Outgoing Subcontracts Updates

- Senior Accounting Representatives have been assigned constituencies by Northwestern department. Department ranges are posted here: [http://www.northwestern.edu/asrsp/expenses/subcontracts.html](http://www.northwestern.edu/asrsp/expenses/subcontracts.html)

- Exception: Jacky Sancen handles all Lurie subcontracts on both campuses
Outgoing Subcontract Invoices

- Our goal for processing subcontract invoices is within 1 month, per Uniform Guidance.

- 1 month is defined as:
  Date received by ASRSP → Date check/wire is issued by Accounts Payable

- More information about Uniform Guidance can be found here:
  http://www.northwestern.edu/asrsp/federal-initiatives/uniform-guidance.html

- REMINDER: To facilitate prompt and efficient invoice processing, incoming subcontract invoices must be sent to the ASRSP department email account as specified in the subcontract agreement. The department may be cc’ed.
  ASRSP-subk-EV@northwestern.edu
  ASRSP-subk-CH@northwestern.edu

- Northwestern will accept subcontract invoices via US Postal Service but email is highly encouraged to assist with timely invoice payment.

Current Outgoing Subcontract Invoice PI Certification Process
Implementation Plan for Outgoing Subcontract Invoice PI Certification

• PI certification of subcontract invoices will be processed via NU Financials workflow after the May 2017 Peoplesoft 9.2 upgrade

• Will roll out in stages with select pilot departments on both campuses

• New process will allow more efficient monitoring of PI invoice certification process by both departments and ASRSP

Proposed Outgoing Subcontract Invoice PI Certification Process
Cognos GM092 Subrecipient Monitoring Report

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- Award PI: Smith, Kevin
- Project PI: Smith, Anne
- Award Begin Date: 6/1/17
- Award End Date: 8/27/17
- Project Department Name: Science Department
- LOC ID: 60049B2
- RSC Score: 6576
- GO: 6576

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GM092 Report will:

- Assist departments and ASRSP in monitoring timely setup of Purchase Orders
- Identify awards requiring a Final subcontract invoice receipt, so that review and payment may occur in a timely manner; this will allow FFRs (final financial reports) to be submitted on time by Grant & Contract Financial Administrators (GCFAs)
- Provide departments a single comprehensive source to monitor the expenditure rate of a subcontract at the beginning and end of an award, but not within individual subcontract budget periods

Plan is for GM092 to be available to departments in Summer 2017
Thank You