SUBAWARD-SPECIFIC WORKFLOW

**Regular Purchase Requisitions**

- Requester submits req into workflow
- COA Approval
- DPS Approval
- Commodity Approval (incl. C&G or SRA if needed)
- Procurement Approval
- VP/Dean
  EVP/Provost
  President (as required by $)

**Research Office Subaward Requisitions**

- Requester submits req (Subaward form) into workflow with PI as "Prepared For" user
- COA Approval
- DPS Approval
- Grant Approval (C&G)
- FINISHED - to PO

**NIIMBL Subaward Requisitions**

- Requester submits req (NIIMBL subaward form naming Program Manager) into workflow with PI as "Prepared For" user
- COA Approval
- DPS Approval
- Grant Approval (C&G)
- FINISHED - to PO
**Subaward-Specific Workflow**

**Regular Purchase Purchase Orders**
- Assigns PO number (UDB or UDS)
- Syncs to PeopleSoft
- Dispatches to supplier
- FINISHED - to voucher

**Research Office Subaward Purchase Orders**
- Assigns PO number (UDR)
- Syncs to PeopleSoft
- Notifies Research Office of PO number
- FINISHED - to voucher

**NIIMBL Subaward Purchase Orders**
- Assigns PO number (UDR)
- Syncs to PeopleSoft
- Notifies NIIMBL Program Manager and financial coordinators of PO number
- FINISHED - to voucher
<table>
<thead>
<tr>
<th>Regular Purchases Vouchers</th>
<th>Research Office Subaward Vouchers</th>
<th>NIIMBL Subaward Vouchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP enters voucher</td>
<td>RO enters voucher</td>
<td>NIIMBL enters voucher</td>
</tr>
<tr>
<td>Routes to PO owner or DPS for approval (depending on setup)</td>
<td>RO manually routes to Dept Grant Administrator named on Subaward form</td>
<td>Routes to Program Manager named on Subaward Form</td>
</tr>
<tr>
<td>Routes to buyer for credit card payment (if applicable)</td>
<td>Routes to PO Owner (PI) for approval</td>
<td>PM manually adds correct Science Program Manager as ad hoc approver for approval</td>
</tr>
<tr>
<td>Routes to AP for Asset tagging (if applicable)</td>
<td>Routes to Research Office for final approval</td>
<td>Routes to COA for approval</td>
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<tr>
<td><strong>Pays</strong></td>
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