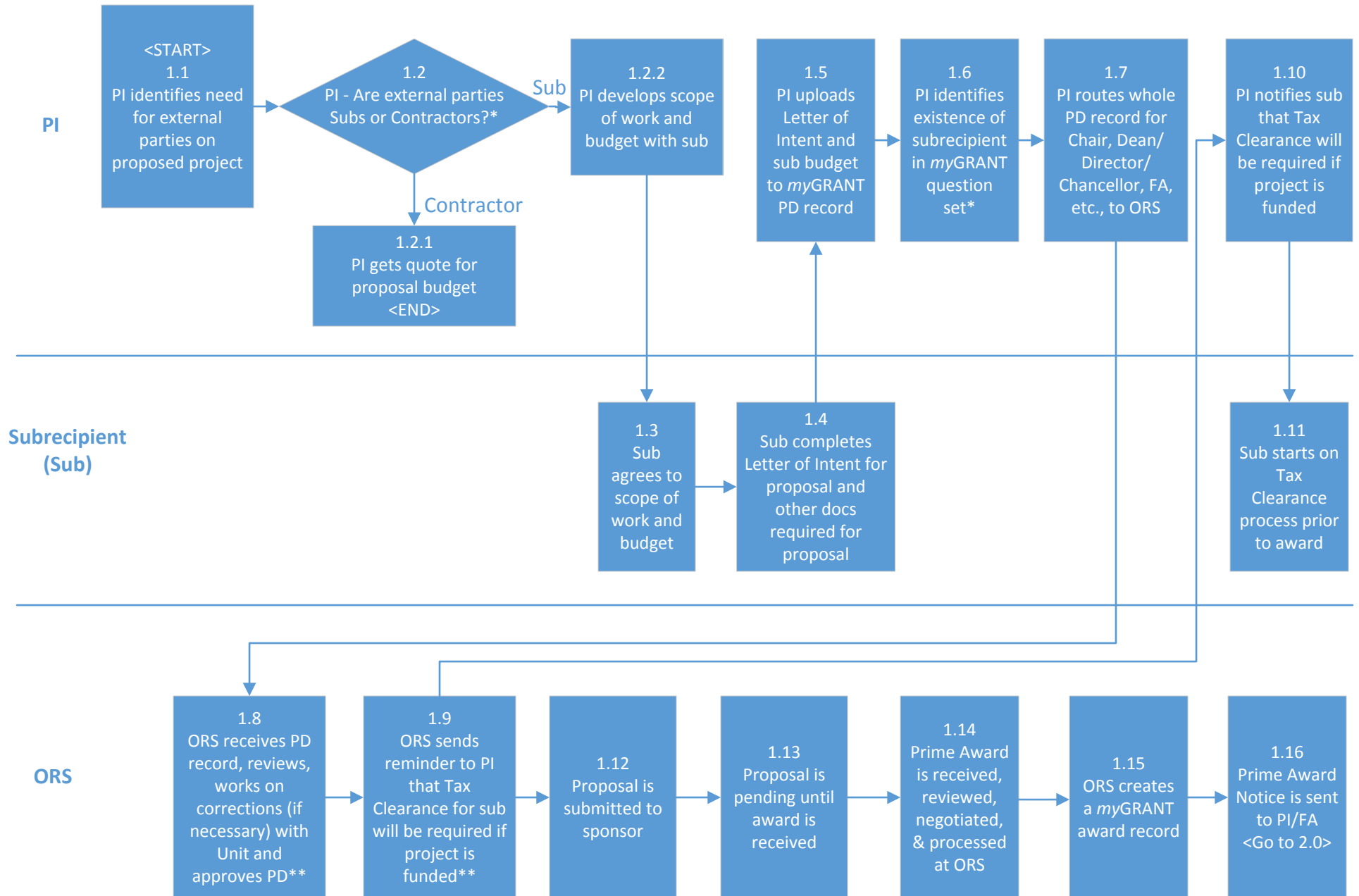


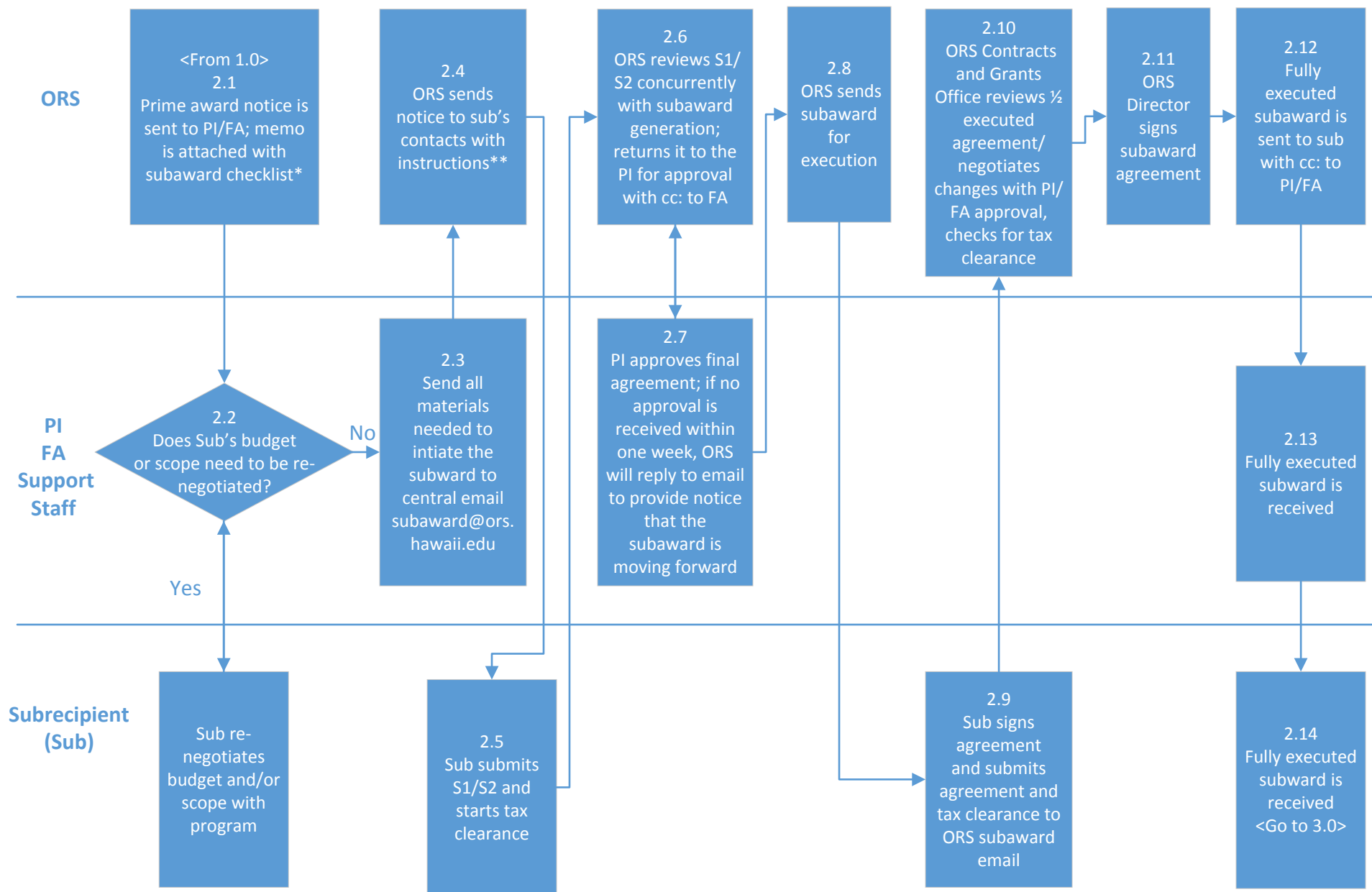
1.0 Subaward Preaward Process Flow



* Uniform Guidance requirement. PIs will be prompted in the *myGRANT* proposal record to answer a question regarding Subs versus Contractors.

** Tax clearance instructions attached to email, so PI can forward to sub.

2.0 Subaward Initiation Process Flow



* Subaward Start up Checklist: If prime is new - submit Final Budget, Scope of Work, Reports/Deliverables, and Contacts via email to subaward@ors.hawaii.edu.

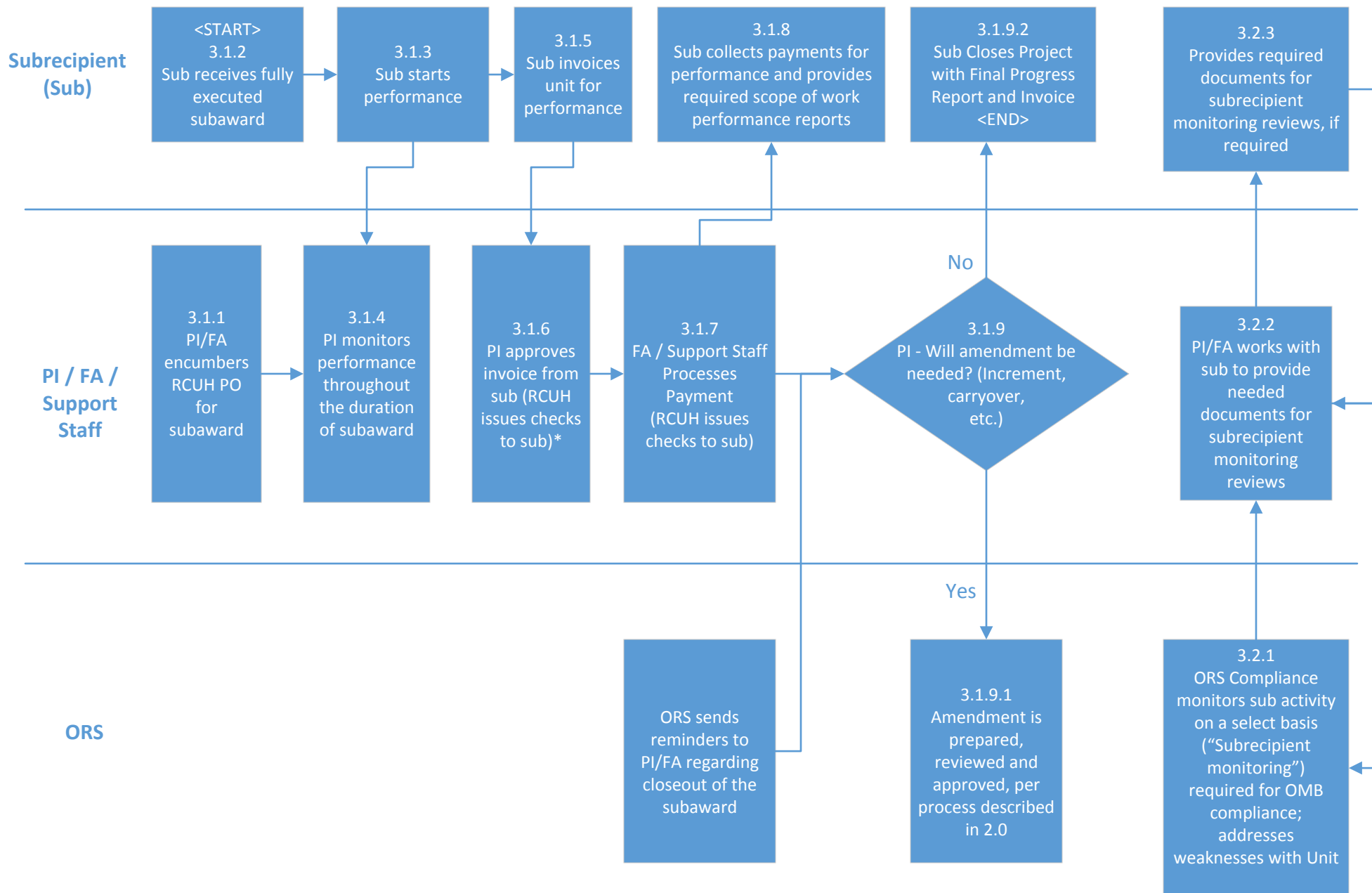
Subaward Amendment Checklist: If prime is not new – indicate any changes on a form, sign, and email to subaward@ors.hawaii.edu.

** Instructions: Submit Tax Clearance (if applicable) and S1/S2 to subaward@ors.hawaii.edu.

3.0 Subaward Performance Process Flow

3.1 Payment (concurrent with 3.2)

3.2 Subrecipient Monitoring (concurrent with 3.1)



* Per Uniform Guidance, payment must be made to sub within 30 days of receipt of proper invoice.