


PI Sign SUBK

After the Office of Contract Administration (OCA) completes the draft subcontract (SUBK) agreement, the Principal Investigator (PI) on the subcontract receives an email notification to review and approve the draft in the eResearch Proposal Management (eRPM) system.

 Only the "SUBK PI" can sign the draft agreement in eRPM. The SUBK PI is either the Contact PI on the parent PAF or, if assigned, the SUBK Managing Investigator.

This procedure includes instructions to [approve the SUBK](#) or [return it to OCA for changes](#).

Subcontract Agreement Notification

DO NOT USE EMAIL TO REPLY TO THIS MESSAGE. RESPOND VIA THE eRESEARCH WORKSPACE ONLY.

The subcontract agreement is ready for your review and approval. To view the draft agreement click on the the SUBK ID listed below.

Comments from the Office of Contract Administration:
Sending for review

SUBK Information:

SUBK ID: [SUBK00000025](#)
 SUBK Title: cpappas - New PAF - Thu Oct 20 10:14:35 EDT 2011
 SUBK Organization: MICHIGAN STATE UNIVERSITY
 Parent PAF ID: 12-PAF02372
 PI of Parent Proposal: Carolyn Pappas
 Parent PAF Primary Research Administrator: Lori Deromedi
 Parent PAF Primary Post Award Administrator: Lori Deromedi

Click here to access the SUBK: [SUBK00000025](#) 1

Email Recipients:
 Carolyn Pappas
 Sandra R. [REDACTED]
 Lori Deromedi

This email displays basic SUBK information, such as the SUBK ID, title, associated PAF, and who received the email, etc.

1. Click the link to access the SUBK.
- Note:** If you are not authenticated to the eRPM system when you click the link in the email, you will be directed to log in using your unqiusername and Kerberos password.

SUBK Workspace

Current State

SUBK PI Review

SUBK Summary

SUBK Worksheet

Manage Data

Manage Documents

Manage Subcontractor

Manage SUBK Conflict of Interest Documents

Subcontract Checklist

Activities

Post a Comment to the Entire Project

Assign OCA Specialist

Update Subcontract Details

Update COI Response

Edit Staff Notes

Return to OCA for Changes

PI Sign SUBK

Unit Approve SUBK

SUBK ID: SUBK00000071
Parent PAF: 12-PAF04688

Subcontract Draft Agreement:

Title	File	Version	Type	Last Modified
	Draft Agreement.pdf	0.01	Draft Subcontract Agreement	1/3/2013 9:48 AM

Start Date: 8/1/2011 Purchase Order Number:
 End Date: 7/31/2012 External Reference Number:
 Document ID: 1012345 Hybrid PO?: no

Subcontract Draft Agreement:

Title	File	Version	Type	Last Modified
	Draft Agreement.pdf	0.01	Draft Subcontract Agreement	1/3/2013 9:48 AM

Note: The SUBK state is **SUBK PI Review**.

2. Click the link in the **File** column of the **Subcontracts Draft Agreement** list to open the draft agreement.
3. The draft agreement opens in a new window. Review it; then close the window (not shown).

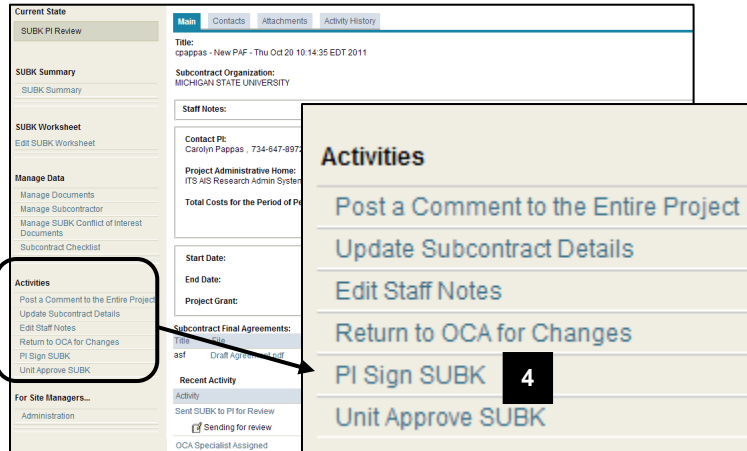
This section of the SUBK Workspace changes its name to **Subcontracts Final Agreement** after OCA uploads the final agreement upon PI, Unit, and Subcontractor review. The draft and final agreement documents are also available from the **Attachments** tab.

Signing the SUBK

If you do not need to make changes to the draft subcontract agreement, sign the SUBK. “Signing” in eRPM:

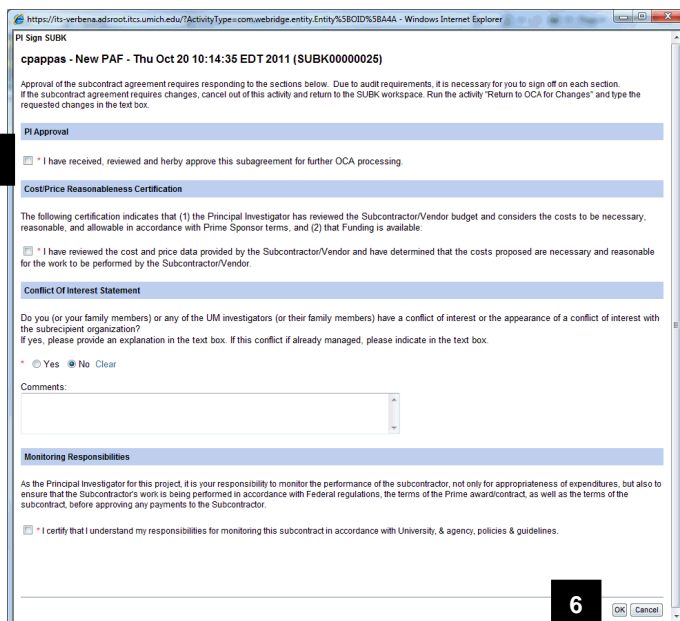
- Records your approval in the **Recent Activity** list on the SUBK Workspace.
- Sends an email notification to the applicable Unit Reviewer for their approval.
- Changes the SUBK state to **SUBK Unit Review**.

SUBK Workspace



4. Click **PI Sign SUBK** from the Activities menu.

PI Sign SUBK Window



5. Click the checkboxes or the applicable Yes/No radio button in the following sections:

- **PI Approval** – to indicate that you have reviewed the SUBK agreement and approve it.
- **Cost/Price Reasonableness** – to certify that you have reviewed the SUBK budget and agree to it.
- **Conflict of Interest** – to identify whether a conflict exists and provide explanation, if necessary.
- **Monitoring Responsibilities** – to certify acceptance of reviewing the subcontractor expenses and work per federal, sponsor, and contract terms.

6. Click **OK**.

Returning the SUBK for Changes

If upon review of the draft agreement you need to make changes prior to approving it, use the **Return to OCA for Changes** activity. Upon completion of the activity:

- The return is recorded in the **Recent Activity** list on the SUBK Workspace.
- Email notifications are sent to the project team, unit reviewers, and the “SUBK Notification” list.
- The SUBK state changes to **OCA Processing** to indicate further work is required.

SUBK Workspace

1. Click **Return to OCA for Changes** from the Activities menu.

Return to OCA for Changes Window

2. If applicable, enter information about the changes in the **Comments** field.
3. Click **OK**.