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## Subaward/Subcontract Updates

Semi-annual Networking Event June 2018

> Kathy Watson Subcontract Manager

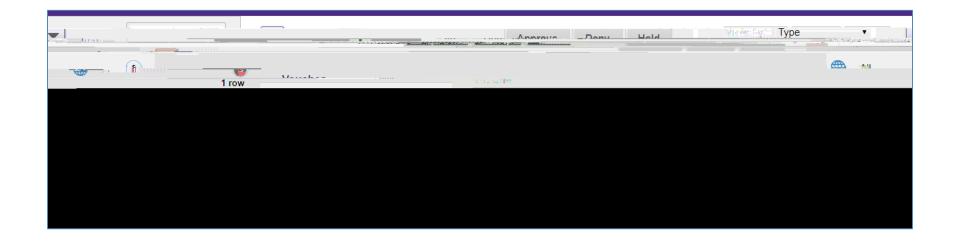
# Subaward Invoice PI Certification Pilot Program

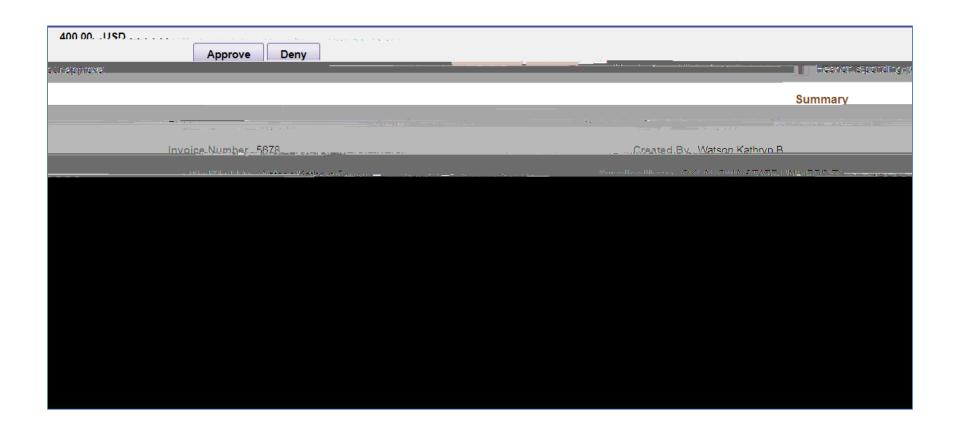
- NUFinancials Workflow
  - Voucher transactions will be tied to the Purchase Order
  - Approvals will be tracked electronically
- ASRSP currently testing, followed by a pilot department
- Process expected to create efficiencies
- Queries will allow ASRSP to track the

- Approvals will be done through NUFinancials Workflow.
- A system-generated email notification will also be sent.



Invoices will be received as a Voucher transaction.





# Workflow Routing

ASRSP > Dept RA > PI > ASRSP > Accounts Payable

# Subaward Account Codes

#### Subaward Account Codes

1. Subaward budget and expense account codes

BUDGET ACCOUNT CODES	EXPENSE ACCOUNT CODES	DESCRIPTION
78641	78640	Subawards < \$25,000
78643	78642	Subawards < \$25,000 Waived F&A
78651	78650	Subawards > \$25,000

#### 2. Requisition (REQ) for a Purchase Order (PO)

- Use subaward expense account codes:
  - -78640 =\$ < \$25k
  - -78642 =\$ < \$25k no F&A (used on exception only basis)
  - -78650 = \$ > \$25k
- Must attach copy of agreement/amendment
- Must attach Single Source Justification (SSJ) when REQ > \$25,000 (Important Note: threshold changes to \$10k effective 9/1/2018)
- If using 78642, attach communication authorization that indicates F&A has been waived
- 3. Two common reasons when 78642 is okay to use:
  - F&A has been waived by NU (Dean's office, VPR & OSR approval)
  - The Sponsor has specified F&A is not allowed to be charged

#### **Subaward Account Codes**

If you're unsure which account codes to use when setting up a new REQ, please contact a Senior Accounting Representative.

ASRSP-subk-EV@northwestern.edu ASRSP-subk-CH@northwestern.edu

# ASRSP Subrecipient Monitoring

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- Uniform Guidance Compliance
  - Pre-award Risk Assessments
  - Post-award Annual Single Audit
- Sponsor-initiated Audits (e.g. NIH)

# Thank You