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

|  |  |  |
| --- | --- | --- |
| ***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) |