**Subaward Agreement is Issued**

Emails subaward agreement to subrecipient with cc to DGM

**Subaward Agreement is Executed**

SRM uploads fully executed agreement to RAPPORT and Activates Record

SRM emails the DGM a copy of the fully executed agreement

Subaward record in RAPPORT now has an “activated” status

**Subaward Agreement is Drafted**

SRM drafts subaward agreement, reviews (as needed) proposal subaward budget, SOW, NOA, and Award Budget Reconciliation view

SRM reviews proposal/NOA for human subjects or animals, if there are human subjects or animals, SRM emails the PI and CC’s DGM asking for verification

If the SRM finds no human subjects or animals in the proposal/NOA, they move forward with sending the subaward agreement to the subrecipient

**Subaward record is created**

SRM receives NOA which includes subawards

SRM creates a subaward record for each outgoing subaward

SRM adds a PTA account to each subaward record using picklist based on OGA strings already entered in associated RAPPORT Award

Adds Exp Type to each subaward record

Adds Project Risk Level

**Subaward Workflow**

New subawards