Northwestern

SFINANCIAL OPERATION

Accounting services for research and Sponsored Programs

Subaward/Subcontract Updates

Semi-annual Networking Event
June 2018

Kathy Watson
Subcontract Manager

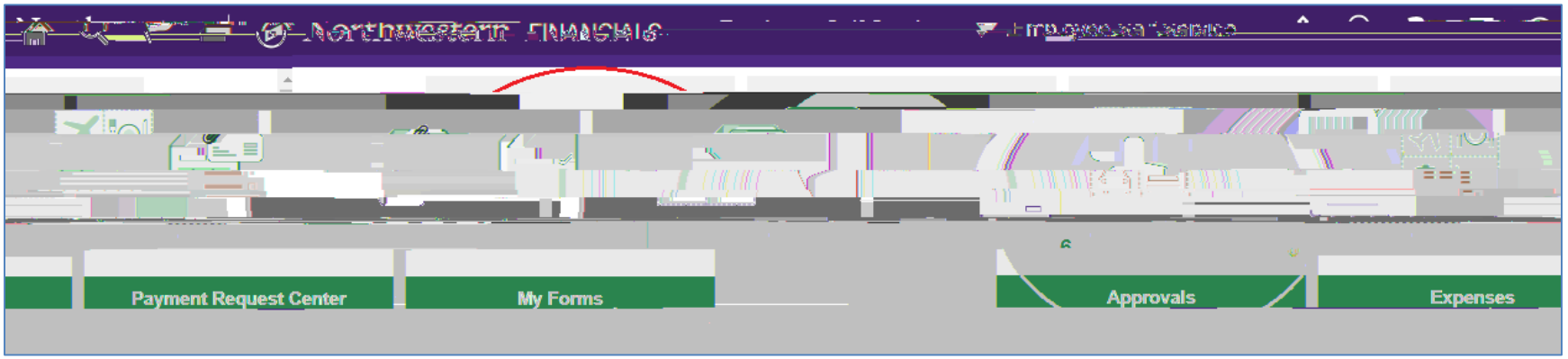
Subaward Invoice PI Certification Pilot Program

Subaward Invoice PI Certification

- NUFinancials Workflow
  - Voucher transactions will be tied to the Purchase Order
  - Approvals will be tracked electronically
- ASRSP currently testing, followed by a pilot department
- Process expected to create efficiencies
- Queries will allow ASRSP to track the

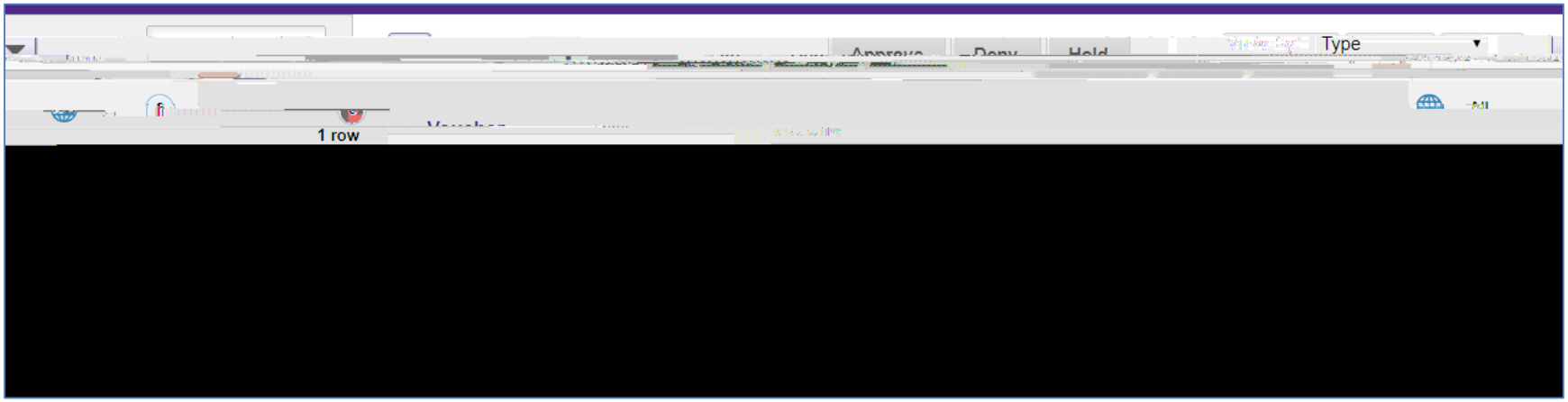
Subaward Invoice PI Certification

- Approvals will be done through NUFinancials Workflow.
- A system-generated email notification will also be sent.

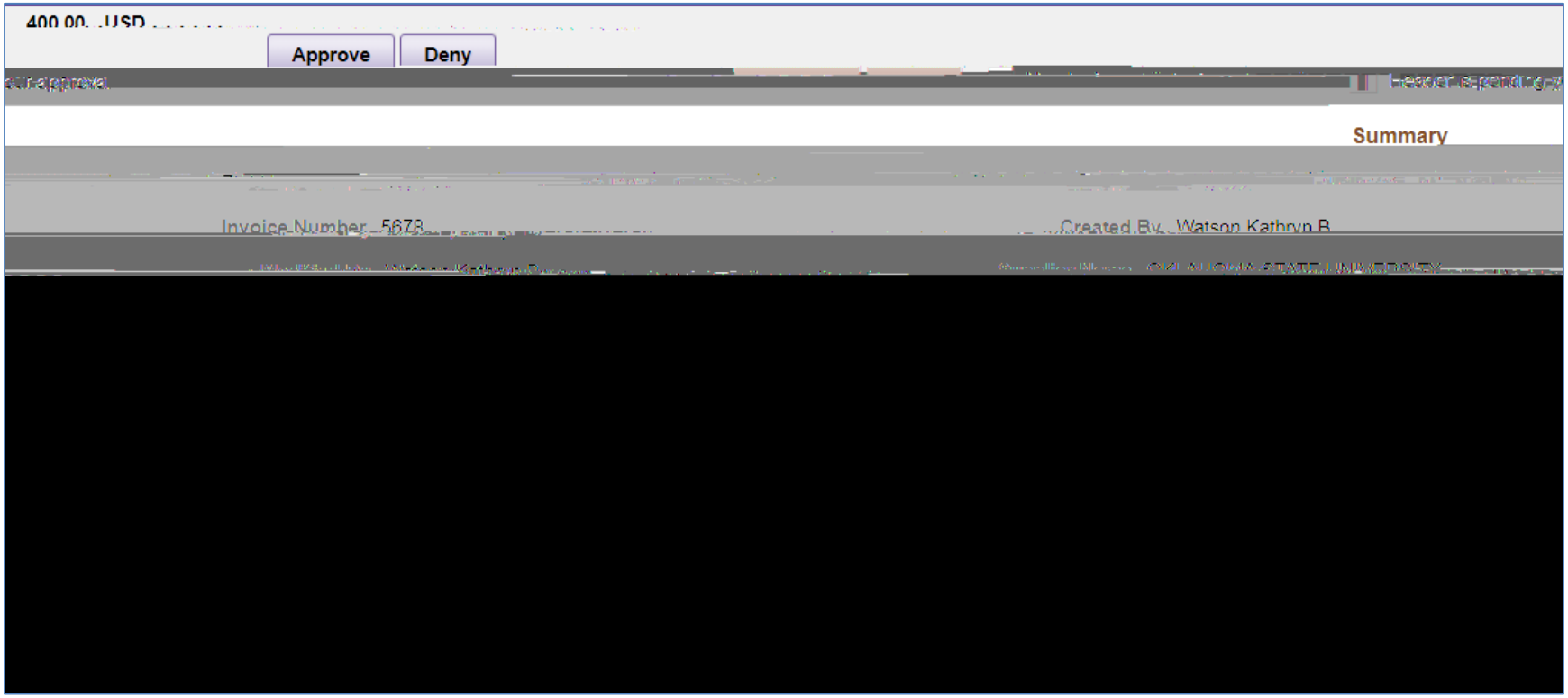


Subaward Invoice PI Certification

- Invoices will be received as a Voucher transaction.



Subaward Invoice PI Certification



Workflow Routing

ASRSP > Dept RA > PI > ASRSP > Accounts Payable

Subaward Account Codes

Subaward Account Codes

1. Subaward budget and expense account codes

BUDGET ACCOUNT CODES	EXPENSE ACCOUNT CODES	DESCRIPTION
78641	78640	Subawards < $25,000
78643	78642	Subawards < $25,000 Waived F&A
78651	78650	Subawards > $25,000

2. Requisition (REQ) for a Purchase Order (PO)
   - Use subaward expense account codes:
     - 78640 = $ < $25k
     - 78642 = $ < $25k no F&A (used on exception only basis)
     - 78650 = $ > $25k
   - Must attach copy of agreement/amendment
   - Must attach Single Source Justification (SSJ) when REQ > $25,000 (Important Note: threshold changes to $10k effective 9/1/2018)
   - If using 78642, attach communication authorization that indicates F&A has been waived
3. Two common reasons when 78642 is okay to use:
   - F&A has been waived by NU (Dean's office, VPR & OSR approval)
   - The Sponsor has specified F&A is not allowed to be charged

Subaward Account Codes

If you're unsure which account codes to use when setting up a new REQ, please contact a Senior Accounting Representative.

ASRSP-subk-EV@northwestern.edu

ASRSP-subk-CH@northwestern.edu

ASRSP Subrecipient Monitoring

ASRSP Subrecipient Monitoring

- Uniform Guidance Compliance
  - Pre-award Risk Assessments
  - Post-award Annual Single Audit
- Sponsor-initiated Audits (e.g. NIH)

Thank You