

Roles and Responsibilities Matrix

Subrecipient Stage	Activity	PI	Pre- Award	Subaward Officer	EVPRP	Research Quality Assurance	Post Award	Data & Support
Proposal	Subrecipient vs Contractor Review		X					
	Assess subrecipient qualifications and ensure proposed labor rates are reasonable and allowable under federal regulations	X						
	Identify potential High Risk		X					
	Gather SOW, budget, budget justification, and authorized institutional approval		X					
	Review SOW/Budget	X	X					
	Obtain institutional data via FDP		X					X
	Expanded Clearinghouse or Entity Profile/LOI							
Award	New Sub: Subrecipient vs Contractor Review						X	
	New Sub: Identify potential High Risk						X	
	New Sub: Gather SOW, budget, budget justification, and authorized institutional approval						X	
	New Sub: Review SOW/Budget	X						
	New Sub: Obtain institutional data via FDP Expanded Clearinghouse or Entity Profile/LOI						X	X
	Evaluate Risk Level						X	
	Ensure entity and PI are not debarred or suspended						X	
	Obtain a Small Business Subcontracting Plan (if applicable)			X			X	
	Recommend appropriate language for the Subcontract language			X			X	
	Determine methods to mitigate risk			X			X	
	Update Subrecipient Risk Assessment Risk Summary					X		
	Draft, negotiate, and execute agreement and amendments			X			X	
	Verify research compliance and export controls				X			
	FFATA Reporting						X	
	Receipt of invoices and preparation for payment						X	
	Monitor Subrecipient performance	X						
	Receive Technical Reports	X						
	Review and approve invoices for consistency against performance or accomplishments	X						
	Maintain oversight to ensure compliance and responsible management of sponsor funds throughout the subrecipeint process	X						
	Initiate formal project changes via amendments						X	
	Verify progress of cost share commitments						X	
Closeout	Receive Final Technical Report	X						
	Obtain Final Invoice						X	
	Ensure cost share commitment was fulfilled						X	
	Review final invoice for consistency against performance or accomplishments	X						
Single Audit	Complete SEFA/File Data Collection							X
	Review Audit Reports and complete Subrecipient Risk Summary form					X		
FDP Expanded Clearinghouse	Maintain and Update Purdue Entity Profile (Director)		X					