Vanderbilt University
Sub-Award and Sponsored Billing Agreement Post-Award Checklist
Last Updated: 01/05/2023

Step 1 – Initial Steps

☐ Determine who will be the **Requisition Creator: Departmental Personnel** or **Designate.**

☐ Determine who will be listed as the **line level requester**: **Departmental Personnel** or **Designate**.
  - **Note**: **Line level requester** must have completed training in Oracle to receive procurement requester privileges.

☐ The supplier must be registered with **Vanderbilt University (VU)**.
  - **Note**: New suppliers must be sent an invite to register via the **Supplier Portal** in **Oracle,** or they can be registered internally by the Department

☐ Determine whether a **new requisition** or **PO amendment** is required.
  - **New requisitions** are needed when:
    - New sub-award
    - New contract for existing sub-award
    - New project
      - In most cases, carryover is not allowed. If approved, the new PO will include carryover funds and new funds.
    - All training grants are assigned a new project and therefore receive a new requisition/PO (carryover is not allowed in this case.)
  - **PO Amendments** are needed when:
    - Total billing amount is changed
    - Dates are extended
    - Funding source is changed

Step 2 – Creating the Requisition

☐ Once the award is active in **VERA**, the departmental personnel or designate will create a **Subcontract** requisition in **Oracle** to generate a **purchase order (PO)**.
  - **Note**: Only the **departmental personnel** or **designate** should be listed as the **line level requester** in the requisition.

☐ The **subcontracts smart form** with the **sub-award commodity code** should be used.
  - **Note**: A **Research Finance (RF)** analyst will then be assigned as the buyer based on the project number.
  - **Item Description** should be the supplier's name and subaward number (e.g., UNIV1234)
    - **Supplier site** should be noted on the agreement under payment address.
      - For a new supplier or supplier site contact supplier records.
  - **Item/Part Number** = N/A
  - **Start and End Date** should correlate with the Subaward Period of Performance (budget period) dates.
  - <u>**Supplier Selection Justification** is not needed for subawards.</u>
  - **Justification** is **"**To perform work activities related to the scope of the sponsored grant"
  - If you receive a funds check warning, click "Okay".
  - **Deliver-to location** should include a room number otherwise the requisition will fail.
  - **Requested Delivery Date** field is the end date of the contact and cannot be a date that has already passed. If the end date for the subcontract has already passed this should be left blank.
  - **Note to Supplier** box, should list the Subaward #, VU PI, and end date in that order.
  - **Note to Buyer** box should say "Payment terms should be immediate".

☐ For **sub-award** costs **under $25k**, use requisition line **#1** and expenditure type **SubConOH.**
  - SubConOH will generate **Indirect Costs (IDC).**

☐ For **sub-award** costs **exceeding $25k**, use requisition line **#2** and expenditure type **SubConNOH.**
  - SubConNOH will not generate **IDC**.

☐ For **sponsored billing agreements (SBAs)**, use one requisition line and expenditure type **SvsOth**.
  - SvsOth (SBAs) will not generate **IDC**.

☐ The subaward agreement should be added as an **attachment**.

Step 2 – Creating the Requisition Continued

☐ Requisition will route through workflow
- ▪ Requisitions **<$10k** route to the **Financial Unit Manager (FUM)**
- ▪ Requisitions **$10k to $1M** route to the **(BEA)**
- ▪ Requisitions **>$1M** route to the **Vice Chancellor (VC)** and **Chancellor**

☐ Once the PO is approved by RF, Oracle will issue and send the PO to the Buyer, Requester, and Creator/entered by person. PO will need to be emailed to the Supplier once received.
- ▪ Please refer to both the PO document, as well as the front page of the agreement for invoicing requirements.
- ▪ If the PO is rejected, RF will provide the creator/entered by with guidance on what needs to be corrected.

Note: Attachment 3B of the agreement, should be sent to the Financial and Administrative contacts.

Step 3 – PO Amendments

☐ The **PO creator** may **edit** existing lines in the requisitions.
- ▪ **Note**: If new lines are needed, requester should reach out to the **buyer (RF).**

☐ The **PO creator** may also request **Change Orders**.
- ▪ **Note**: When submitting a change order request, the **requester** listed should be amended to reflect the **Department Personnel** or **Designate**.
- ▪ A **distribution line change** (e.g., COA) routes to the **FUM** for approval.
- ▪ **Requester change** or including **additional attachments** is automatically approves.
- ▪ Amount change of **+/-$250** routes to the **FUM** and **buyer** for approval.
- ▪ Amount change of **+/-$10k** routes to the **BUE** for approval.
- ▪ Amount change of **+/-$25k** routes to the **sourcing officer** for approval.
- ▪ Amount change of **+/-$100k** routes to the **Procurement Director** for approval.
- ▪ Amount change of **+/-$1M** routes to the **Controller**, **VC Finance** and **VC for respective Entity**, and **Chancellor**.

Step 4 – Invoicing

☐ **Awardee** will provide services prior to sending an invoice to VU at invoices@vanderbilt.edu
☐ The **line level requester** will receive an email notification from Oracle that there is an invoice ready for review and approval. If the **line level requester** is not the PI designate, the invoice will need to be reassigned to the PI in Oracle after review, or an approval email from the PI will need to be attached in Oracle prior to approving.
- ▪ **Invoice review** should include:
  - • Correct PO number used
  - • Correct subaward/SBA number is used
  - • Invoice period
  - • Billed amount is within PO limits
  - • Current and cumulative costs (including cost sharing) ○ Burn rate (financial progression vs. POP progression, as appropriate)
  - • Breakdown by major cost category
  - • Certification statement, signed and dated
- ▪ The PO requester may forward invoice email notification to other parties for offline review and approval if necessary - as a pdf of the invoice is included in the email.

☐ If invoice is **approved**, VU will send payment immediately as Uniform Guidance requires invoices be paid within 30 days.
☐ If invoice is **rejected**, the requester is responsible for reaching out to the supplier to fix the invoice. RF will be available to assist as needed.
☐ **If line 1 does not have enough funds to cover the full invoice amount, i**t should be split between both lines. Do not charge completely to line 2, which will cause the F&A calculations to be off. If it is charged to the wrong line, it should be rejected. A comment will need to be added explaining how much of the invoice should be charged to each line.

Step 5 – Purchase Order Cancellation and/or Closure

☐ The **PO creator/entered by** or **Requester** can request the requisition be **cancelled** via **Oracle**.
  ▪ **Note**: **RF** also has the rights to cancel a requisition.
☐ **Once all invoices are received and paid in full close the PO.**
  ▪ Note: Subrecipients have 60 days from the end date of the contract to submit a final invoice.

Definitions and Additional Information:

Creator/Entered by: Person who submits the requisition in Oracle. This role could be received by reassignment from the Shopper.

Requester: Person requesting the requisition for goods or services. This person will receive invoice approval notifications.

Designate: Individual whom the PI has designated for subrecipient invoice approval responsibility and who has first-hand knowledge of the PI's sponsored award(s) and programmatic progress of the subrecipient.

Supplier Information:

To add a new supplier, the supplier portal in Oracle will need to be used. The **Subrecipient** can register themselves using the **self-registration portal**, or the **VU Requester** can register them in **Oracle using an internal registration request**. To have a new supplier site added, or if you have any other questions regarding suppliers, you will need to contact Supplier Records.

Additional Resources:

- External and Internal Registration Request for New Suppliers
- Required Information for both External and Internal Registration Request
- Definitions and More Information about Supplier Registration Request