

**Processing Outgoing Subawards Checklist**

Updated 6.7.2021

Prior to using this checklist, the following must be attained:

1. A Change Request for a subaward initiation or modification must have fully routed and been approved by the SPO.
2. The Subaward agreement/modification must be fully executed with the subawardee.

Notes:

* This is a companion Checklist to the Subaward Tracking guidance document. <https://etracs.ecu.edu/help/help-subaward-tracking/>
* Agreement Tracking Guidance may be helpful <https://etracs.ecu.edu/wp-content/pv-uploads/sites/222/2019/08/Agreement-Tracking-1.docx>

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| Step | Checkmark with solid fill | Tab | Task |
| 1 |  | PT Request Budget | Open the Subaward budget and update the status of the budget period being awarded to “Funded.” Future budget periods can be marked as “Anticipated.”NOTE: If changes to the subaward budget occurred between when the proposal was submitted and the award was received, the corrections should have been made during award acceptance. If the budget amount is incorrect, communicate with the eTRACS Administrator as changing the subaward budget will change the overall project budget. |
| 2 |  | PT Requested Budget | Open the Subaward Shortform and edit the Institution Number, choose the funding type, and add contact information. |
| 3 |  | PT Agreement | Create a new Agreement |
| 4 |  | PT Agreement | Choose Agreement Type (Outgoing Subaward/Subcontract Agreement or Outgoing Subaward/Subcontract Amendment) |
| 5 |  | PT Agreement | Institution Name = Subawardee Agency |
| 6 |  | PT Agreement | Agreement From = Start Date of the current subaward periodAgreement To = End Date of the current subaward periodDate Signed = Execution Date of the agreement |
| 7 |  | PT Agreement | Other Inst Identifier = Subaward Agreement Number |
| 8 |  | PT Agreement | Add Agreement Conditions or Comments, if necessary |
| 9 |  | PT Agreement | Enter Subaward Information at bottom of screen (Amount, Type) |
| 10 |  | PT Agreement | Update Status to “Outgoing Sub Fully Executed” |
| 11 |  | PT Communications | Create Subaward Coversheet |
| 12 |  | PT Agreement | Compile Full Subaward Packet, Attach in Agreements Record |
| 13 |  | Change Request | Start and route new ORA Award Routing CR, change number to Subaward Agreement Number |