

UFIRST Subaward Process

UFIRST Subaward State	Activity	Responsible Party
Pending Responsible Unit Edits (Pending Active Award)	Unit can edit SmartForm; waiting for Award activation	Unit
Draft Complete (Pending Active Award)	Unit can no longer edit SmartForm; waiting for Award activation	Unit
Pending Responsible Unit Edits (Award Active)	Unit can edit SmartForm	Unit
Core Office Review	DSP reviews scope of work and budget	DSP
Risk Assessment	Review of all subaward documents; review of entity and project based on UF's Risk Assessment Policy	DSP
Risk Assessment: Pending Responsible Unit Edits	DSP sends questions to the Unit/PI	Unit
Risk Assessment: Pending Subrecipient Response	DSP asks Subrecipient for additional information	Subrecipient
Under Negotiation	Drafting of subaward documents	DSP
Under Negotiation: Pending Responsible Unit Edits	DSP requests additional information from Unit	Unit
Pending PI Concurrence	UF PI provides concurrence on final version of Subaward agreement	PI
Pending Subrecipient Signature	Subrecipient reviews and signs Subaward agreement	Subrecipient
Pending UF Signature	UF Authorized Official signs Subaward agreement	DSP
Complete	Subaward agreement fully executed; copies sent to PI, Unit Admin, C&G, and Subrecipient; Subrecipient work commences	PI/Unit/Subrecipient