

Task Name
SETTING UP A NEW SUBAWARD
When a project is awarded, you will need to log into RIS to initiate the subaward. https://researchservices.upenn.edu/ Systems> Research Inventory System
Please be sure to have the subaward sites completed attachment 3B form, Budget- checklist page, Statement of Work and applicable IRB/IACUC approval letters to start this.
For new subawards, select My Subaward Requests> Create/Amend> new request. Please be sure to record the RIS number in the CRRWH Preaward Smartsheet.
In this first tab, you will need to select the PI, add the business administrator. Please add Robert Muraglia as an alternate contact.
Select the type of funding and the search for the PennEra # associated with this project. Review and confirm that the information looks accurate once you have made the selection.
Confirm the prime award number is accurate and also add in the Penn fund number.
Lastly, complete the following questions: Is any other funding being used in connection with this project? and Are there any other related subawards or service agreements that need to be completed? You will also need to select Research Subaward Agreement for the agreement type and then add any special instructions as needed.
In the next tab, select the institution and pick the associated DUNS number.
You will then need to add in the subaward's contact information which you will populate from the attachment 3B form.
You will then add the award period and the amount funded for this action. If you have the estimated total amount funded for the full project period, please add this as well.
Answer the following questions: Was the subrecipient included in the original proposal sent to the sponsor? and Does the attached budget reflect a difference from the proposal?
Next, select the budget type: cost reimbursement or fixed price (this would be used for a price per sample,etc. agreement)
Upload the budget provided with the submission (please note if the budget was cut, request a revised budget and SOW (if applicable) from the subaward site)
Answer the carryover questions. (please note that if the prime sponsor allows automatic carryover, we must allow the same terms for the subaward site unless there is an extenuating circumstance to not allow it)
You will then upload the subaward sites statement of work.
Answer the following questions: Does the subrecipient's research involve human subjects? and Does the subrecipient's research involve vertebrate animals?
If yes to human subjects, is Penn the IRB of record, if yes, please provide the approval number. If Penn is not the IRB of record you will be required to upload the IRB approval letter from the subaward site as well as the status of the approval.
If yes to vertebrate animals, Do you have an approved ARIES Offsite Application protocol? If yes, please provide the ARIES Offsite Application #. If no, IACUC will reach out to the PI to complete an offsite application in ARIES. They will copy you when this email is sent.
You will then need to answer the following questions: Will the animals be housed and experiments performed at the subrecipient's site?, Will the animals be housed and experiments performed at any site other than Penn or the subrecipient's site? and Is the performance site address the same as the company address?
In the next tab, you will need to verify all of the information and click accept. It will then be routed to the PI for approval.
SETTING UP A PO# ONCE THE SUBAWARD IS EXECUTED

Task Name

Log into BEN Financials, select requisitioner> Requisition Home Page> Non-Marketplace Request

Item Type: Services billed by quantity

Item Description: Allocation set forth in award document issued by XXX (NIH,etc) for research services related to R01-xx-xxxxxx. Final itemized invoice must be received by the University of Pennsylvania no later than xx-xx-xx (45 days from budget period end date).

Put an A for the first 25K of the subaward and a B in front of the second line for the subaward when the PO needs to be split between 5332 and 5333.

Category: SERVICES SUBCONTRACTS

Quantity: If the amount needs to be split for 2 lines (first line up to 25K and the 2nd line for the remainder) you will need to split this accordingly. If not, the full amount of the subaward should be listed.

Unit of Measure: US Dollar

Unit Price: 1

Supplier Name: Search for the subaward site. Please be sure to select the correct site number from the list.

Add the supplier contact name and phone number. You can extract this from the attachment 3B form the subaward site provides to us.

You will then add this to the cart and checkout.

Next you will select the delivery site.

Deliver to location: MED-CRRWH-RM1356

Add your name and phone number.

Edit Lines> Accounts> Click on charge account to edit the account number.

Add the 26 digit account number to the Penn Accounting Flexfield, click next, check funds and then continue.

Add two attachments:

Attention to: Supplier

Title: Subcontract Terms

Text: Subcontract in accordance with the terms & conditions of the consortium agreement 5xxxxx dated xx-xx-xx (execution date), covering the period of xx-xx-xx to xx-xx-xx, subcontract to NIH, R01-xx-xxxxxx for Dr. xxxx (subcontract PI name).

Attention to: Supplier

Title: Exemption from PO Terms & Conditions

Text: The terms and conditions of the consortium referenced above constitutes the complete agreement between both parties. The University of Pennsylvania Purchase Order Terms and Conditions (T/C 196) are not incorporated by reference.

Click Next and then submit once you review the information.