**UW-Madison Subaward Lifecycle Roles and Responsibilities**

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| ***Subaward Lifecycle: Proposal Preparation*** |
| **Function/Process** | **Responsible Staff** | **Systems/Tools** |
| As applicable, review LOI, SOW, budget | * Dean’s or Director’s Office
* RSP Pre-Award Proposals Team
 | * WISPER
 |
| ***Subaward Lifecycle: Award Setup*** |
| **Function/Process** | **Responsible Staff** | **Systems/Tools** |
| Perform subrecipient versus contractor determination | * RSP Pre-Award Contracts Team
 | * Subaward Portal
 |
| Initiate subaward request | * Department & Division staff
 | * Subaward Portal
 |
| Confirmation of subaward information | * RSP Pre-Award Contracts Team
 | * Subaward Portal
* E-mail
 |
| Subrecipient risk assessment: * Audit Certification/Financial Questionnaire Form review
* A-133 Audit/Financial review
* Institutional assessment
* Project/compliance assessment
 | * RSP Pre-Award Contracts Team
* RSP Post-Award A-133 Monitoring Team
 | * Subaward Portal
* SAM
* Visual Compliance
* FDP Expanded Clearinghouse
* Audit Certification/Financial Questionnaire Form
 |
| Generate and negotiate subaward | * RSP Pre-Award Contracts Team
 | * Subaward Portal
* E-mail
* Shared Financial System
 |
| Subaward requisition | * RSP Pre-Award Contracts Team
 | * Business Services’ External Requisition Generator
 |
| ***Subaward Lifecycle: Award Management*** |
| **Function/Process** | **Responsible Staff** | **Systems/Tools** |
| Subaward invoice review/payments | * RSP Post-Award Accountants
* Subaward Invoice Team
* Principal Investigator/Department
* Accounts Payable
 | * Purchasing Information Inquiry
* Remaining Encumbrance Status Tool
* E-mail
* Subaward Invoice Tracking (internal RSP tool)
* Shared Financial System
* Perceptive Content (formerly ImageNow)
 |
| Subaward modifications | * RSP Post-Award Accountants
* Purchasing
* Principal Investigator/Department
 | * Subaward Portal
* SAM
* Visual Compliance
 |
| Annual audit reviews | * RSP Post-Award A-133 Monitoring Team
 | * Subaward Portal
 |
| FFATA reporting | * RSP Post-Award FFATA Team
 | * Fsrs.gov
* USAspending.gov
* Subaward Portal
 |
| ***Subaward Lifecycle: Closeout*** |
| **Function/Process** | **Responsible Staff** | **Systems/Tools** |
| Final review | * Departmental Administrators
* RSP Post-Award Accountants and Closeout Team
 | * Closeout Checklists
* Purchasing Information Inquiry
* Remaining Encumbrance Status Tool
* Shared Financial System
* WISDM
* Subaward Invoice Tracking (internal RSP tool)
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