 Interoffice memorandum

To: Principal Investigators & Co-Principal Investigators

From: Ken L. Sandel, Senior Director, Sponsored Program Services

Date: June 25, 2018

Subject: Approval of Subcontract Payments and Request to Sign-up for BoilerKey

You are receiving this message because you are a Principal Investigator or Co-Principal Investigator on an active grant that has a subcontract. This message is to inform you effective July 1, 2018 all subcontract payments will need to be approved for processing in SAP by the responsible grant official or Principal Investigator. This is handled today through emails that ask whether the sub recipient is performing in accordance with the plan and that the deliverables have been met in order to justify the payment. In the future, **this process will be enabled with electronic workflow** and this **electronic workflow will require Two-Factor Authentication through** [**BoilerKey**](https://www.purdue.edu/apps/account/IAMO/BoilerKeyNew/Purdue_CareerAccount_BoilerKey_FAQ.jsp).

Starting July 1, 2018, once invoices are received from our sub-recipients, payments will be initiated by Sponsored Program Services and you will receive an email notification that a payment is pending your review in your SAP inbox. Upon receipt of this notification you should log-in and either approve or reject the payment. If you approve the payment it will automatically process. If you reject the payment you will be asked to provide a reason and it will be returned to the SPS Post Award Administrator. The system does allow you to either temporarily or permanently delegate approval rights to a designee who has first-hand knowledge of your sub-recipients performance. See the attached [Quick Reference Guide](https://sharepoint.purdue.edu/sites/treasurer/bpr/training/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/treasurer/bpr/training/Shared%20Documents/Setting%20Substitute%20Approvers.docx&action=default) for instructions on this process.

SAP access will require Two-Factor Authentication through [BoilerKey](https://www.purdue.edu/apps/account/IAMO/BoilerKeyNew/Purdue_CareerAccount_BoilerKey_FAQ.jsp). This will require a one-time set up and is required for all SAP System access. As a Principal Investigator [BoilerKey](https://www.purdue.edu/apps/account/IAMO/BoilerKeyNew/Purdue_CareerAccount_BoilerKey_FAQ.jsp) will also be required for other SAP activity such as effort reporting (PAR process), leave requests and approvals and other activity. More information will be coming in the next few months. To set-up [BoilerKey](https://www.purdue.edu/apps/account/IAMO/BoilerKeyNew/Purdue_CareerAccount_BoilerKey_FAQ.jsp) Two-Factor Authentication go to the following link:

<https://www.purdue.edu/apps/account/IAMO/BoilerKeyNew/Purdue_CareerAccount_BoilerKey_FAQ.jsp>

If you have questions about the sub-recipient payment process or the set-up of [BoilerKey](https://www.purdue.edu/apps/account/IAMO/BoilerKeyNew/Purdue_CareerAccount_BoilerKey_FAQ.jsp) please contact your Post Award Research Administrator or your Business Office. SPS has put together a [Quick Reference Guide](https://sharepoint.purdue.edu/sites/treasurer/bpr/training/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/treasurer/bpr/training/Shared%20Documents/Approve%20a%20Sub-Contractor%20Payment%20Request.docx&action=default) and a short [how to video](https://www.purdue.edu/business/sps/postaward/faculty/approve_subcontract_payment.html) to assist with the subcontract payment approval process. Please do not wait until you receive your first subcontract payment request to set up your Two-Factor Authentication. It will only take a few minutes to establish but sometimes options are selected that may take more time.

Thank you very much for your help and assistance as we all work to transform Purdue.