

THE
UNIVERSITY
OF RHODE ISLAND

DIVISION OF
ADMINISTRATION
AND FINANCE

THINK BIG  WE DO


PURCHASING DEPARTMENT

581 Plains Road, Suite 3, Kingston, RI 02881 USA p: 401.874.2171 f: 401.874.2308 uri.edu/purchasing



TO: URI Community

FROM: Betty Gil 
Director of Purchasing

Mary Kate DeMarco 
Director, Sponsored Projects

DATE: December 10, 2009

SUBJECT: Research Sub Awards

As part of our continuing effort to streamline administrative procedures and policies, we are pleased to inform you that the Purchasing Department and the Sponsored Projects Review Office (SPR) have developed and implemented a revised procedure for encumbering new research sub awards and processing changes to existing research sub award encumbrances.

Effective December 1, 2009, college requisitions for new research sub awards in addition to changes to existing research sub awards will no longer be processed by Purchasing and are being processed by SPR.

This transfer should make the process of issuing and overseeing sub awards more efficient, since SPR is familiar with the requirements of the research project sponsors when grants and contracts are originally awarded.

Transferring the encumbrance process of sub awards will reduce the number of offices involved resulting in a streamlined process and should reduce the time it takes to issue these encumbrances.

The process for issuing a sub award remains the same from the departmental perspective. Attached is an outline of the steps involved.

Other procurement activities supporting sponsored research, including use of consultants and the purchase of equipment, supplies and services, will continue to be handled by the Purchasing Department.

If you have any questions regarding research sub awards please contact SPR at 874-2635.

**How to Issue a new Sub Award or
Amend a Sub Award (URI is giving the money)**

Step	Action
1	Prime award is received by Sponsored Projects Review (SPR), and then PI and Department are notified with a Research Action Notice (RAN).
2	Department prepares a <u>College Requisition</u> (CR) for new sub award on funded award or amendment; sub awards are not issued on a dean's pledge.
3	CR is sent along with <u>Letter of Intent</u> , budget, scope of work and <u>Subrecipient Monitoring Form</u> to Grant and Contract Accounting (G & C) for approval.
4	G & C forwards approved CR to SPR.
5	SPR sends receipt of CR to PI and administrative contact listed on CR.
6	Sub award documents are prepared and sent to vendor for signature.
7	Upon return receipt of signed agreement, URI signing official signs.
8	SPR encumbers funds on project.
9	Copy of signed agreement is sent to PI and administrative contact along with the PO number. This indicates that sub award process is complete.