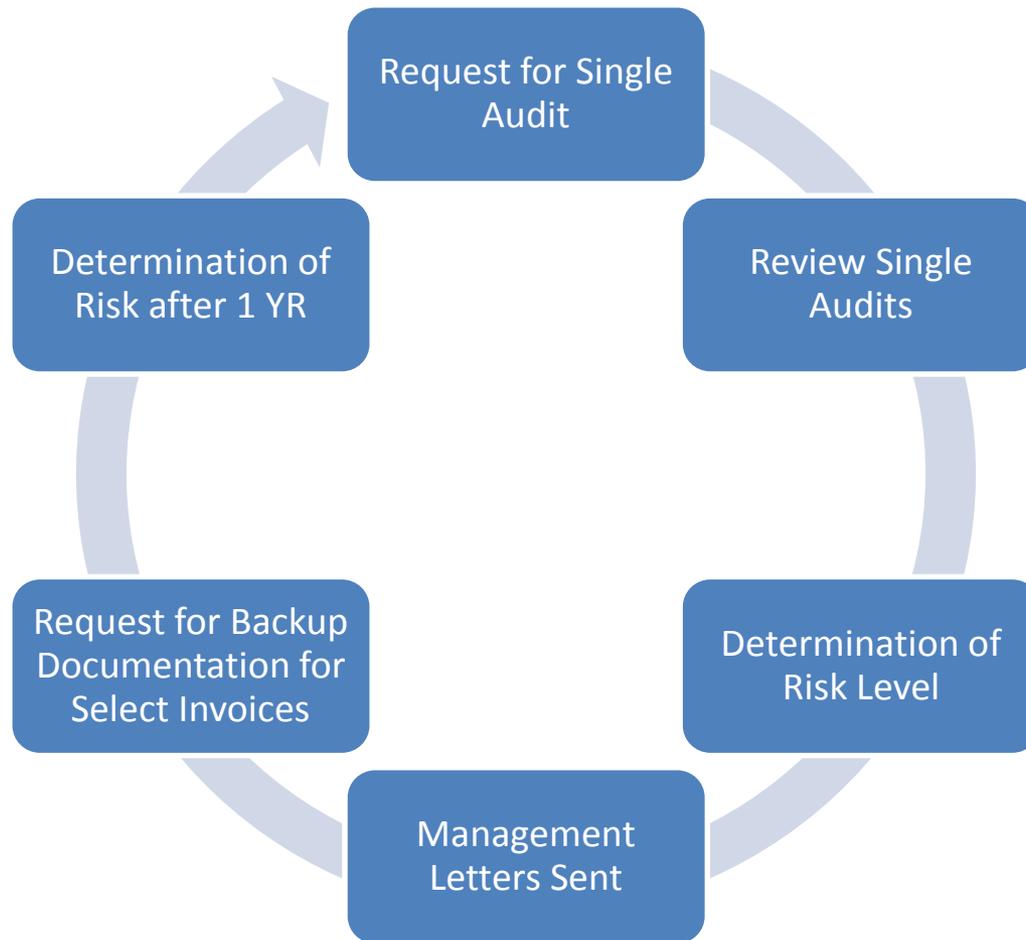


# Subcontracts

Semi-annual Networking Event  
November 2017

*Kathy Watson*  
*Subcontract & Transaction Processing Manager*

# ASRSP Subrecipient Monitoring



# Cognos GM092 Subrecipient Monitoring Report

- Located: School>Sponsored Programs Management



- Filters include:
  - Project PI
  - Award Number
  - Award End Date
  - Department ID
  - Active, Pending, or Closed status

# GM092 Subrecipient Monitoring Report

- Data returned includes:
  - Subrecipient Name
  - Vendor/Supplier ID
  - Total Funded
  - Total Disbursed
  - % Disbursed

Award ID ****	Contract Status	Sponsor Award Number	FAIN	FDP/RTC	Automatic Carryforward to NU
5D41GM10YV8-07	ACTIVE	5D41GM10YV8-07	D41GM1Y7170	Vac	No
Award PI	Project PI	Award Begin Date	Award End Date	Fund	Project Department
Smith, Kevin	Smith, Kevin	9/1/15	6/30/20	610	8237700
Project Department Name	Project *	LOC ID	Bill Source	GCFA	GO
Science Department	60040862	6455P	EVANSTON	Jennifer Knutel	Lisa Gabriel
IE Subrecipient	IE Vendor ID	PS Subrecipient	PS Vendor ID	IE PROJ **	IE Executed
Eastern State University	0000021334	EASTERN STATE UNIVERSITY	0000021334	PROJ0001627	9/29/16
IE Subk Begin Date	IE Subk End Date	IE Cumulative Funded Amt	PS PO Total	PS Funds Disbursed *****	PS % Disbursed
9/1/15	6/30/17	\$120,000.00	\$120,000.00	\$36,000.00	30.00%

# GM092 Subrecipient Monitoring Report

- Guide is available in myHR Learn
- Assists departments and ASRSP in monitoring timely setup of Purchase Orders
- Identifies 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)
- Provides departments a single comprehensive source to monitor the expenditure rate of a subcontract at the beginning and end of an award
- Subcontracts executed prior to Sept. 1, 2017 may have 2 or more rows returned with partial data for one subcontract

# Subcontract Invoice Review

ASRSP reviews the following items on invoices received from the subrecipient:

- Subrecipient name matches ASRSP spreadsheet
- Invoice date
- Invoice number – should be sequential
- Performance period for the expenses – should fall in line with previously submitted invoices
- Compare invoice expense period to open amendment period – MUST be within amendment period
- Review the cumulative balance
- Check for signed certification from sub Authorized Official
- If agreement indicates additional supporting documentation is required, then documentation must be included with invoice for department review
- Reasonableness of the expenses
- Verify there are enough funds to cover the entire invoice

# Updates and Reminders

- Subcontract Requisitions must include Single Source Justification
- Subcontract Invoice PI Certification Workflow is in development
- Incoming (non-CT) subcontract invoices **must** be sent to the ASRSP department email account as specified in the subcontract agreement. The department can be CC'd.

[ASRSP-subk-EV@northwestern.edu](mailto:ASRSP-subk-EV@northwestern.edu)

[ASRSP-subk-CH@northwestern.edu](mailto:ASRSP-subk-CH@northwestern.edu)

Thank You