# Subaward - Typical Subrecipient Roles and Responsibilities

## Site Departments/PIs

- Provides a Commitment Form to UMN Department/PI - **Form must be signed by authorized official of site.**
- Creates or agrees on work scope
- Creates or agrees on budget
- Provides additional information required for subaward issuance, as requested by UMN
- Provides proof of current compliance approvals if applicable (i.e. human subjects, animal subjects, biosafety)
- Prepares and submits technical progress and all required reports to UMN PI
- Assesses need to modify statement of work or budget and works with site Sponsored Projects Administration/Grant Administrators to notify UMN or obtain prior approvals as needed.

## Site Sponsored Projects Administration/Grant Administrators

- Authorized official signs Commitment Form
- Provides Single Audit or Financial Questionnaire to UMN GA
- Completes FCOI Form 1 (and, if applicable, Form 2) and training requirements, if applicable
- Reviews and negotiates terms of subaward agreement
- Signs Subaward Agreement
- Provides annual audit reports throughout term of Subaward Agreement
- Reviews and negotiates amendments, if/as needed
- Creates, certifies and sends site invoices to SPA mailbox sub-inv@umn.edu for review and processing
- Completes Subaward Release Form at termination or completion of project
- Resolves problems that arise during performance

*Documents in this column are to be facilitated between Site Departments/PIs and University of Minnesota Departments/PIs unless otherwise noted.*

**NOTE:** The actual delineation of duties between subrecipient site PIs and site business/sponsored projects officials is at the discretion of the subrecipient. The list above represents a typical delineation of duties.

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