

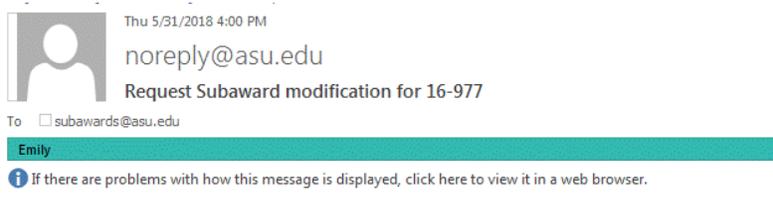
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	<b>PREPARED BY:</b> Shyla Lang	<b>APPROVED BY:</b>
<b>DOCUMENT TITLE:</b> Task Assignment and Verification of Subaward Tasks	<b>DEPARTMENT:</b> Subawards	<b>EFFECTIVE DATE:</b> April 1, 2021

## Task Assignment and Verification of Subaward Tasks

Student Worker / GCO will review all incoming subaward tasks in the [subawards@asu.edu](mailto:subawards@asu.edu) box, once the email is categorized under a GCO's name. The email will request for the student to create an ERA Agreements task, and assign the task based on email categorization.

Student Worker / GCO will perform the following steps:

1. An email request for ERA task creation will be sent to the [subawards@asu.edu](mailto:subawards@asu.edu) inbox and categorized under a GCO's name, indicating that the task is ready for ERA task creation and verification. The same GCO should be assigned all of the tasks under the same prime award.



<b>Award ID:</b>	<a href="#">AWD00029678</a>
<b>Award Status:</b>	Active
<b>Award Sponsor:</b>	NASA: Goddard Space Flight Center
<b>Funding Proposal ID:</b>	
<b>Title/Brief Description:</b>	Cosmic Dawn with WFIRST
<b>Subrecipient Name:</b>	Texas A&M University (TAMU)
<b>Award Subaward ID:</b>	<a href="#">16-977</a>
<b>Internal PI Name:</b>	James Rhoads / 480/727-7133 / D150 Earth and Space Exploration, School of (SESE)
<b>Current RA Listed:</b>	Teresa Robinette / 480/965-4935
<b>AMT GCO:</b>	Michael Padden / 480/965-6237

AMT GCO named above recently requested a Subaward modification for the above referenced Award Subaward.

**AMT Notes/Comments:**

5/31/18 MP: Mod revises end date of the award to 3 years from effective date (5/2/19). All other T&C remain unchanged. PI approval is on hand. Ready for activation.

2. Click on the Award ID and Subaward ID linked in the email to view information on the prime award and subaward. Check existing tasks in ERA Agreements to ensure that a duplicate is not created. Create a Task Request in ERA Agreements.

[Create Task Request](#)

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3. Input the ERA Awards information into the ERA Agreements task request fields (it's best to have both systems open on separate screens in order to perform this function)
  - a. Select the "Agreement Type" first (additional fields will show once the agreement type is selected).
    - i. **For Agreement Types Subaward Agreement for New or Pending, Subaward At Risk, or Subaward Other** enter the Funding Proposal Reference Number (only when Proposal Number starts with FP#####), Award Number, PI, RA, Agreement Type, AMT GCO, Subrecipient, Sponsor/Outside Party, and Prime Sponsor.
    - ii. **For Agreement Types Subaward Modification Bilateral and Subaward Modification Unilateral** enter the Funding Proposal Reference Number (only when Proposal Number starts with FP#####), Award Number, PI, RA, Agreement Type, AMT GCO, Subrecipient, Sponsor/Outside Party, Prime Sponsor, ASU Subaward Contract Number, and the Modification Number.
      1. When determining if a subaward modification should be unilateral or bilateral, check the original agreement, which can be found in ERA.
        - a. If this is not in the agreement, that means the subrecipient did not agree to unilateral amendments, and bilateral agreements will be used. The previous modifications will also indicate whether unilateral (SMU) or bilateral (SMB) will be used.

7. The PTE may issue non-substantive changes to the Period of Performance and budget: Unilaterally -  
 Unilateral modification shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Administrative - Contact, as shown in Attachment 3B.

**9.0** Please indicate if request is needed by a specific time frame:  
  

**10.0** Attach any Sponsor provided emails/documents:   
  

Name	Version
There are no items to display	

**11.0** Notes/Comments:

4. Click Continue ». This will take you to the Task Confirmation page, once there Click Finish.

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- Locate the task created in ERA Agreements Unassigned and click “Assign Owner” to assign yourself and to initiate the verification process.

Agreements

[Create Task Request](#)

Unassigned											
Task ID	FP ID	Brief Description	Sponsor	Prime Sponsor	Agreement Type	PI (Last)	Lead Financial Unit	RA (Last)	Created By (Last)	Modified Date	Assign Owner
SUB00000616		test	100,000 Strong In The Americas	VA: Carl T. Hayden Veteran's Administration Medical Center	Subaward Agreement for New or Pending	Aannestad	Other Lifelong Learning Institute (OLLI)	Gates	12/5/2018 3:07 PM	Assign Owner	

- Once the task is assigned to you, it will appear in your ERA Inbox in a “Verification State.”

**My Inbox** | **Verification** | Negotiating | Internal | External | Signature Process | Executed/Awarded | All | Suspended | Canceled

Filter by: Name | Enter text to search for | + Add Filter | Clear All

Name	Days in Agreements	Task ID	FP ID	ASU Subaward Contract Number	Modification Number	Sponsor	Prime Sponsor	Subrecipient	Sponsor / Outside Party Reference No.	Award No.	PI (Last)	RA (Last)	Last Modified
XS-Shredder: A Cross-Layer Framework for Removing Code Bloat in Web Applications	0.00	SUB00000631	FP00010921			DOD-NAVY: Office of Naval Research (ONR)					Doupe	Sadauskas	1/8/2019 11:13 AM

- Click on the associated task to open it up and then click on

[Edit Task Request](#)

**PREPARED BY:**  
Shyla Lang

**APPROVED BY:**

**DOCUMENT TITLE:**  
Task Assignment and Verification of Subaward Tasks

**DEPARTMENT:**  
Subawards

**EFFECTIVE DATE:**  
April 1, 2021

- Review the Agreement Task Request page to ensure it includes all relevant information then select the "Subaward Project Information" page from the Jump To: Field. Input the information found in ERA Awards onto this page. At a minimum, Subaward Attributes "Child Agency/Org Account(s)," "ASU Subaward Contract Number," "Current Obligated Amount," and "Subaward Period of Performance" should be completed. The Child Agency/Org Account(s) corresponds to the ACC# provided in ERA.

**2.0 Subaward Attributes:**

- Payment basis:
- Child Agency/Org Account(s):
- ASU Subaward Contract Number:
- Current Obligated Amount: *(Cumulative from all previous subaward obligations)*
- Anticipated Amount: *(Estimated Total if incremental funding applies)*
- Cost Share?  
 Yes  No [Clear](#)
- Subaward Period of Performance:  
Start Date:    
End Date:
- Anticipated additional years for Project Period: *(If incremental funding applies)*  
  
Anticipated End Date: *(Estimated Project Period End Date if incrementally funded)*
- Carry forward allowed?  
 Yes  No [Clear](#)

**3.0 Subaward Modification Attributes: (Reserved)**

**4.0 Primary Place of Performance:**

- Foreign:  
 Yes  No [Clear](#)
- Address Line 1:
- Address Line 2:
- Address Line 3:
- City:
- State:
- Zip Code + 4:
- Congressional District:

**5.0 Project has Capital Equipment >\$5K included in budget:**

- Yes  No [Clear](#)

**6.0 FFATA:**

- Yes  No [Clear](#)

**7.0 Vendor Number: (Vendor Number that matches remit to address)**

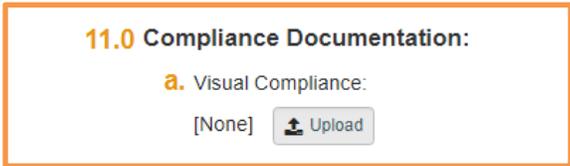
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9. Click Continue >> and input the following fields in the Negotiation Information page:
- 2.0** Brief Task Status – copy and paste the AMT comments in the email.
  - 9.0 & 11.0** Attach all relevant documents located in ERA Proposal Module or task email.
    - i. From the Task Summary Page, open the ERA Proposal Module if there is an FP Number.
      - 1. Right click on the FP Number on the Task Summary Page and select “Open in New Tab.”



- ii. On the Project Information tab click. Attachments
- iii. Review the attachments and, if applicable and available, save the Budget, Budget Justification, Statement of Work, Cost Price Analysis, Institutional Signed Commitment Form, IRB Approval, and IACUC Approval to the Negotiation Information Page of the subaward task you have created

**11.0(a)** Attach Visual Compliance \*See instructions below\*



10. For new subawards, check if the Workday Supplier ID is listed in the Master Store. Note the result in the task.

**Edit External Organization Details**

Master ID: S5266 Is Active:   
 ASU ID:  Is Publicly Traded:   
 Date Created: Tuesday, March 19, 2013 10:51:57 PM Date Modified: Tuesday, September 04, 2018 4:26:37 PM

**Interface Details:**

**Workday Supplier ID:**

Grantor Code:

**Name and Category Information:**

Name:

424 Name/Legal Name:

The 424 Name is only used on Federal Sponsors that accept grants.gov proposals and it MUST BE the EXACT same spelling as the agency name on Grants.gov.

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11. Go into Visual Compliance and click on “Restricted Party Screening”



12. Insert the name of the Subrecipient in the “Company” field. If the Subrecipient is not a University or if they are a foreign entity, you must also insert the name of their PI in the “Name” field. If the Subrecipient is a foreign entity, a Visual Compliance screening must be conducted for their bank as well. If a foreign entity, combine the bank and entity Visual Compliance screenings into a single PDF document and attach the single document to 11.0 (a).

INDIVIDUAL AND COMPANY SCREENING

**Name:**

**Company:**

**Address:**

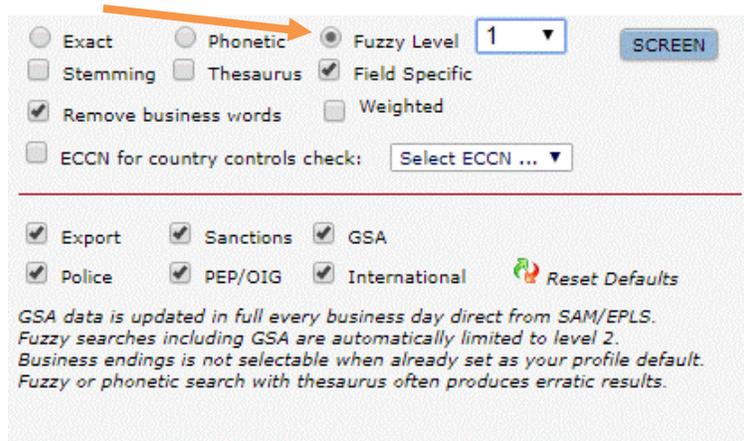
**City:**  **State:**

**Country:**

**Comment:**

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13. Click on the radio button “Fuzzy Level” and choose 1 then click on “Screen”.



14. If there are findings that appear in the search, please contact [research.integrity@asu.edu](mailto:research.integrity@asu.edu) and attach the Visual Compliance report for further instructions. If there are no findings, right click on the image and scroll down to “print” choose “Adobe PDF” and click on “print”.



**VISUAL Compliance** RESEARCH EDITION eCustoms

CCL/ECCN ITAR/USML Inventory RPS Regulations Schedule B Resources Home

**NO MATCHING RECORDS FOUND**

Your search of the Visual Compliance Restricted Party Screening database failed to return any records.

**Search criteria:**  
 Name: n/a  
 Company: **Clark University**  
 Address: n/a  
 City: n/a  
 State: n/a  
 Country: n/a

**Search type:** For **Fuzzy [1]** matches.  
 Field Specific on, Business words removal  
 [Export, Sanctions, GSA, Police, PEP and International data groups.\*]  
 GSA data is updated in full every business day direct from SAM/EPLS.

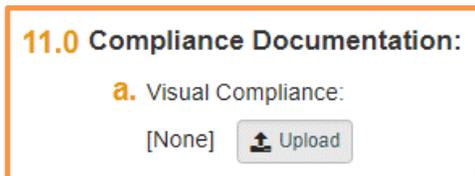
**Date of search:** Thursday, November 7, 2013  
**Time of search:** 06:05 PM EST

PDF PRN

[E-MAIL THESE RESULTS](#)

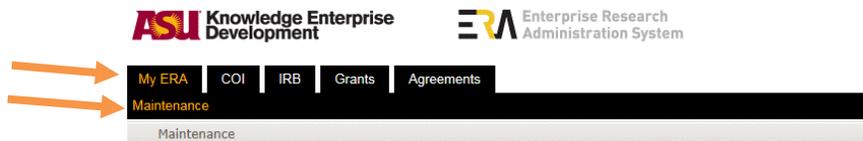
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15. Save the pdf to your desktop and name it according to the appropriate naming convention (e.g. ACC#-01--VC) and then attach it in ERA Agreements to:



**\*\*Please put a note in Negotiation Comments box if any search returns a result & inform a Grants & Contracts Officer\*\***

16. If the subaward is being issued from ASU, when performing verification, go into the ERA Master Store to ensure subrecipient data is available.
- Go to ERA Agreements, click on “My ERA,” then “Maintenance.” Select “External Organizations.”



Divisions		<b>External Organizations</b>					
Filter by	Name		Go				
Edit ID	ASU ID	DUNS	Name	Company Category	Sponsor Grouping	Sponsor Type	City
Edit MID0001389	7840		VA: Carl T. Hayden Veteran's	Sponsor	Federal	Other Federal	

- Search for the subrecipient by filtering by name. Place “%” before keywords search bar to ensure that more results pop up. After finding the correct subrecipient name, click “edit.”

Filter by	Name	Colorado State University	Go	Clear	Advar				
Edit ID	ASU ID	DUNS	Name	Company Category	Sponsor Grouping	Sponsor Type	City	State/Prov	
<b>Edit S1</b>	72	1572	785979618	Colorado State University	Sponsor	Other	Domestic Non-ABOR University	Fort Collins	CO
1 items		page 1 of 1							

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- c. Scroll to the bottom of the window that pops up, to “Subrecipient Financial Audit and Risk Assessment Data.” Check to ensure that the current fiscal year audit is completed. If the fiscal year audit is outdated or missing, make a note in “Brief Task Status” on the ERA task negotiation information page.
- i. In this example, the fiscal year audit has been completed for the current fiscal year (FY17).

**Subrecipient Financial Audit and Risk Assessment Data:**

Add						
	Fiscal Year	Status	Risk Assessment	Date Certification Received	Last Modified	
View	2017	Complete - Findings	Low	3/30/2018	8/15/2018	Delete
View	2016	Complete - No Findings	Low	6/30/2017	9/15/2017	Delete

- ii. In this example, the fiscal year audit has been completed for 2016. This one would need to have an audit requested for the current fiscal year (FY17).

**Subrecipient Financial Audit and Risk Assessment Data:**

Add						
	Fiscal Year	Status	Risk Assessment	Date Certification Received	Last Modified	
View	2016	Complete - Findings	Low	3/21/2017	9/5/2017	Delete

- d. To ensure that the SAM registration data is current, look for “Subrecipient Data” on the same window and click “update.”

**Contact Info:**

Add						
	Type	Name	Phone	Email	Last Update	
Update	Subaward Administrative Contact	Vincent "Bo" Bogdanski	970-491-5574	bo.bogdanski@colostate.edu	2/27/2017	Delete

**Subrecipient Data:**

	Public/State Controlled Institution of Higher Education	Update	Delete
Date Created:	11/30/2016		
Date Modified:	2/14/2018		

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e. Scroll down on the Subrecipient Data window that appears and look for “SAM.” Look for the SAM Expiration Date.

3. **SAM:** [www.sam.gov](http://www.sam.gov)

Registered in SAM:  Yes  No [Clear](#)

SAM Expiration Date:

Save current and previous year SAM documents for Audit purposes:

Name	Description
<input type="button" value="Upload Revision"/> WAS0139-C2-CSU SAM REG TO 12-7-17.pdf <input type="button" value="Delete"/>	
<input type="button" value="Upload Revision"/> CSU-SAM Exp 11162018.pdf <input type="button" value="Delete"/>	

f. If the SAM Expiration Date has passed, go to the SAM [website](#) to find the updated information. Go to **SEARCH RECORDS**, located near the top of the page, and look for the subrecipient through the DUNS Number Search. The DUNS can be found in the ERA Master Store.

Filter by	Name	Colorado State University	Go	Clear	Advan			
<input type="button" value="Edit"/> <input type="button" value="ASU ID"/> <input type="button" value="DUNS"/>	ASU ID	DUNS	Name	Company Category	Sponsor Grouping	Sponsor Type	City	State/Prov
<input type="button" value="Edit"/> S1572 1572	1572	785979618	Colorado State University	Sponsor	Other	Domestic Non-ABOR University	Fort Collins	CO

**QUICK SEARCH:**

Enter your specific search terms  
(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

g. Click on “View Details.”

TOTAL RECORDS: 1

Result page 1 of 1

Sort by Modified Date Order by Descending

**FILTER RESULTS** Your search returned the following results...

By Record Status	By Record Type
<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive	<input checked="" type="checkbox"/> Entity Registration <input type="checkbox"/> Inactive

**Entity:** COLORADO STATE UNIVERSITY Status: Active

DUNS: 785979618 CAGE Code: 410775

Has Active Domains?: No DoDAAC:

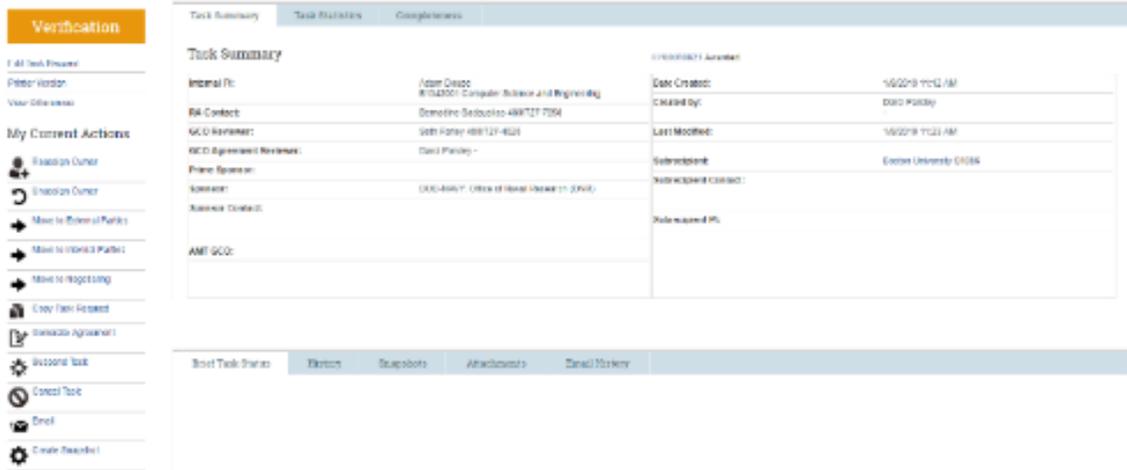
Expiration Date: 11/16/2018 Debt Subject to Offset: No

Purpose of Registration: All Awards



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19. Click on the task and you will be brought to the Task Summary page.



20. Go to the “Negotiation Information” section and update the “Brief Task Status” with the date, your initials, indicating that you created the task and completed verification, as well as the assigned GCO Agreement Reviewer

(ex: 6/4/18 ES: Created task, completed verification, uploaded G210 and VC. Assigned to KM).



21. Click on  and select the correct GCO (as indicated through email categorization) as the “GCO Agreement Reviewer.”

22. Once verification is complete, go to the original task email in the subawards inbox and forward the email to the assigned GCO.

23. Categorize the task email as "Recently Completed" in the subawards inbox.