

This procedure details the process for Subrecipient Monitoring which begins by determining the degree of risk associated with a Subrecipient prior to the acceptance of the grant. Starting with the procedure of 'Pre-Grants: Grants Proposal Preparation', OGRA sends Subrecipient Commitment Form (SCF) to Subrecipient for completion (Step 2). Subrecipient returns the SCF to OGRA and Pre-Grants and Contracts Administrator reviews and validates information and uploads to In4Grants.

This procedure is designed for those circumstance where Chicago State University is the principle institution and is responsible for program and/or fiscal oversight and Subrecipient Monitoring of State and/or Federal Funds.

Post-Grants and Compliance Administrator (Post-GCA) reviews the SCF and based on the response to Audit Status will do one of the following:

- (1) Document the most recent A-133 audit report; or
- (2) Send to Subrecipient the Audit Certification and Financial Status Questionnaire; or
- (3) The Subrecipient Risk Assessment Report if Subrecipient has never been audited

Once the Post-GCA has reviewed the documentation submitted by the Subrecipient two processes are initiated:

Post-GCA communicates to the Pre-GCA to proceed with the creation of the subcontract. See 'Pre-Grants: Subcontract Preparation Procedure.' During this process the 'Subcontractor Worksheet' is completed

If the grant proposal is funded OGRA has received official notification and the Pre-Grants: Activation of the Grant Fund Procedure is initiated. See this procedure for details.

OGRA arranges an orientation time to meet with the Fiscal Officers, their staff and the Subrecipient. At this time the 'Activation Package Checklist' is completed. Both the Post-GCA and the Pre-GCA work to complete the orientation and collect the necessary documentation.

Post-GCA contacts the Subrecipient and schedules an orientation where the 'OGRA Subrecipient Monitoring Policy' is discussed and a schedule is created for reporting, invoicing and site visits. The Post-GCA generates an annual report.

Pre-GCA works with the Grants and Finance Accounting Specialist, Fiscal Officer, Grant Fund Accountant to complete the activation of the Grant Fund. The Pre-GCA then updates her progress report spreadsheet.

The AVP of Sponsored Program works with the Pre-GCA, Post-GCA, Fiscal Officers, Subrecipients, Grant Accountant and the Grant and Finance Accounting Specialist. The final review and approval for subcontracts and activation of the grant fund is the responsibility of AVPSP. The AVPSP reviews all documents and verifies via their signature that they are correct, accurate and appropriately filed.

## Post-Grants: Subrecipient Monitoring Procedure:

This process begins 6 weeks prior to grant submission and incorporates the following procedures:

- (1) Pre-Grants: Grants Proposal Preparation Procedure.
- (2) Pre-Grants: Activation of the Grant Fund Procedure.
- (3) Pre-Grants: Subcontract Preparation Procedure.

Each of the above procedures has a checklist, information and a set of forms that must be completed and on file for further review. For this reason, it is important that you review and become familiar with the above procedures before the procedures outlined in this document are initiated.

It is important that these procedures are followed because of the possible legal implications. If there are questions, please do not hesitate to ask. Keep in mind that in this procedure there may be additional documents required such as Memorandums of Understanding, Request for Temporary Funds, Intent to Submit a Proposal, Proposal Approval Form, etc that are not mentioned in this flowchart. Here is another reason to review the above procedures.