

**How to Issue a New Sub Award
or Amend a Sub Award (URI is giving the money)**

Step	Action
1	Prime award is received by Sponsored Projects Review (SPR), and then PI and Department are notified with a Research Action Notice (RAN).
2	Department prepares a College Requisition (CR) for new sub award on funded award or amendment; sub awards are not issued on a dean's pledge.
3	CR is sent along with Letter of Intent , budget, scope of work and Subrecipient Monitoring Form to Grant and Contract Accounting (G & C) for approval.
4	G & C forwards approved CR to SPR.
5	SPR sends receipt of CR to PI and administrative contact listed on CR.
6	Sub award documents are prepared and sent to vendor for signature.
7	Upon return receipt of signed agreement, URI signing official signs.
8	SPR encumbers funds on project.
9	Copy of signed agreement is sent to PI and administrative contact along with the PO number. This indicates that sub award process is complete.