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To: UAF Research Administrators and Banner Finance List Serve

From: John Hebard, UA Chief Procurement Officer
            Kim Cox, Director UAF Office of Grants & Contracts Administration

Date: May 11, 2023

Subject: New UAF Subaward Processing Procedures

The negotiation and execution of subawards, including new subawards and modifications to existing subawards (including increases, decreases, no cost extensions, and close outs), is being transitioned from Procurement & Contract Services (P&CS) to UAF Office of Grants and Contracts Administration (OGCA). This change is being made to eliminate some of the back and forth routing that slows the current process, and align our subaward processing procedures with those of other research institutions. Currently, requests for subawards and modifications are being sent to P&CS, then forwarded to OGCA Subaward Analysts for training and processing. **Beginning May 15, 2023** requests for new subawards and modifications shall be submitted directly to OGCA at uaf-ogca-sub@alaska.edu. OGCA Subaward Analysts will then issue the new subaward, modification or release of claims to the subrecipient. Once a signed copy is returned it will be executed, then forwarded to P&CS to issue either a purchase order or a change order as needed. As per current practice, departments should enter requisitions for new subs at the time that backup is submitted to uaf-ogca-sub@alaska.edu. Please note that the requisition will remain in Banner Workflow until after the subaward is executed, at which point it will be released to P&CS for PO processing.

Thank you for your understanding as we implement this change which will improve subaward processing.

Cc: Amanda Wall, UAF Associate Vice Chancellor for Financial Services
        Nettie LaBelle-Hamer, UAF Vice Chancellor for Research