

**STEP 1:** OSP receives subcontract requisition in E-Campus from the department for new agreement and amendments.

**STEP 2:** Subcontract requisition goes to Pre-Award Grant Specialist to process a new or amended agreement to the agency.

**STEP 3:** Grant Specialist confirms all information is correct and conducts a risk assessment. All required documents should be attached to the requisition. If any information is incorrect, the Specialist will contact the requisition requestor regarding revisions. Contact the subrecipient if further information is needed for the risk assessment.

**STEP 4:** A Sub Award Agreement is processed and forwarded to the URI AOR for signature. Once the partially executed agreement is signed, it is emailed to the agency for their signature. If the agency requires changes to the agreement, they will return it with the request. This could lengthen the processing time of the agreement and PO.

\*Amended subcontract agreements are now being sent out as unilateral modifications which do not require a counter signature from the corresponding agency.

**STEP 5:** Once the Specialist receives the fully executed agreement, it is processed by OSP and we issue a PO. The PO is approved by the Post Award Director and then forwarded to the requisition requestor and the agency.

\*PO's for Unilateral Agreements are held for 14 days prior to issuing a PO.  
If the agency does not require any changes, the PO will be issued.