## **CDRC Outgoing Subawards Flowchart Process**

## **Submission Process Contracting Process Invoice and Payment Process** Project Team and Subawardee **Project Team** SPA, GCO, or PI Request for Subaward signed by Letter of Intent with Invoice Received at OHSU from Subawardee's sign off OHSU PI Subawardee and sent to SPA Budget and Budget Justification Final budget and scope Scope of Work SPA Subaward (Others as applicable, see RFP) GCO Creates invoice cover memo, at-Reviews taches invoice Logs and tracks GCO GCO **Review Submission Materials** RGC Review's invoice Logs into tracking database Reviews and drafts contract **RGC** Secures OHSU sign off **Review Submission Materials** ы Approves materials for submis-GCO Subawardee Review's invoice sion Signs invoice cover memo Reviews Reviews email Secures **RGC** Project Team GCO subawardee's Logs and Reviews invoice Submits Submits tracks sign off Logs into tracking database required required materials materials with appliwith appli-**RGC** SPA Subaward cation as cation as Reviews and logs FEA Reviews Invoice required required by funder by funder SPA Analyst SPA Subaward GCO Reviews Invoice Reviews Reviews FEA Remits for payment FEA copy Subsequent years Able to Logs and No Letter of Intent required process intracks Legend Start Flow chart at "Contracting voices GCO: Grants and Contracts Office Process" RGC: Research Grants and Contracts Request for Subaward: Remember to SPA: Sponsored Projects Administraindicate if carryover funds are al-Project Team tion lowed Receives FEA copy RF: Request for Proposal

FEA: Fully Executed Agreement