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

II. Introduction
Outgoing subawards typically fall into two categories: a subaward to a Federal Demonstration Partner (FDP) on a federally funded project or a subaward to a source which is not an FDP. The GO Center is responsible for executing the subaward made to an FDP. Contracts executes non-federal subawards which are outgoing.

III. Procedure
Subaward to a Federal Demonstration Partner (FDP)
The PAS is responsible for executing a subaward made to a FDP. Once an award letter is received with SLU as the prime and an FDP as the subaward, the PAS will access the related doc which was created for the award and add in risk assessment to the review line in eRS. It is important to remember that subaward paperwork cannot be sent out until risk assessment has reviewed and approved. After obtaining risk assessment approval, the PAS will ask the PI for the subawardee contact. The PAS will then send the subaward paperwork to that contact. The subaward processes the paperwork and returns a partially executed agreement (PEA) to SLU. The AOR then signs the document to fully execute the agreement. The PAS will send a copy of the fully executed agreement (FEA) to the subawardee.

Non-Federal Outgoing Subaward
Non-federal outgoing 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).
### IV. Version History

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<th>Version Date</th>
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