

## Subaward Roles and Responsibilities Matrix

Responsibility:	Principal Investigator	Departmental Administrator	Sponsored Programs Administration	Sponsored Programs Accounting	Property Office
Determines at proposal stage whether a subrecipient or vendor relationship exists; ensures that adequate documentation regarding the selection process is on file.	X	X	X		
Develops a budget and scope of work for the proposal in consultation with the subrecipient.	X				
After prime award is executed, a statement is included in the fund notice that is distributed to the PI and Departmental Administrator. The statement includes general information on how to request any necessary subawards and a link to the SPAdministration website.				X	
Submits required subaward documents, including any special reporting/invoicing instructions, and authorizes SPAdministration to initiate the subaward process.	X	X			
Contacts department/PI if any additional information is necessary to complete the subaward (ex: Prime Sponsor Approval).			X		
Reviews lists of Excluded Parties and Specially Designated Nationals to verify subrecipient is not debarred, suspended, or otherwise restricted from receiving federal funds.			X		
Determines appropriate contractual vehicle (cost reimbursement, fixed price, FDP).			X		
Conducts and documents risk assessment in consultation with PI and SPAccounting as appropriate.			X		
Completes risk assessment matrix.			X		
Prepares appropriate contract based on the statement of work and sponsor's terms and conditions in the prime award.			X		
Collaborates with SPAccounting to craft appropriate contractual language to reduce MSU financial risk for subrecipients in a medium or high risk category.			X	X	
Negotiates, modifies, and executes subaward documents.			X		
Notifies PI about any special issues relating to the terms of the subaward.			X		
Notifies all necessary units on campus that a subaward agreement has been issued or modified, and distributes copies of the agreement via email. This copy will include the results of the risk assessment. The original is sent to SPAccounting.			X		
Uploads and maintains the subaward account information in Banner form FZMSPSC.			X	X	
Determines if Contractor Acquired Equipment and/or Government Furnished Equipment is applicable and updates Banner form FZMSPSC.			X		
Verifies subrecipients have obtained any required compliance approvals. (IRB, IACUC, etc.)			X		
Collects and maintains FFATA data.				X	
Reviews OMB Circular A-133 reports for subrecipients or obtains an annual certification from each subrecipient for compliance with the Circular.				X	
Follows up on instances of subrecipient noncompliance with annual audit certification requirements.				X	
Monitors subrecipient technical progress/reports.	X				
If annual Property Report is required, subcontractor is notified and property report is requested in excel format and emailed to Property Office.				X	
Property Office includes the subcontractor property report in the MSU report to the sponsor.					X

Receives and reviews invoices prior to payment. Refer to Subrecipient Invoice Monitoring Guide. Stamps invoice reviewed and initials and forwards the invoice to the Departmental Administrator for approval.				X	
Reviews invoices and approves payment after ensuring that charges seem reasonable and progress to date on the project is satisfactory and within the statement of work. Refer to Subrecipient Invoice Monitoring Guide for guidance.	X				
Conducts periodic review of invoice support based on risk assessment.	X	X		X	
Processes a direct pay voucher to pay approved invoices.		X			
Submits required subaward modification forms and authorizes SPAdministration to issue a modification to a subaward.	X	X			
Prior to issuing modifications, reviews risk assessment status to ensure any needed changes to risk level are appropriately reflected in the subcontract amendment.			X		
Issues and executes modifications to the subaward.			X		
Updated Banner form FZMSPSC for modification.			X		
Provides assistance in the event budgets/financial issues arise during the period of performance, works with subrecipient to resolve outstanding financial matters.				X	
Follows up with subrecipients regarding appropriate and timely corrective action on findings related to university's subawards.				X	
Subaward Closeout process to include completing Subcontract Closeout Checklist.	X			X	
Documentation of subrecipient monitoring, such as the Subrecipient Monitoring Record, is forwarded to SPAcct. for inclusion in the official subaward records.	X			X	
If the Subaward Closeout Form indicates a property report is provided, the report is reviewed and verified to budget and emailed to the Property Office. The Property Office will include the subcontract's property report in the property report submitted to the sponsor.				X	X
The Banner form FZMSPSC status is changed to Inactive after all invoices are paid.				X	
Subaward file is filed with Award file.				X	