Office of the Vice President for Research
Standard Operating Procedure
I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award
Specialists (PAS) handle outgoing subaward contracts. This process will promote a
consistent approach and understanding to ensure all outgoing subawards are handled
the same way throughout the GO Centers in the Agiloft system.
II. Introduction
Outgoing subawards typically fall into two categories: a subaward to a Federal
Demonstration Partner (FDP) on a federally funded project or a subaward to a source
which is not an FDP. The GO Center is responsible for processing and managing all
outgoing subawards in the Agiloft system.

Non-Federal Outgoing Subaward
Non-federal outgoing subawards are processed in Agiloft and the PAS is responsible for
processing these in Agiloft along with uploading the required documentation needed by
the OVPR Contracts team as noted in the Agiloft Google drive. The PAS will monitor the
processing of this subaward and work with the PI and OVPR Contracts team as needed.
Once the subaward is fully executed then the PAS will ensure it is uploaded to Agiloft
and Workday, as well as continue with the appropriate Workday processes.

Amendments to Federal or Non-Federal Subawards
If an amendment needs to be issued to a federal or non-federal subaward, then the PAS
will process this in Agiloft for institutional reviews and approvals according to the
appropriate job aid/Agiloft processes. The PAS will monitor the processing of this
subaward and work with the PI and OVPR Contracts team, as needed. Once the
subaward is fully executed then the PAS will ensure it is uploaded to Agiloft and
Workday, as well as continue with the appropriate Workday processes.

IV. Version History

Version Date Approval Date Summary Changes
[01/01/2019] [01/01/2019] Initial Version
[06/22/2021]
[06/25/2021] Updated to reflect the contract revision process in
Agiloft