I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) handle incoming subaward contracts. This process will promote a consistent approach and understanding to ensure all incoming subawards are handled the same way throughout the GO Centers.

II. Introduction
Incoming subawards typically fall into two categories: a subaward from a Federal Demonstration Partner (FDP) on a federally funded project or a subaward from a source in which the prime sponsor is not federal. The GO Center is responsible for executing the subaward from the FDP. Contracts executes non-federal subawards.

III. Procedure
Subaward from a Federal Demonstration Partner (FDP)
When a subaward comes in from an FDP, the PAS will process it. The first action is to review for correct contract dates, addresses, and reporting due dates. The PAS needs to include an updated 3B attachment. Then the PAS reviews the PI’s budget, budget justification, and scope of work to the subaward. At this point, these documents are uploaded into eRS as a related document. The AOR is then notified that the subaward is ready to sign. Once the AOR signs the subaward, it gets uploaded back into the same related document in eRS. The PAS then returns the partially executed subaward to the sponsor for final execution. When the fully executed agreement (FEA) is returned from the sponsor, it is uploaded into the same related document. The PAS then moves on to the notice of award process (see Notice of Award and External Grant Fund Setup SOP).

Non-Federal Subaward
Non-federal subawards are processed and executed by Contracts. Once Contracts has an FEA, it will be uploaded as a related document. At that point, the PAS can setup the notice of award (see Notice of Award and External Grant Fund Setup SOP).
**Exception to rule:** If a contract has been renewed for many years and is being renewed again, with only the dates of the contract being changed for the new contract period, then the PAS can review, the AOR can sign, and the PAS or AOR will send the contract back to the sponsor.

IV. Version History

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<th>Version Date</th>
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