**DRAFT – Should be finalized in near term.**

**Updated Subcontract Process for COI Companies**

1. PI sends OSPA/OIPTT a completed Subrecipient Request Form that indicates a COI subrecipient.
2. OSPA/OIPTT determines that subcontract has sponsor approval.
3. OSPA/OIPTT notifies COI ([coi@iastate.edu](mailto:coi@iastate.edu)) of request for COI subrecipient.
4. COI Program Staff contacts proposed COI subrecipient/entity about need to obtain COI vendor status and conducts review to determine if COI in Research Management Plan is needed.
5. COI entity sends request for COI vendor status information to Cheryl Ervin ([cervin@iastate.edu](mailto:cervin@iastate.edu)), ISU Business Services/Procurement Services.
6. Cheryl sends information to COI entity on what needs to be done to request COI vendor status.
7. COI entity requests COI vendor status.
8. Request reviewed by COI Procurement Committee.
9. If request is approved, Cheryl Ervin sends COI entity a COI vendor status approval letter.
10. COI entity provides COI vendor status approval letter to [COI@iastate.edu](mailto:COI@iastate.edu).
11. COI Program Staff notifies OSPA ([ospa-awards@iastate.edu](mailto:ospa-awards@iastate.edu)) or OIPTT ([indcntnt@iastate.edu](mailto:indcntnt@iastate.edu)) that COI vendor status has been approved and that COI in Research Management Plan is in place.
12. OSPA/OIPTT negotiates and finalizes the subcontract with COI entity.
13. OSPA/OIPTT enters subcontract in KC Subaward module.
14. SPA sets up -23 PO and processes subcontract invoices.
15. OSPA handles required subcontract reporting (e.g. FFATA reporting).

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