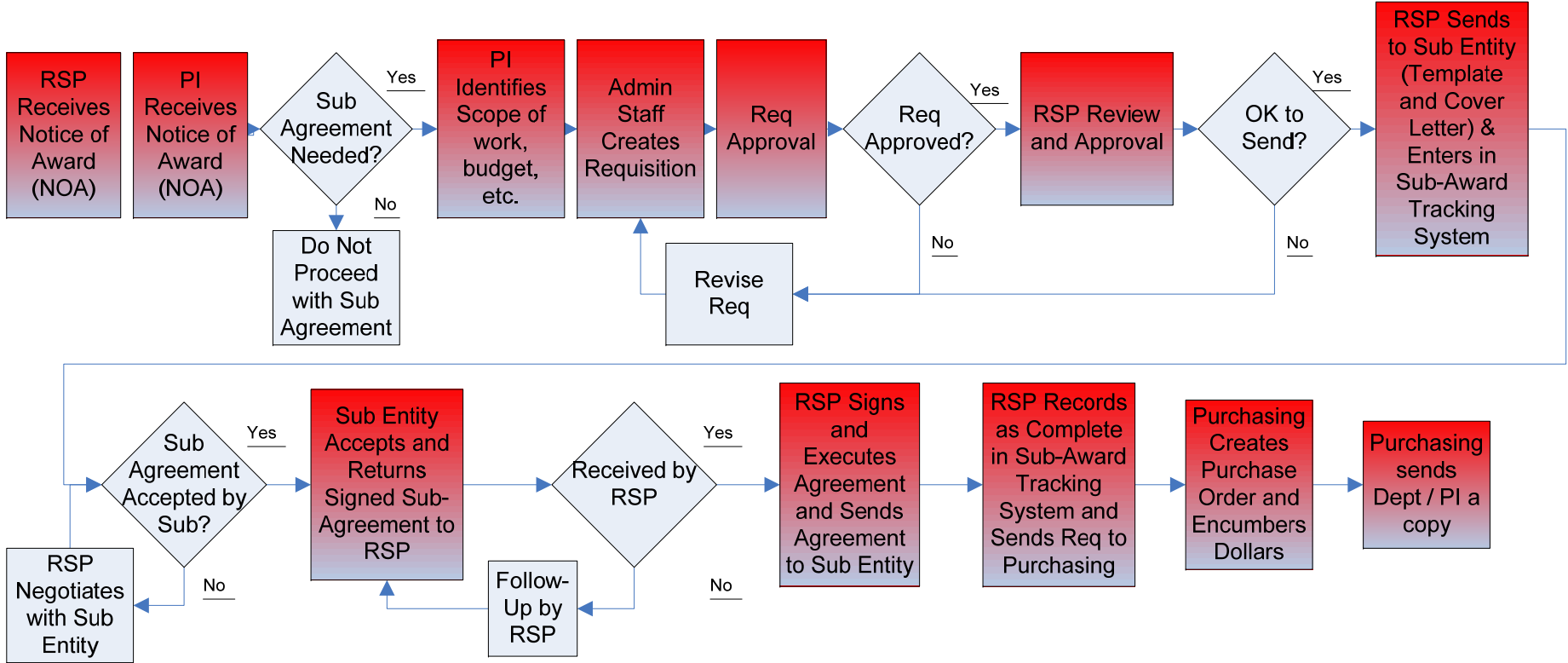
## Pilot Phase of the New Sub-Agreement Process

The pilot phase is limited to sub-agreements that fit the following criteria:

1. Sponsor is the federal Department of Health and Human Services.
2. New and renewal awards (Grant Types 1 and 2 only) for Year 1 only.  
Modifications to sub-agreements in later years still use current process.
3. Awards are for one of the six participating Colleges/Schools:
  - A. Engineering (A19)
  - B. Human Ecology (A27)
  - C. Medicine and Public Health (A53)
  - D. Nelson Institute (A40)
  - E. Pharmacy (A56)
  - F. Veterinary Medicine (A87)
4. Shared Grants are NOT included.

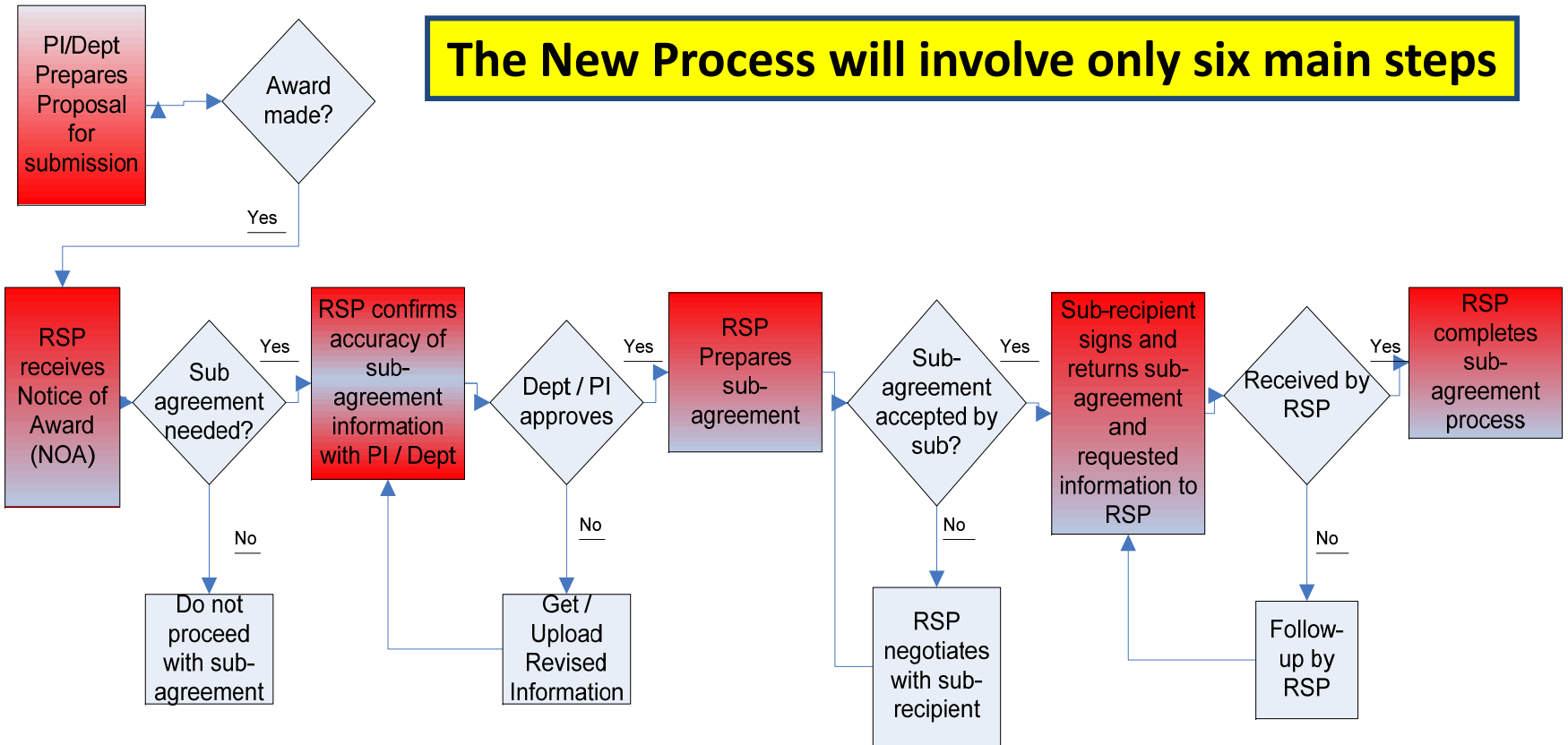
# Current Process for Creating an Outgoing Sponsored Project Sub-Agreement

**The Current Process involves 12 main steps**



# New Process for Creating an Outgoing Sponsored Project Sub-Agreement

**The New Process will involve only six main steps**



## Key Differences Between the Current and the New Process

1. RSP will initiate the process
2. RSP will contact the PI/Dept about an award with sub-agreement(s)
3. RSP will have PI/Dept verify and update the budget and SOW of the sub-agreement at the appropriate time in the process
4. Responsibility for sub-agreements in the Pilot will shift from Post-Award to Pre-Award at RSP
5. Proposals with sub-agreements will have information needed for purchase requisition, including the contact info for sub-recipient's institutional official
6. All sub-agreements will be sent via e-mail, and all sub-agreements based on FDP will be signed by RSP prior to being sent
7. RSP will create and eventually sign the purchase requisition (no need for routing through the Dept or Dean's office)
8. When sub-agreement is signed and fully executed, RSP will notify PI/Dept using SFS's notice of award notification

## Summary of Sub-Agreement Process Steps by Responsible Parties

	RSP	PI/Dept	Sub-Recipient
<b>Step 1</b>		PI/Dept prepares proposal for submission	
<b>Step 2</b>	RSP receives notice of award (NOA)		
<b>Step 3</b>	RSP confirms accuracy of sub-agreement information with PI/Dept	PI/Dept approves the sub-agreement information	
<b>Step 4</b>	RSP prepares sub-agreement		
<b>Step 5</b>			Sub-Recipient signs and returns sub-agreement and requested information to RSP
<b>Step 6</b>	RSP completes the sub-agreement process		

## Pilot and Post-Pilot Timeline

Time Frame	Next Steps
Late Feb ~ Mid-March	Training for RSP and all 6 Schools / Colleges in Pilot
Week of March 23	Official launch of Pilot
April – May	Evaluation of the Pilot
June	Expansion of the Pilot