

**Auburn University**  
**Office of Sponsored Programs**  
**Subagreement Process**

**Proposal Stage:**

Once the Subrecipient is deemed to be eligible to enter into a subagreement with Auburn University, the following should be provided by the Subrecipient:

- ✓ Specific Scope of Work
- ✓ Detailed budget by category, including cost sharing (if applicable)
- ✓ Budget Justification
- ✓ Letter of Institutional approval
- ✓ Other documents as required by the sponsor and/or AU OSP

**Award Stage:**

1. Auburn University Office of Sponsored Programs (AU OSP) receives the fully executed prime agreement from the sponsor. The prime agreement is processed by AU OSP. AU OSP sends a copy of the agreement to Auburn University Contracts and Grants Accounting (AU CGA) where a FOAP (account) is created.
2. AU CGA sends AU OSP notification of the account number. The prime agreement is routed to the Subagreement Administrator (SA) to draft the Subagreement.
3. AU SA sends Subagreement draft to AU PI and department contact for review/approval.
4. Upon PI approval, the Subagreement is sent to the Subrecipient for Authorized Institutional Representative signature. When AU SA receives the partially executed Subagreement from the Subrecipient, AU SA will obtain AU's Authorized Institutional Representative's signature and send a fully executed copy of the Subagreement to the Subrecipient, AU PI, department contact and AU CGA.
5. The Subagreement funds will be encumbered by Auburn University Procurement and Payment Services (AU PPS).

**Payment:**

1. Subrecipient will submit invoices via email to [OSPSUBINV@auburn.edu](mailto:OSPSUBINV@auburn.edu)
2. AU SA will send invoice with vendor voucher and checklist to AU PI/department contact for review/approval
3. Department contact will return completed checklist, signed vendor voucher and invoice to [OSPSUBINV@auburn.edu](mailto:OSPSUBINV@auburn.edu)
4. AU SA will send approved, signed vendor voucher and invoice to AU Payment and Procurement Services (PPS) for payment processing

**Modifications:**

1. AU OSP obtains AU PI's approval of requested changes to the original subagreement. AU SA will issue a subagreement modification to subrecipient for Authorized Institutional Representative signature.
2. The subagreement modification will specify the amendment(s) to the original terms and conditions. All other terms and conditions of the subagreement will remain in effect and unchanged.

**Close-Out:**

Upon completion of the subagreement, the subrecipient must follow the close-out procedures defined in the subagreement. The final invoice and close-out documents must be sent to OSP. Final payment may be withheld upon receipt of cost-share and/or close-out documentation. OSP will process the final invoice for payment and unencumber the remaining funds. Approval of the final invoice by the PI will serve as OSP's approval to completely close-out the subagreement.

**For Questions:**

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