**DGM notifies SRM via RAPPORT**

DGM uses “Send Email” activity to notify SRM to Issue Sub Mod including expenditure type and amount (and project number as necessary)

**Subaward Amendment is Executed**

SRM uploads fully executed agreement to RAPPORT and Updates Record by selecting “Subaward Review Update Complete” activity

Subaward record in RAPPORT now has an “activated” status again

**Subaward Amendment is Issued**

SRM selects “Update Subaward” activity (changes state to “Review/update required”)

SRM emails subaward amendment to subrecipient with cc to DGM

**Subaward record is updated**

SRM receives email from DGM and creates a subaward record for each outgoing subaward

Updates PTAOE entered in associated RAPPORT Award as necessary

Reviews Project Risk Level, updates as necessary

**Subaward Workflow**

Amendments