

Vanderbilt University

Sub-Award and Sponsored Billing Agreement Post-Award Checklist

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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: Principal Investigator (PI)** or **Designate**.
 - **Note: Line level requester** must have completed training in Oracle to receive procurement requestor 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**.
- 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, carryforward 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 **PI** 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.
 - **Supplier Selection Justification** is not needed for subawards.
 - **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 contract 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 #, 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 **SysOth**.
 - SysOth (SBAs) will not generate **IDC**.
- The subaward agreement should be added as an **attachment**.

- 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 awardee, including information regarding how to invoice. Agreements executed with SPA will also note invoice requirements.
 - If the PO is **rejected**, RF will provide the **creator/entered by** with guidance on what needs to be corrected.

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 **PI** 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 requestor** will receive an email notification from Oracle that there is an invoice ready for review and approval.
 - **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.

Step 5 – Purchase Order Cancellation and/or Closure

- The **PO creator/entered by** 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:

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.